



THE
CONSTITUTION
OF THE
NEW SOUTH WALES
VOLUNTEER FIRE FIGHTERS
ASSOCIATION

10 February 2018

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Part 1 - Preliminary

1. Introduction

This is the Constitution of the New South Wales Volunteer Fire Fighters Association.

2. Name

The name of the Association is “The New South Wales Volunteer Fire Fighters Association”. The Association is referred to in this Constitution as the “VFFA”.

3. Objectives

The objectives of the VFFA are to:

- a. provide a forum for the consolidation and representation of the views of the Members of the VFFA
- b. Act as a focal point for RFS volunteers to assist the NSW RFS in regard to the development of the Service and put forward their views on matters relating to Hazard Reduction, Firefighting and Land Management practices.
- c. protect life, property and the environment with fire mitigation and suppression; and
- d. represent the members of the VFFA in their dealings with the NSW RFS, the Government, the media and the general public; and
- e. have representation of the VFFA on all “Bushfire Committee’s and appropriate “Management Committees” within the RFS.

4. Industrial Activity

The **VFFA IS NEITHER A UNION NOR AN INDUSTRIAL ORGANISATION** and is non-party political. The principles of the VFFA are to ensure the workplace maintain equality across all areas of the volunteer’s spectrum in workplace health and safety. To ensure these principles are achieved it may be required to seek advice and guidance from registered union organisations.

5. Public Comment

Other than those authorised by resolution of the State Council Executive, no member shall speak or make any public comment on behalf of the VFFA or its members. However, all Members are entitled to make their personal views, comments & submissions.

6. Definitions

(1) In this constitution:

AGM means Annual General Meeting.

Associate member means any person not precluded by this constitution may become an Associate member in accordance with clause 7 Membership of this constitution.

Department means the part of the New South Wales Rural Fire Service the employs permanent staff.

Director-General means the Director-General of the Department of Services, Technology and Administration.

Member means volunteer member or ex-volunteer member of the New South Wales Rural Fire Service or a person with affiliated interest as approved by the VFFA. Further the VFFA may approve others for membership who apply with a written application, at their discretion such as an associate member.

Natural Person is a legal entity for a human-being, * **A Natural** person is a human being that has the capacity for rights and duties.

Ordinary committee member means a member of the committee who is not an office-bearer of the association.

RFS Act means the New South Wales Rural Fires Act as amended.

Secretary means:

- (a) the person holding office under this constitution as secretary of the association, or
- (b) if no such person holds that office - the public officer of the association.

Service means New South Wales Rural Fire Service.

Special general meeting means a general meeting of the association other than an annual general meeting.

The Act means the *Associations Incorporation Act 2009*.

The Regulation means the *Associations Incorporation Regulation 2010*.

(2) In this constitution:

- (a) a reference to a function includes a reference to a power, authority and duty, and
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

(3) The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

Part 2 - Membership

7. Membership generally

- (1) A person is eligible to be a member of the association if:
 - (a) the person is a natural person, and
 - (b) the person has been nominated and approved for membership of the association in accordance with clause 3.
- (2) A person is taken to be a member of the association if:
 - (a) the person is a natural person, and
 - (b) the person was:
 - (i) in the case of an unincorporated body that is registered as the association - a member of that unincorporated body immediately before the registration of the association, or
 - (ii) in the case of an association that is amalgamated to form the relevant association - a member of that other association immediately before the amalgamation, or
 - (iii) in the case of a registrable corporation that is registered as an association - a member of the registrable corporation immediately before that entity was registered as an association.
- (3) A person is taken to be a member of the association if the person was one of the individuals on whose behalf an application for registration of the association under section 6 (1) (a) of the Act was made.
- (4) “Any member of the VFFA that is employed by the NSW Rural Fire Service as either a casual, part time, full time, consultant, contractor (***unless the landholder contracts equipment or machinery for the duration of a declared S44***) or in any way that returns that VFFA member a fiscal reward for service/s rendered, that VFFA member shall immediately surrender all rights to voting at any VFFA elections AND shall not be allowed to stand for nor hold any position/s on the VFFA Executive, its Committees or Sub- Committee’s at time whilst ever that person is employed or fiscally engaged by the NSW Rural Fire Service.”

Associates:

The following persons shall be entitled to be admitted to the Association as an Associate if not eligible for membership of the Association but who are;

- a) Retired or ex-member of the NSWRFSS
- b) Members of authorised group/s engaged in delivering tertiary or study promoting fire related ideology in the areas of hazard reduction, firefighting and land management practices.
- c) A land holder who may contract or lease his/her equipment or machinery for monetary value to the NSWRFSS for the sole purpose of assistance with extinguishing, containing or blacking out at a S44 declared fire on an agreed written seasonal contract.
- d) Volunteer fire fighters of other states and territories of Australia.

8. Nomination for membership

- (1) A nomination of a person for membership of the association:
 - (a) can be made by either in writing using the approved VFFA Membership application form as per the example set out in Appendix 1 to this constitution, or by electronic means via the VFFA webpage <http://volunteerfirefighters.org.au/> - Membership and subscriptions and
 - (b) must be lodged with the membership officer of the association.
- (2) as soon as practicable after receiving a nomination for membership, the membership officer must refer the nomination to the Executive committee which is to determine whether to approve or to reject the nomination.
- (3) as soon as practicable after the Executive committee makes that determination, the membership officer must:
 - (a) notify the nominee, in writing, that the Executive committee approved or rejected the nomination (whichever is applicable).
- (4) The secretary must, on receiving approval of admission to the Association enter or cause to be entered the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

9. Cessation of membership

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

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the association, or
- (d) fails to pay the annual membership fee if any is due.

10. Membership entitlements not transferable

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

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

11. Resignation of membership

- (1) A member of the association may resign from membership of the association by first giving to the secretary written notice of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (2) If a member of the association ceases to be a member under subclause (1), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

12. Register of members

- (1) The public officer of the association must ensure the register of members of the association specifying the name and postal or residential address of each person who is a member of the association together with the date on which the person became a member be maintained and up to date.

- (2) The register of members must be kept in New South Wales:
 - (a) at the main premises of the association, or
 - (b) if the association has no premises, at the association's official address or the delegated Membership Officers address.
- (3) The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- (4) A member of the association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- (5) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection that information must not be made available for inspection.
- (6) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
 - (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
 - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

13. Fees and subscriptions

There are no fees or subscriptions on admission to the Association.

14. Members' liabilities

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by clause 13.

15. Resolution of disputes

- (1) A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to a community justice centre for mediation under the *Community Justice Centres Act 1983*.
- (2) If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.
- (3) The *Commercial Arbitration Act 1984* applies to any such dispute referred to arbitration.

16. Disciplining of members

- (1) A complaint may be made to the Executive committee by any person that is a member of the association:
 - (a) has refused or neglected to comply with a provision or provisions of this constitution, or
 - (b) has wilfully acted in a manner prejudicial to the interests of the association.
- (2) The Executive committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the committee decides to deal with the complaint, the committee:

- (a) must cause notice of the complaint to be served on the member concerned, and
 - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (4) The committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- (5) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 17.
- (6) The expulsion or suspension does not take effect:
- (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause 17, whichever is the later.

17. *Right of appeal of disciplined member*

- (1) A member may appeal to the association in a general meeting against a resolution of the committee under clause 18, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under subclause (1), the secretary must notify the committee which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the association convened under subclause (3):
- (a) no business other than the question of the appeal is to be transacted, and
 - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by members of the association.

Part 3 - The committee

18. Powers of the committee

Subject to the Act, the Regulation and this constitution and to any resolution passed by the association in general meeting, the committee:

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all such functions as may be exercised by the association, other than those functions that are required by this constitution 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.

19. Composition and membership of committee

- (1) The committee is to consist of:
 - (a) the office-bearers of the association, and
 - (b) at least 3 ordinary committee members, each of whom is to be elected at the annual general meeting of the association.
- (2) The total number of committee members is to be 13.
- (3) The office-bearers of the association are as follows:
 - (a) President,
 - (b) Senior Vice President
 - (c) Vice-president,
 - (d) Treasurer,
 - (e) Secretary.
- (4) A committee member may hold up to 2 offices (other than both the president and vice-president offices).
- (5) Each member of the committee is, subject to this constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

20. Election of committee members

- (1) Nominations of candidates for election as office-bearers of the association or as ordinary committee members:
 - (a) must be made in writing, signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
 - (b) must be delivered to the secretary of the association at least 1 day before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.

- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and ordinary committee members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- (7) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the association must be a member of the association.

Special note. *A member who has been duly elected as an office-bearer will remain in that position for the duration of their elected term unless they resign as per clause 11. This will be binding regardless of any inter departmental investigation or enquiry that results in reduction, suspension or removal on the member from the NSWRFSS. If the member is found guilty of criminal conviction in a criminal court of law they will automatically be removed from the Association a member.*

21. Secretary

- (1) The secretary of the association must, 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:
 - (a) all appointments of office-bearers and members of the committee, and
 - (b) the names of members of the committee present at a committee meeting or a general meeting, and
 - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

22. Treasurer

It is the duty of the treasurer of the association to ensure:

- (a) that all money due to the association is collected and received and that all payments authorised by the association are made, and
- (b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

23. Casual vacancies

- (1) 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 is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.
- (2) A casual vacancy in the office of a member of the committee occurs if the member:
 - (a) dies, or
 - (b) ceases to be a member of the association, or

- (c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
- (d) resigns office by notice in writing given to the secretary, or
- (e) is removed from office under clause 24, or
- (f) becomes a mentally incapacitated person, or
- (g) is absent without the consent of the committee from 3 consecutive meetings of the committee, or
- (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
- (i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth. (*See appendix 2.*)

24. Removal of committee members

- (1) The association in 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) If a member of the committee to whom a proposed resolution referred to in subclause (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.

25. Committee meetings and quorum

- (1) The committee must meet at least 2 times in each period of 12 months at such place and time as the committee may determine.
- (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 must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the 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 is to 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 is to stand adjourned to the same place and at the same hour of the same day in the following week.

- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
 - (a) the president or, in the president's absence, the vice-president is to preside, or
 - (b) if the president and the vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

26. Delegation by committee to sub-committee

- (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 clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this clause, 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 clause 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 clause.
- (7) A sub-committee may meet and adjourn as it thinks proper.

27. Voting and decisions

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to 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 sub-committee appointed by the committee (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 clause 20 (5), the committee may act despite 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 despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

Part 4 - General meetings

28. Annual general meetings - holding of

- (1) The association must hold its first annual general meeting within 18 months after its registration under the Act.
- (2) The association must hold its annual general meetings:
 - (a) within 6 months after the close of the association's financial year, or
 - (b) within such later time as may be allowed by the Director-General or prescribed by the Regulation.

29. Annual general meetings - calling of and business at

- (1) The annual general meeting of the association is, subject to the Act and to clause 31, to be convened on such date and at 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 is to include the following:
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
 - (b) to receive from the committee reports on the activities of the association during the last preceding financial year,
 - (c) to elect office-bearers of the association and ordinary committee members,
 - (d) to receive and consider any financial statement or report required to be submitted to members under the Act.
- (3) An annual general meeting must be specified as such in the notice convening it.

30. Special general meetings - calling of

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the association.
- (2) The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of the association.
- (3) A requisition of members for a special general meeting:
 - (a) must state the purpose or purposes of the meeting, and
 - (b) must be signed by the members making the requisition, and
 - (c) must be lodged with the secretary, and
 - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.

31. Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under subclause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 29 (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 must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

32. Quorum for general meetings

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.
- (2) Five members present (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - (a) if convened on the requisition of members, is to be dissolved, and
 - (b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (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 at least 3) are to constitute a quorum.

33. Presiding member

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

34. Adjournment

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

35. Making of decisions

- (1) A question arising at a general meeting of the association is to be determined by either:
 - (a) a show of hands, or
 - (b) if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- (2) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (3) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

36. Special resolutions

A special resolution may only be passed by the association in accordance with section 39 of the Act. ([See appendix 3](#))

37. Voting

- (1) On any question arising at a general meeting of the association a member has one vote only.
- (2) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (3) A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid.
- (4) A member is not entitled to vote at any general meeting of the association if the member is under 18 years of age.

38. Proxy votes

- (1) A member of the VFFA who will be absent from the meeting may appoint another member of the VFFA to vote as a proxy in any election conducted under this rule.

- (2) A proxy must be appointed in writing, signed by the voting member of the VFFA appointing the proxy, and must be delivered to the returning officer prior to the time for the closing of nominations Postal ballots. (See appendix 5)

39. Postal votes

- (1) The association may hold a postal ballot to determine any issue or proposal (other than an appeal under clause 17).
- (2) A postal ballot is to be conducted in accordance with Schedule 3 to the Regulation. (See Appendix 4)

Part 5 - Miscellaneous

40. Insurance

The association may affect and maintain insurance.

41. Funds - source

- 1) Shall apply its income and property solely towards its objectives.
- 2) The funds of the association are to be derived from VFFA magazine subscriptions, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- 3) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank or other authorised deposit-taking institution account.
- 4) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.
- 5) No portion of its income or property shall be paid or transferred directly or indirectly to members by way of profit. This subclause shall not prevent:
 - a. the payment or reimbursement of expenses incurred by a Member on behalf of the VFFA.
 - b. the payment of honorarium to the President, Treasurer and Secretary.

42. Funds - management

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in pursuance of the objects of the association in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the association, being members or employees authorised to do so by the committee.
- (3) Debit cards issued to authorised office bearers can be used at their discretion as per (1) of this clause with the approval of the Treasurer.

43. Change of name, objects and constitution

An application to the Director-General for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act (*See appendix 6*) is to be made by the public officer or a committee member.

44. Custody of books etc

Except as otherwise provided by this constitution, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the association.

45. Inspection of books etc

- (1) The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:
 - (a) records, books and other financial documents of the association,
 - (b) this constitution,
 - (c) minutes of all committee meetings and general meetings of the association.
- (2) A member of the association may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$1 for each page copied.

46. Service of notices

- (1) For the purpose of this constitution, a notice may be served on or given to a person:
 - (a) by delivering it to the person personally, or
 - (b) by sending it by pre-paid post to the address of the person, or
 - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:
 - (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

47. Financial year

The financial year of the association is:

- (a) the period of time commencing on the date of incorporation of the association and ending on the following 30 June, and
- (b) each period of 12 months after the expiration of the previous financial year of the association, commencing on 1 July and ending on the following 30 June.

Note: Schedule 1 of the Act provides that an association's constitution is to address the association's financial year.

Appendix 1 Application for membership of VFFA

(Clause 3 (1))

Volunteer Fire Fighters Association Membership Application



All memberships are free of charge

Your Details			
First Name:			
Last Name: (Surname)			
Date of Birth:		Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Your Contact Information			
Address: (Line 1)			
Address: (Line 2)			
Town / Suburb:			
State:		Post Code:	
Phone:			
Email:			
Membership			
Application Type: (Tick one box below)			
<input type="checkbox"/> New Membership (NSW RFS Volunteer)	<input type="checkbox"/> Update my Records (NSW RFS Volunteer)	<input type="checkbox"/> Supporter or Sponsor (Magazine Only)	
Membership Status: (Tick all boxes that apply)			
<input type="checkbox"/> NSW RFS Volunteer	<input type="checkbox"/> NSW RFS Staff	<input type="checkbox"/> Supporter or Sponsor (Magazine Only)	
Brigade or Brigades: <i>What Brigade or Brigades are you attached to?</i>			
Free Magazine			
Do you want your own magazine or do you share with another member / subscriber?	<input type="checkbox"/> Yes I would like my own magazine subscription	<input type="checkbox"/> No I don't need a magazine subscription	<input type="checkbox"/> I share with another subscriber (No magazine required)
How many magazines do you need?			
Please complete and return to the VFFA Membership Officer (see address below)			
VFFA Membership Officer Kittani 2037 Dry Plains Road Dry Plain, NSW 2630		For assistance call 0410 317 638 Alternatively, complete our online form at volunteerfirefighters.org.au (Click on Memberships & Subscriptions)	

Document Type: VFFA Membership Application

Version: 17-001a

Date: 2017-04-24

Appendix 2.

Clause 23.

Corporations Act 2001

206A Disqualified person not to manage corporations

(1) A person who is disqualified from managing corporations under this Part commits an offence if:

- (a) they make, or participate in making, decisions that affect the whole, or a substantial part, of the business of the corporation; or
- (b) they exercise the capacity to affect significantly the corporation's financial standing; or
- (c) they communicate instructions or wishes (other than advice given by the person in the proper performance of functions attaching to the person's professional capacity or their business relationship with the directors or the corporation) to the directors of the corporation:
 - (i) knowing that the directors are accustomed to act in accordance with the person's instructions or wishes; or
 - (ii) intending that the directors will act in accordance with those instructions or wishes.

Note: Under section 1274AA, ASIC is required to keep a record of persons disqualified from managing corporations.

(1A) For an offence based on subsection (1), strict liability applies to the circumstance, that the person is disqualified from managing corporations under this Part.

Note: For *strict liability*, see section 6.1 of the *Criminal Code*.

(1B) It is a defence to a contravention of subsection (1) if the person had permission to manage the corporation under either section 206F or 206G and their conduct was within the terms of that permission.

Note: A defendant bears an evidential burden in relation to the matters in subsection (1B), see subsection 13.3(3) of the *Criminal Code*.

(2) A person ceases to be a director, alternate director or a secretary of a company if:

- (a) the person becomes disqualified from managing corporations under this Part; and
- (b) they are not given permission to manage the corporation under section 206F or 206G.

Note: If a person ceases to be a director, alternate director or a secretary under subsection (2) the company must notify ASIC (see subsection 205B(5)).

Appendix 3.

Clause 36

Associations Incorporation Act 2009 No 7 [NSW]

39 Voting on special resolutions

(1) A resolution is passed by an association as a *special resolution*:

(a) at a meeting of the association of which notice has been given to its members no later than 21 days before the date on which the meeting is held, or

(b) in a postal ballot conducted by the association, or

(c) in such other manner as the Director-General may direct,

if it is supported by at least three-quarters of the votes cast by members of the association who, under the association's constitution, are entitled to vote on the proposed resolution.

(2) A notice referred to in subsection (1) (a) must include the terms of the resolution and a statement to the effect that the resolution is intended to be passed as a special resolution.

(3) A postal ballot referred to in subsection (1) (b) may only be conducted in relation to resolutions of a kind that the association's constitution permits to be voted on by means of a postal ballot and, if conducted, must be conducted in accordance with the regulations.

(4) A direction under subsection (1) (c) may not be given unless the Director-General is satisfied that, in the circumstances, it is impracticable to require votes to be cast in the manner provided by subsection (1) (a) or (b).

Appendix 4.

Clause 39

Associations Incorporation Regulation 2016 [NSW]

Schedule 3 Conduct of postal or electronic ballots

(Clause 13)

1 Ballots

(1) The committee must:

(a) cause the details of the matter on which the ballot is to be held to be set out in a statement, and

(b) fix the dates for:

(i) the forwarding of postal ballot papers, or the giving of access to electronic ballot papers, to members, and

(ii) the closing of the ballot, and

(c) appoint a returning officer for the ballot.

(2) Every ballot must be conducted by the returning officer appointed by the committee.

2 Returning officers

(1) A committee member of the association may not be appointed as a returning officer.

(2) The returning officer may be assisted in the performance of his or her duties by any

person (who would be eligible to be a returning officer) appointed by the returning officer.

3 Preparation of voting roll

(1) The returning officer must prepare a roll of the full names and addresses of the members of the association who are eligible to vote.

(2) A person whose name is on the roll is entitled to vote in the ballot, and no person is otherwise so entitled.

4 Electronic voting

(1) This clause applies to a ballot for determination of a matter by the association that is

to be conducted by means of electronic voting.

(2) Electronic voting is to be by means of email or accessing a voting website.

(3) The returning officer must ensure that the form for the electronic ballot paper contains:

(a) instructions for completing the voting paper, and

(b) the question to be determined, and

(c) the means of indicating the voter's choice on the question to be determined.

(4) The returning officer must, at least 14 days (or 21 days in the case of a special resolution) before the date fixed for the closing of the ballot, give each person entitled to vote:

(a) access to an electronic ballot paper, or to a voting website containing an electronic ballot paper, that complies with this clause, and

(b) access to information about:

(i) how the ballot paper must be completed, and

(ii) the closing date of the ballot, and

(iii) if voting is by email—the address where the ballot paper is to be returned, and

(iv) if voting is by accessing a voting website—the internet address of the website, any passwords required to access the website and how the

completed electronic ballot paper is to be sent to the returning officer using the website.

(5) Each person entitled to vote must vote in accordance with the instructions contained

in the information.

(6) If the ballot is a secret ballot, the returning officer must ensure that the identity of the

voter cannot be ascertained from the form of the electronic ballot paper.

(7) An electronic ballot paper must be sent to the returning officer no later than the close

of the ballot.

(8) The returning officer must ensure that all electronic ballot papers are stored securely

until the counting of the votes begins.

5 Postal voting

(1) This clause applies to a ballot for the determination of a matter by the association that

is to be conducted by means of postal voting.

(2) The returning officer must prepare ballot papers that contain:

(a) instructions for completing the voting paper, and

(b) the question to be determined, and

(c) a box opposite and to the left of each question.

(3) The returning officer must, at least 14 days (or 21 days in the case of a special resolution) before the date fixed for the closing of the ballot, give each person entitled to vote:

(a) a ballot paper prepared in accordance with this clause, and

(b) a notice describing:

(i) how the ballot paper must be completed, and

(ii) the closing date of the ballot, and

(iii) the address where the ballot paper is to be returned, and

(c) a returning envelope addressed to the returning officer and the reverse side of which is noted or printed with the name and address of the member and, if the ballot is a secret ballot, an envelope marked "Voting Paper".

(4) Each person entitled to vote must vote by marking the ballot paper in accordance with the instructions contained in the notice.

(5) If the ballot is a secret ballot, a voter must, after completing the ballot paper:

(a) enclose and seal the ballot paper in the envelope marked "Voting Paper", and

(b) enclose and seal that envelope in the returning envelope addressed to the returning officer, and

(c) give the envelope to the returning officer so that it is received no later than 24 hours before the close of the ballot.

(6) If the ballot is not a secret ballot, a voter must, after completing the ballot paper:

(a) enclose and seal the ballot paper in the returning envelope addressed to the returning officer, and

(b) give the envelope to the returning officer so that it is received no later than the close of the ballot.

(7) On receipt of a returning envelope, the returning officer must:

(a) compare the information on each returning envelope with the information on the voting roll to confirm that the vote was cast by a person entitled to vote in the ballot, and

(b) ensure that the ballot papers are securely stored until the counting of the votes begins.

6 Informal votes

(1) A ballot paper of a voter who votes by means of electronic voting or postal voting is

informal if the voter has failed to record a vote in accordance with the information provided by the returning officer.

(2) Despite subclause (1), if, in the opinion of the returning officer, a voter's intention is

clearly indicated on a ballot paper for a postal vote, the ballot paper is not informal merely because it contains an unnecessary mark.

(3) If voting is carried out by electronic voting using a voting website, the website is to provide a warning message to a person casting an informal vote that the proposed vote is informal.

7 Ascertaining result of ballot

(1) As soon as practicable after the close of the ballot for a postal vote, the returning officer must:

(a) in the case of a secret ballot, open the envelopes marked "Voting Paper" and remove the ballot papers, and

(b) in the case of any ballot, reject as informal any ballot papers that do not comply with the requirements of this Regulation, and

(c) ascertain the result of the ballot by counting the votes not rejected.

(2) As soon as practicable after the close of a ballot conducted by electronic voting, the

returning officer must:

(a) review all information and reports about the electronic ballot, and

(b) reject as informal any votes that do not comply with the requirements of this Regulation, and

(c) ascertain the results of the electronic ballot.

8 Statement by returning officer

(1) The returning officer must make out and sign a statement of the result of the ballot.

(2) On the declaration of the returning officer of the result of the ballot, the committee must cause an entry to be made in the minute book showing the result of the ballot.

(3) The returning officer must forward a copy of the statement to the chairperson of the

committee who must announce the result of the ballot at the next general meeting.

9 Notification of result of ballot for special resolutions

In the case of a special resolution, the association must cause the result of the ballot to be notified in writing to its members as soon as practicable after the ballot.

10 Retention of ballot papers

(1) The returning officer must retain:

(a) all ballot papers, and

(b) all rejected returning envelopes relating to postal voting, and

(c) all records relating to electronic voting (whether formal or otherwise), and

(d) all rolls,

used in connection with the conduct of the ballot, in accordance with this clause.

(2) The returning officer must retain those items in secure storage for a period of not less

than 8 weeks after the date fixed for the closing of the ballot unless directed in writing by the committee to retain those items for a longer period.

Appendix 5.

The NSW Volunteer Firefighters Association

Proxy Form

To: The Secretary
NSW Volunteer Firefighters Association
PO Box 123
Clarence Town NSW 2321

Proxy Vote

I *[name]* _____

of *[address]* _____

_____ ,

a member of NSW Volunteer Firefighters Association, hereby appoint

[name] _____

of *[address]* _____

to vote for me and on my behalf at the AGM of the VFFA to be held

on _____

[date]

at

_____ *[venue and address]*

_____ and at every
adjournment thereof.

As witness my hand *[signature]* _____

this _____ day of _____ 20____.

Appendix 6

Clause 43.

Associations Incorporation Act 2009 No 7 [NSW]

10 Application for change of particulars

(1) An association may apply to the Director-General for registration of a change in the

association's name, objects or constitution.

(2) An application may only be made pursuant to a special resolution passed by the association.

(3) An application:

(a) must be in the approved form, and

(b) must include details of the proposed change, and

(c) must include a copy of the special resolution by which the association has approved the change, and

(d) must be accompanied by the fee prescribed by the regulations.

(4) An association's constitution, as proposed to be changed, must address each of the matters referred to in Schedule 1.

Note. A change in an association's name, objects or constitution does not take effect until it is

registered: see section 14.