

# ASSOCIATIONS INCORPORATION REFORM ACT 2012

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Schedule 5

## RULES OF THE ASSOCIATION: WOMEN IN INSURANCE (VIC)

RULES OF THE ASSOCIATION:  
WOMEN IN INSURANCE(VIC)

**1. Name**

The name of the incorporated association is Women In Insurance (Vic) (in these Rules called "the Association").

**2. Statement of Purposes**

The purposes of the Association are –

- (a) To provide a forum for women in insurance or associated with the insurance industry;
- (b) To provide training and education in insurance related fields;
- (c) To provide opportunities for development of professional and personal skills;
- (d) To provide information on developments in the insurance industry;
- (e) To provide a vehicle for women in the industry to network, meet, exchange information, points of view and experience;
- (f) To promote a positive image of women in the insurance industry;
- (g) To raise matters of mutual interest and concern within the insurance industry;
- (h) To provide a forum for the exchange of information between affiliated industries and professions; and
- (i) Such other matters and activities as become pertinent to the Association in the future.

**3. Definitions**

In these Rules, unless the contrary intention appears –

“**Act**” means the ***Associations Incorporation Reform Act 2012***;

“**committee**” means the committee of management of the Association;

“**financial year**” means the year ending on 30 June;

“**general meeting**” means a general meeting of members convened in accordance with Rule 12;

“**member**” means a member of the Association and includes both an individual and corporate member but not a corporate member organisation;

“**ordinary member of the committee**” means a member of the committee who is not an officer of the Association under Rule 21;

“**individual member**” means a person who is an individual member of the Association and who is not a corporate member and who is approved for individual membership in accordance with Rule 5.

“**corporate member organisation**” means a corporation, organisation or group (including an unincorporated organisation), as otherwise approved by the committee from time to time, who applies on behalf of a group of up to 50 people who are employees or officers of a corporation, or are members of an organisation or group for corporate membership of the Association and is approved for corporate member organisation membership in accordance with Rule 5;

“**corporate member**” means a person who is employed by or otherwise part of a corporate member organisation, and is nominated by the corporate member organisation as a corporate member and who is approved for corporate membership in accordance with Rule 5;

“**Regulations**” means regulations under the Act;

“**relevant documents**” has the same meaning as in the Act;

“**website**” means <https://www.wii.org.au/>;

#### 4. **Alteration of the rules**

These rules and the statement of purposes of the Association must not be altered except in accordance with the Act.

#### 5. **Membership, entry fees and subscription**

- (1) A person who applies and is approved for individual membership as provided in these Rules is eligible to be a member of the Association on payment of the ~~annual~~ subscription payable under these Rules.
- (2) A corporate member who is nominated by a corporate member organisation which applies and is approved for corporate membership as provided in these Rules is eligible to be a member of the Association on payment by the corporate member organisation of the ~~annual~~ subscription payable under these Rules.
- (3) An application of a person for individual membership of the Association must ~~be made in the manner determined by the committee from time to time and as published on the website.~~
  - (a) ~~be made in writing in the form set out in Appendix 1 as amended from time to time; and~~
  - (b) ~~be lodged with the Membership Officer of the Association.~~ An application of a corporate member organisation on behalf of a group of up to 50 people who are employees or officers of the corporation, or members of the organisation or group be made in the manner determined by the committee from time to time and as published on the website. ~~—must—~~
- (4) ~~be made in writing in the form set out in Appendix 2 as amended from time to time; and~~

- (5) ~~be lodged with the Membership Officer of the Association~~ At the next committee meeting after the receipt of an application for membership, the ~~Membership Officer must refer any application for membership to the committee.~~ committee must determine whether to approve or reject the application.
- ~~The committee must determine whether to approve or reject the application.~~
- (6) The Membership Officer must, within 28 days after receipt of the ~~annual~~ subscription:
- (a) In the case of an individual, ~~enter the applicant's name in the register of members; confirm that they are listed as a member on the register of members via the website; or~~
- (b) In the case of a corporate organisation, enter the corporate member organisation's name in the records of the Association, and enter the name of each person who is employed by, or an officer of the corporation, or members of the organisation or group, and who is nominated by the corporate member organisation as a corporate member in the register of member ~~via the website. s.~~
- (7) An individual applicant for membership becomes a member and is entitled to exercise the rights of membership when ~~his or her~~ that person's name is entered in the register of members.
- (8) A corporate member nominated for membership becomes a member and is entitled to exercise the rights of membership when ~~his or he~~ that person's name is entered into the register of members.
- (9) A corporate member organisation is not entitled to exercise any rights of memberships.
- (10) A corporate member organisation may apply (without additional fee) to add additional persons (up to 50 corporate members) who are employees or officers of the corporation, or members of the organisation or group as corporate members throughout the membership year, but cannot apply for the removal of a corporate member who has left the corporate member organisation. Any application by a corporate member organisation to add additional persons must be considered under Rule 5(5).
- (11) If the committee rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (12) A right, privilege, or obligation of a person by reason of membership of the Association—
- (a) is not capable of being transferred or transmitted to another person; and
- (b) terminated upon the cessation of membership whether by death or resignation or otherwise.
- ~~(13) The annual subscription~~ The subscription fee for individual membership or corporate membership, valid for a period of 12 months from the date of the

application, is set out in Appendix 3 or is any amount as otherwise amended by the committee from time to time.

~~(14)~~ for an individual membership is \$60.00, or any amount as otherwise amended by the committee of the Association from time to time.

~~(13)~~ The annual subscription for a corporate member organisation is \$750.00 or any amount as otherwise amended by the committee of the Association from time to time.

~~(15)~~~~(14)~~ Any subscription offered by the Association for a period of less than 12 months will be calculated on a pro-rata basis in relation to the subscription fee payable pursuant to Rule 5(13).

~~The annual subscription is payable in advance on or before 31 July in each year.~~

~~(17)~~~~(15)~~ The committee may determine from time to time that an entry fee must be paid by members and/or non-members for any event that the committee holds.

## 6. Register of members

- (1) The Membership Officer must keep and maintain a register of individual members and corporate members containing—
  - (a) the name and email address of each member;
  - (b) if a corporate member, the firm, organisation, association or group that the member is associated with; and
  - (c) the date on which each member's name was entered in the register.

~~(2)~~ The register may be maintained as part of the website.

~~(2)~~~~(3)~~ The register is available for inspection free of charge by any member upon request.

~~(4)~~ The Membership Officer must also keep a list of all corporate member organisations. This list may also be maintained via the website, if required. .

## 7. Ceasing membership

- (1) A member of the Association who has paid all moneys due and payable by a member of the Association may resign from the Association by giving one month's notice in writing to the Membership Officer of ~~his or her~~that person's intention to resign.
- (2) After the expiry of the period referred to in sub-rule (1)—
  - (a) the member ceases to be a member; and
  - (b) the Membership Officer must record in the register of members the date on which the member ceased to be a member.

The Association will not refund the subscription fee if the member ceases to be a member.

- (3) If a corporate member ceases to be a part of the corporate member organisation, the corporate member continues to be a member of the Association, until such time as the corporate member's membership for the year in question expires, or until that person resigns in accordance with Rule 7(1).

## 8. General rights of members

- (1) A member of the Association who is entitled to vote has the right to—
- (a) receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; ~~and~~
  - (b) submit items of business for consideration at a general meeting; ~~and~~
  - (c) attend and be heard at general meetings; ~~and~~
  - (d) vote at a general meeting; ~~and~~
  - (e) have access to the minutes of general meetings and other documents of the Association as provided under the Act; and
  - (f) inspect the register of members.
- (2) A member is entitled to vote if—
- (a) more than 10 business days have passed since ~~he or she~~ the person became a member of the Association; and
  - (b) the member's membership rights are not suspended for any reason.

## 9. Discipline, suspension and expulsion of members

- (1) Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the committee may by resolution—
- (a) suspend that member from membership of the Association for a specified period; or
  - (b) expel that member from the Association.
- (2) A resolution of the committee under sub-rule (1) does not effect unless—
- (a) at a meeting held in accordance with sub-rule (3), the committee confirms the resolution; and
  - (b) if the member exercises a right of appeal to the Association under this Rule, the Association confirms the resolution in accordance with this Rule.
- (3) A meeting of the committee to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).

- (4) For the purposes of giving notice in accordance with sub-rule (3), the Membership Officer must, as soon as practicable, cause to be given to the member a written notice—
- (a) setting out the resolution of the committee and the grounds on which it is based; ~~and~~
  - (b) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; ~~and~~
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that ~~he or she~~that person may do one or both of the following—
    - (i) attend the meeting; ~~and/or~~
    - (ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution.
  - (e) informing that member, that if at that meeting, the committee confirms the resolution, ~~he or she~~that person may, not later than 48 hours after that meeting, give the Membership Officer notice to the effect that ~~he or she~~the person wishes to appeal to the Association in general meeting against the resolution.
- (5) At a meeting of the committee to confirm or revoke a resolution passed under sub-rule (1), the committee must—
- (a) give the member, or ~~his or her~~that person's representative, an opportunity to be heard; ~~and~~
  - (b) give due consideration to any written statement submitted by the member; and
  - (c) determine by resolution whether to confirm or to revoke the resolution.
- (6) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Membership Officer a notice to the effect that ~~he or she~~the person wishes to appeal to the Association in general meeting against the resolution.
- (7) If the Membership Officer receives a notice under sub-rule (6), ~~he or she~~the Membership Officer must notify the committee and the committee must convene a general meeting of the Association to be held within 21 days after the date on which the Membership Officer received the notice.
- (8) At a general meeting of the Association convened under sub-rule (7)—
- (a) no business other than the question of the appeal may be conducted; ~~and~~
  - (b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; ~~and~~

- (c) the member, or ~~his or her~~ that person's representative, must be given an opportunity to be heard; and
  - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

## 10. Disputes and mediation

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between—
  - (a) a member and another member; or
  - (b) a member and the Association.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be—
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement—
    - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
    - (ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Association can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must—
  - (a) give the parties to the mediation process every opportunity to be heard; ~~and~~
  - (b) allow due consideration by all parties of any written statement submitted by any party; and



- (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

#### 11. Annual general meetings

- (1) The Committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) The committee may determine the date, time and place of the annual general meeting of the Association.
- (3) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (4) The ordinary business of the annual general meeting shall be to—
  - (a) confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; ~~and~~
  - (b) receive from the committee reports upon the transactions of the Association during the last preceding financial year; and
  - (c) elect officers of the Association and the ordinary members of committee.
- (5) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

#### 12. Special general meetings

- (1) In addition~~al~~ to the annual general meeting, any other general meetings may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (4) If, but for this sub-rule, more than 15 months elapse between the annual general meetings, the committee must convene a special general meeting before the expiration of that period.
- (5) The committee must, on the request in writing of members representing no less than 5 per cent of the total number of members, convene a special general meeting of the Association.
- (6) The request for a special general meeting must—
  - (a) state that objects of the meeting; ~~and~~

- (b) be signed by the members requesting the meeting; and
  - (c) be sent to the address of the President.
- (7) If the committee does not cause a special general meeting to be held within 1 month after the date on which the request is sent to the address of the President, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (8) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons incurring the expenses.

### **13. Special business**

All business that is conducted at a general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

### **14. Notice of general meetings**

- (1) The President of the Association, at least 14 days, or if a special resolution has been proposed, at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent—
- (a) by prepaid post to the address appearing in the register of members; or
  - (b) by facsimile transmission or electronic transmission to the address appearing in the register of members from time to time.
- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the President of that business, who must include that business in the notice calling the next general meeting.

### **15. Quorum at general meetings**

- (1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- (2) Five committee members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.

- (3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present—
  - (a) in the case of a meeting convened upon the request of members - the meeting must be dissolved; and
  - (b) in any other case - the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or 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 the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the committee members personally present (being not less than 3) shall be a quorum.

**16. Presiding at general meetings**

- (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 are unable to preside, the committee members present must select one of their number to preside as Chairperson.

**17. Adjournment of meetings**

- (1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with Rule 12.
- (4) Except as provided in sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

**18. Voting at general meetings**

- (1) Upon 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.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

**19. Poll at general meetings**

- (1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

**20. Manner of determining whether resolution carried**

If a question arising at a general meeting of the Association is determined on a show of hands—

- (a) a declaration by the Chairperson that a resolution has been—
  - (i) carried; ~~or~~
  - (ii) carried unanimously; ~~or~~
  - (iii) carried by a particular majority; or
  - (iv) lost; and
- (b) 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.

**21. Proxies**

- (1) Each member is entitled to appoint another member as a proxy by notice given to the President no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing a proxy must—
  - (a) for a meeting of the Association convened under Rule 7(7), in the form set out in Appendix ~~13~~; or
  - (b) in any other case, in the form set out in Appendix ~~2.4~~.

**22. Committee of Management**

- (1) The affairs of the Association shall be managed by the committee of management.
- (2) The committee—
  - (a) shall control and manage the business and affairs of the Association; ~~and~~

- (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and
  - (c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.
- (3) Subject to section 77 of the Act, the committee shall consist of—
- (a) the officers of the Association;
- each of whom shall be elected at the annual general meeting of the Association in each year.

### 23. Office holders

- (1) The officers of the Association shall be—
  - (a) a President;
  - (b) a Vice-President;
  - (c) a Treasurer;
  - (d) a Secretary;
  - (e) a Membership Officer;
  - (f) an Events Officer;
  - (g) a Social Medical Officer; and
  - (h) up to a maximum of 10 general members of the committee.
- (2) The provisions of Rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub-rule (1).
- (3) Each officer of the Association shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.
- (4) In the event of a casual vacancy in any office referred to in sub-rule (1), the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.
- (5) In the event of a casual vacancy in the office of Secretary, the vacancy must be filled within 14 days using the procedure outlined in sub-rule (4).
- (6) The roles of the ~~offices of Treasurer and~~ Secretary may be filled by ~~the same person; a person holding any other officer position of the Association.~~

**24. General members of the committee**

- (1) Subject to these Rules, each general member of the committee shall hold office until the annual general meeting next after the date of election but is eligible for re-election.
- (2) In the event of a casual vacancy occurring in the office of an ordinary member of the committee, the committee may appoint a member of the Association to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

**25. Election of officers and general committee members**

- (1) Nominations of candidates for election as officers of the Association or as general members of the committee must be—
  - (a) made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
  - (b) delivered to the President of the Association not less than 7 days before the date fixed for the holding of the annual general meeting.
- (2) A candidate may only be nominated for one office, or as a general member of the committee, prior to the annual general meeting, except candidates for the roles of the offices of ~~Treasurer and Secretary~~, which ~~roles~~ may be filled by ~~the same~~ candidate for another office.
- (3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of officers and general members of the committee must be conducted at the annual general meeting in such manner as the committee may direct.

**26. Vacancies**

The office of an officer of the Association, or of a general member of the committee, becomes vacant if the officer or member—

- (a) ceases to be a member of the Association; ~~or~~
- (b) becomes an insolvent under administration within the meaning of the Corporations Law; or
- (c) resigns from office by notice in writing given to the President.

**27. Meetings of the committee**

- (1) The committee must meet at least 3 times in each year at such place and such times as the committee may determine.
- (2) Special meetings of the committee may be convened by the President or by any 4 members of the committee.

**28. Notice of committee meetings**

- (1) Written notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.
- (2) Written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

**29. Quorum for committee meetings**

- (1) Any 4 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present—
  - (a) In the case of a special meeting – the meeting lapses; or
  - (b) In any other case – the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The committee may act notwithstanding any vacancy of the committee.

**30. Presiding at committee meetings**

At meetings to the committee—

- (a) The President or, in the President's absence, the Vice-President presides; or
- (b) If the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

**31. Voting at committee meetings**

- (1) Questions arising at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (2) Each member present at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

**32. Removal of committee member**

- (1) The Association in general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (3) The Vice-President or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting.

**33. Minutes of meetings**

- (1) A member of the committee, as appointed at each meeting must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.
- (2) All minutes of meetings must be available for inspection free of charge by any member upon request.
- (3) A member may make a copy of any minutes of meetings.

**34. Funds**

- (1) The Treasurer of the Association must—
  - (a) collect and receive all moneys due to the Association and make all payments authorised by the Association (including by electronic funds transfer);
  - (b) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association; and
  - (c) keep possession of any cheque book belonging to the Association.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by the Treasurer.
- (3) The funds of the Association shall be derived from entry fees, annual subscriptions, sponsorship, donations and such other sources as the committee determines.

**35. Seal**

- (1) The common seal of the Association must be kept in the custody of the President.



- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures of two members of the committee.

**36. Notice to members**

Except for the requirement in Rule 12, any notice that is required to be given to a member, by or on behalf of the Association, under these Rules may be given by—

- (a) Delivering the notice to the member personally; or
- (b) Sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- (c) Facsimile transmissions; or
- (d) Electronic transmission.

**37. Winding up**

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association must be disposed of in accordance with the provisions of the Act.

**38. Custody and inspection of books and records**

- (1) Except as otherwise provided in these Rules, the President must keep in his or her custody or under his or her control all books, documents and securities of the Association.
- (2) All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.
- (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

APPENDIX I

## APPLICATION FOR INDIVIDUAL MEMBERSHIP

<b>Name</b>	
<b>Company:</b>	
<b>Position:</b>	
<b>Business Address:</b>	
<b>Telephone:</b>	
<b>Facsimile:</b>	
<b>Email:</b>	
<b>Industry Experience (years):</b>	

**Industry Sector**

Broker    Government Sector    Insurer    Law Firm    Risk Management    Other

Having completed this application form, I understand that it will be reviewed by the Women In Insurance (Vic) Committee, that the offer of membership will be at the sole discretion of the abovementioned Committee and any decision made is final and absolute.

Following acceptance of my application, I agree to abide by the Constitution of Women In Insurance (Vic), a copy of which can be obtained from [www.wii.org.au](http://www.wii.org.au). A summary of the purposes of the association is attached.

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_

**For payment by credit card:** please forward this form by email to [membership@wii.org.au](mailto:membership@wii.org.au) or by post to PO Box 111, Collins Street West, 8007, Victoria.

I hereby give authorisation for Women In Insurance to debit \$60.00 from the following credit card:

MASTERCARD                       VISA                                       AMERICAN EXPRESS

**Card Number:**

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**Cardholder's Name:**                      \_\_\_\_\_

**Expiry Date:**                                      \_\_\_\_\_ / \_\_\_\_\_

**Signature:**    \_\_\_\_\_

**For payment by cheque,** please make the cheque payable to Women In Insurance (Vic) and post with this form to PO Box 111, Collins Street West, 8007, Victoria.

Women In Insurance (Vic) is a non-profit organisation and is not required to register for GST. We are therefore not required to provide a tax invoice and GST is not included in the subscription or renewal prices.  
Please note that no tax invoices or receipts will be issued for membership applications.

THE ASSOCIATION FOR WOMEN IN INSURANCE  
VICTORIAN CHAPTER  
STATEMENT OF PURPOSES

The purposes for which the Association for Women In Insurance (~~Association~~) is established are:

- ~~To provide a forum for women in insurance or associated with the insurance industry;~~
- ~~To provide training and education in insurance and related fields;~~
- ~~To provide opportunities for development of professional and personal skills;~~
- ~~To provide information on developments in the insurance industry;~~
- ~~To provide a vehicle for women in the industry to network, meet, exchange information, points of view and experience;~~
- ~~To promote a positive image of women in the insurance industry;~~
- ~~To raise matters of mutual interest and concern within the insurance industry;~~
- ~~To provide a forum for the exchange of information between affiliated industries and professions; and~~
- ~~Such other matters and activities as become pertinent to the Association in the future.~~

A full copy of the Constitution can be obtained from ~~[www.wii.org.au](http://www.wii.org.au)~~, by emailing ~~[membership@wii.org.au](mailto:membership@wii.org.au)~~ or by writing to ~~PO Box 111, Collins Street, West, 8007, Victoria.~~

## APPENDIX 2

### APPLICATION FOR CORPORATE MEMBERSHIP (MAX 50 PERSONS)

<b>Corporate Member Organisation Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Facsimile:</b>	
<b>Contact Person Name:</b>	
<b>Contact Person Position:</b>	
<b>Contact Person Telephone</b>	
<b>Contact Person Email:</b>	

#### Industry Sector

Broker  Government Sector  Insurer  Law Firm  Risk Management  Other

Having completed this application to become a Corporate Member Organisation and nominated up to 50 persons to be Corporate Members of the Association, I understand:

1. That the application to become a Corporate Member Organisation will be reviewed by the Women In Insurance (Vic) Committee.
2. That the offer of membership to a Corporate Member Organisation will be at the sole discretion of the Committee and any decision made is final and absolute.
3. Any membership will run for the financial year.
4. That a maximum of 50 persons from the Corporate Member Organisation (**nominated persons**) may (at the sole discretion of the Committee) be accepted for Corporate Membership as a benefit of the Corporate Member Organisation membership.
5. All nominated persons are either employed by, an officer of or a member of the Corporate Member Organisation.
6. If any nominated persons are accepted for corporate membership and subsequently leave the Corporate Member Organisation in the membership year, they will remain Corporate Members of the Association.
7. The Corporate Member Organisation membership is not a sponsorship and does not entitle the entity to any benefits of sponsorship.
8. No voting rights vest in a Corporate Member Organisation member.

Following acceptance of this application for Corporate Member Organisation membership, I agree the Corporate Member Organisation will abide by the Constitution of Women In Insurance (Vic), a copy of which can be obtained from [www.wii.org.au](http://www.wii.org.au). A summary of the purposes of the association is attached.

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_

# WOMEN IN — INSURANCE VICTORIA

~~For payment by credit card: please forward this form by email to [membership@wii.org.au](mailto:membership@wii.org.au) or by post to PO Box 111, Collins Street West, 8007, Victoria.~~

~~I hereby give authorisation for Women In Insurance to debit \$750.00 from the following credit card:~~

~~MASTERCARD~~

~~VISA~~

~~AMERICAN EXPRESS~~

~~Card Number:~~

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~~Cardholder's Name:~~

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~~Expiry Date:~~

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~~Signature:~~

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~~For payment by cheque, please make the cheque payable to Women In Insurance (Vic) and post with this form to PO Box 111, Collins Street West, 8007, Victoria.~~

~~Women In Insurance (Vic) is a non-profit organisation and is not required to register for GST. We are therefore not required to provide a tax invoice and GST is not included in the subscription or renewal prices.~~

~~Please note that no tax invoices or receipts will be issued for membership applications.~~

## NOMINATED PERSONS

No.	Name	Email
1.		
2.		
3.		
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# WOMEN IN — INSURANCE

VICTORIA

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APPENDIX 13

FORM OF APPOINTMENT OF PROXY  
FOR MEETING OF ASSOCIATION CONVENED UNDER RULE 7(7)

I, .....  
(name)

of .....  
(address)

being a member of .....  
(name of Incorporated Association)

appoint .....  
(name of proxy holder)

of .....  
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the  
meeting to be held on:

.....  
(date of meeting)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution:

.....  
(insert details of resolution passed under Rule 7(1))

Signed: .....

Dated: .....



APPENDIX 24

FORM OF APPOINTMENT OF PROXY

I, .....  
(name)

of .....  
(address)

being a member of .....  
(name of Incorporated Association)

appoint .....  
(name of proxy holder)

of .....  
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the annual/special\* general meeting of the Association to be held on:

.....  
(date of meeting)

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against\* the following resolution:

.....  
(insert details of resolution)

Signed: .....

Dated: .....

\* Delete if not applicable

SCHEDULE OF FEES\*

Fee	Amount
Corporate Organisation Member – Annual subscription	\$750
Individual member – Annual subscription	\$60

\* Subject to change without notice

NOTES

SCHEDULE I

PREPARATION OF FINANCIAL STATEMENTS BY PRESCRIBED ASSOCIATIONS – AUSTRALIAN ACCOUNTING STANDARDS

Australian Accounting Standard No.	Name of Australian Accounting Standard	Issued
AASB 1018 (replaces AAS 1)	Statement of Financial Performance	June 2002
AAS 4	Depreciation	August 1997
AAS 5	Materiality	September 1995
AAS 6	Accounting Policies	March 1999
AAS 8	Events Occurring After Reporting Date	October 1997
AAS 15	Revenue	June 1998
AAS 17	Leases	October 1998
AAS 28	Statement of Cash Flows	October 1997
AAS 36	Statement of Financial Position	October 1999
AASB 1041 (replaces AAS 38)	Revaluation of Non-Current Assets	July 2001