



**The Children's Book Council of Australia**

**ACT Branch**

**Association**

**Rules**

**April 2023**

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## Amendment History

- These are the rules of the Association as adopted at the special general meeting held 27 February 2013 to align with the new model rules
- Amended at a further Special General Meeting held 9 April 2013.
- The Preamble and Membership were amended at the Annual General Meeting 3 March 2016.
- Amended at Annual General Meeting 20 August 2020 to reflect virtual and electronic meetings. Sections 25, 29, Definitions
- Amended at Annual General Meeting 4 April 2023 to update objectives, membership and committee composition, terms

## Preamble

The name of the organisation shall be The Children's Book Council of Australia ACT Branch Incorporated.

The Children's Book Council of Australia (CBCA) ACT Branch is a volunteer-run, not-for-profit, organisation that was established in 1945 whose individual members are passionate about children's and young adult's literature.

The CBCA ACT continues to celebrate Australian children's literature and its creators, and seeks to engage the community with literature for young Australians

## Mission

To connect, communicate, celebrate and advocate for the value of stories.

*Tagline: Since 1945 – Your Connection to Story*

## Vision

To be part of a thriving creative world embracing the transformational power of stories across generations.

## Purpose

To enrich young lives through Australian stories.

## Descriptor / Aims

The CBCA is a voice on literature for young Australian's and aims to:

1. engage the community with literature
2. promote literature and literacy nationally
3. engage and encourage authors and illustrators to produce quality literature and present annual awards

## Values

1. Equity - Open to all through equal voice and opportunity
2. Quality - Maintain a high degree of excellence in all that we do
3. Integrity - Act in a socially responsible manner with honest, fair and transparent processes.
4. Diversity - Seek, welcome and appreciate a diverse range of voices
5. Respect - Recognise and acknowledge the contributions of all
- 6.

## Objectives

- 1.

2. To **promote quality literature** to young Australians
3. To **support Australian writers and illustrators** of children's books
4. To **promote the role of library and literature professionals** in bringing children and books together
5. To **celebrate outstanding contributions to Australian children's literature (BOYA)**
6. To **promote greater equity of access** to reading through community projects

These aims and objectives reflect the National body – The Children's Book Council of Australia Ltd as approved in their strategic plan November 2022.

## Part 1.1 Preliminary

### 1 Definitions for model rules

In these rules:

*Note* A definition applies except so far as the contrary intention appears (see Legislation Act, s 155).

**Association** is the Children's Book Council of Australia (ACT Branch) Inc.

**financial year** means the year ending on 31<sup>st</sup> December.

**member** means a member, however described, of the Association.

**ordinary committee member** means a member of the committee who is not an office-bearer of the Association as mentioned in section 12 (1) (a).

**secretary** means the person holding office under these rules as secretary of the Association or, if no such person holds that office, the public officer of the Association.

**the Act** means the Associations *Incorporation Act 1991*.

**the regulation** means the Associations *Incorporation Regulation 1991*.

**The archivist** means the person appointed by the committee to archive all documentation of the association.

**the public officer** means the person appointed by the committee to act as the public officer of the association to lodge documents as required under the Act. The public officer also acts as the returning officer for all elections held.

**Meeting** means the gathering of members for the purpose of conducting the business and governance of the association. Meeting participation may include in-person, on-line or a hybrid of virtual and in-person

#### 1A Application of Legislation Act 2001

The *Legislation Act 2001* applies to these Rules in the same way as it would if they were an instrument made under the Act.

## Part 1.2 Membership

### 2 Membership qualifications

A person is qualified to be a member if—

- (a) the person is a person mentioned in the Act, section 21 (2) (a) or (b) and has not ceased to be a member of the Association at any time after incorporation of the Association under the Act; or
- (b) the person—
  - (i) has been nominated for membership in accordance with section 3 (1); and
  - (ii) has been approved for membership of the Association by the Committee of the Association.

### 3 Nomination for membership

- (1) A nomination of a person for membership of the Association —
  - (a)
  - (b) must be lodged through the membership portal and
  - (c) must pay the required fees
- (2) As soon as is practicable after receiving a nomination for membership, the membership officer must decide whether to approve or to reject the nomination and report to the committee at the next meeting.
- (3)
- (4) The membership officer must, approve the nominee's name in the register of members in the membership portal and, on the name being so entered and annual fees paid; the nominee becomes a member of the Association.

### 4 Membership entitlements not transferable

A right, privilege or obligation that a person has because of being a member of the Association—

- (a) cannot be transferred or transmitted to another person; and
- (b) terminates on cessation of the person's membership.

### 5 Cessation of membership

A person ceases to be a member of the Association if the person—

- (a) dies or, if a corporation, is wound up; or
- (b) resigns from membership of the Association; or
- (c) is expelled from the Association; or
- (d) fails to pay the membership fees of the Association by the due date in any year and is declared by the Committee to no longer be a member.

### 6 Resignation of membership

- (1) A member who has paid all amounts payable by the member to the Association may resign from membership of the Association by giving notice in writing to the membership officer via the membership portal.

- (2) Such person ceases to be a member, upon the making the appropriate entry in the register of members. These members will be archived on the membership portal register

## **7 Fee, subscriptions etc**

- (1) The entrance fee to the Association is such amount that has been determined by the Committee from time to time and ratified at each Annual General Meeting by the members.
  - (a) Includes the membership fees for the member until the 31<sup>st</sup> December, immediately following the person's becoming a member.
  - (b) is equivalent to the annual membership fee.
- (2) The annual membership fee of the Association is such amount that has been determined by resolution of the Committee and ratified at each Annual General Meeting by the members.
- (3) The annual membership fee is payable—
  - (a) except as provided by paragraph (b)—before 1 January in each calendar year; or
  - (b) if a person becomes a member on or after 1 October in any calendar year—before 1 January in each succeeding calendar year.
  - (c) except if the person is defined as a Life Member as defined in clause 11(d)
- (4) The annual membership fees will be used in part for a donation to The National Centre for Australian Children's Literature Inc. such an amount that has been determined by the Committee from time to time and ratified at each Annual General Meeting by the members.
- (5) The annual membership fees will be used in part for a donation to the CBCA Ltd. such an amount that has been determined by the Committee from time to time and ratified at each Annual General Meeting by the members.

## **8 Members' liabilities**

The liability of a member 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 relation to membership of the Association as required by section 7.

## **9 Disciplining of members**

- (1) If the Committee resolves that there is a prima facie case that a member—
  - (a) has persistently refused or failed to comply with a provision of these Rules; or
  - (b) has persistently acted in a manner prejudicial to the interests of the Association;The Committee may, by resolution, call on the member to show cause

why the member should not be expelled or suspended from the Association.

- (2) If the Committee passes a resolutions under subsection (1), the Secretary must, as soon as practicable, serve a written notice on the member—
  - (a) setting out the resolution of the Committee and the grounds on which they are based; and
  - (b) stating that the member may address the Committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that the member may do either or both of the following:
    - (i) attend and speak at that meeting;
    - (ii) submit to the Committee at or before the date of that meeting written representations relating to the resolution.
- (3) Subject to section 50 of the Act, at a meeting of the Committee mentioned in subsection (2), the Committee must—
  - (a) give to the member mentioned in subsection (1) an opportunity to make oral representations; and
  - (b) give due consideration to any written representations submitted to the Committee by that member at or before the meeting; and
  - (c) by resolution determine whether to expel or suspend the member;
- (4) If the Committee passes a resolution under subsection (3), the Secretary must, within 7 days after that confirmation, by written notice inform the member of the resolution and of the member's right of appeal under clause 10.
- (5) A resolution confirmed by the Committee under subsection (3) does not take effect—
  - (a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
  - (b) if within that period the member exercises the right of appeal—unless and until the Association confirms the resolution in accordance with clause 10 (4).

## **10 Right of appeal of disciplined member**

- (1) A member may appeal to the Association in general meeting against a resolution of the Committee may under clause 9 (3), within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- (2) On receipt of a notice under clause 10(1), the Secretary must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice or as such further time as the appellant.



- (3) Subject to section 50 of the Act, at a general meeting of the Association called under clause 10(2)—
  - (a) no business other than the question of the appeal may be transacted; and
  - (b) the Committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
  - (c) the members present must vote by secret ballot on the question of whether the resolution made under clause 9(3) should be confirmed or revoked.

## **11 Categories of Membership**

- (1) Membership will be defined in four categories:
  - (a) Individual; or
  - (b) Concessional – to include seniors, students, members who are also members of NCAAL, ALIA, ALEA and SCWBI and other such defined by definition; or
  - (c) Institutional – to include schools, libraries and other such businesses or organizations.
    - (i) Institutional membership allows for up to 3 individuals to be included as members.
  - (d) Life Member – individuals who are given this status by the Committee from time to time.
- (2) Financial Members of other CBCA Branches have the same attendance privileges as ACT Branch members. This does not entitle them to voting privileges.

## **Part 1.3      Committee**

### **11      Powers of Committee**

The Committee, subject to the Act, the regulation, these rules, and to any resolution passed by the Association in general meeting—

- (a) controls and manages the affairs of the Association; and
- (b) may exercise all functions that may be exercised by the Association other than those functions that are required by these rules to be exercised by the Association in general meeting; and
- (c) has power to perform all acts and do all things that appear to the Committee to be necessary or desirable for the proper management of the affairs of the Association.

### **12      Constitution and membership**

(1) The Committee consists of—

- (a) the office-bearers of the Association; and
- (b) minimum of 4 ordinary Committee members; and

each of whom must be elected under clause 13 or appointed in accordance with clause 12(3).

(2) The office-bearers of the Association are—

- (a) the president; and
- (b) the up to two vice-presidents; and
- (c) the treasurer; and
- (d) the secretary; and

(e) ; (3) Each member of the Committee holds office, subject to these Rules, until the conclusion of the annual general meeting following the date of the member's election, but is then eligible for re-election.

(4) If there is a vacancy in the membership of the Committee, the Committee may appoint a member of the Association to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.

(5) The Committee shall appoint from the members of the Committee the following positions each year:

- (a) the public officer,
- (b) a person to be a member of the NCACL Board and
- (c) a person to be a director CBCA National Board as the ACT nominee .

### **13      Election of Committee members**

(1) Nominations of candidates for election as office-bearers and ordinary Committee members of the Association—

- (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 nomination form); and
  - (b) must be given to the Public Officer of the Association not less than 7 days before the date fixed for 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 as elected and further nominations may 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 vacancies.
  - (4) If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be as elected.
  - (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.
  - (6) The ballot for the election of office-bearers and ordinary Committee members must be conducted at the annual general meeting in the way the Committee may direct.

#### **14 Secretary**

- (1) The Secretary of the Association must, as soon as practicable after being appointed as secretary, notify the Association of his or her address.
- (2) The Secretary must keep minutes of—
  - (a) all elections and appointments of office-bearers and ordinary Committee members; 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 person presiding at the meeting or by the person presiding at the next succeeding meeting.

#### **15 Treasurer**

- (1) The Treasurer of the Association must—
  - (a) collect and receive all amounts owing to the Association and make all payments authorised by the Association; and
  - (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.

#### **16 Vacancies**

For these Rules, a vacancy in the office of a member of the Committee happens if the member—

- (a) dies; or
- (b) ceases to be a member of the Association; or

- (c) resigns the office; or
- (d) is removed from office under clause 17 (Removal of Committee members); or
- (e) becomes bankrupt or personally insolvent; or
- (f) suffers from mental or physical incapacity; or
- (g) is disqualified from office under section 63 (1) of the Act; or
- (h) is subject to a disqualification order under section 63A of the Act; or
- (i) is absent without the consent of the Committee from all meetings of the Committee held during a period of 6 months.

## **17 Removal of Committee members**

The Association in general meeting may by resolution, subject to section 50 of the Act, remove any member of the Committee from the office of member of the Committee before the end of the member's term of office.

## **18 Committee meetings and quorum**

- (1) The Committee must meet at least 4 times in each calendar year at the place and time that the Committee may decide.
- (2) Additional meetings of the Committee may be called by any member of the Committee.
- (3) Oral or written or electronic notice of a meeting of the Committee must be given by the Secretary or President to each member of the Committee at least 48 hours (or any other period that 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 subsection (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the Committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 5 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- (6) No business may be transacted by the Committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.
- (8) At meetings of the Committee—
  - (a) the president or, in the absence of the president, the vice-president presides; or
  - (b) if the president and the vice-president are absent—one of the remaining members of the Committee may be chosen by the members present to preside.

## 19 Delegation by Committee to subcommittee

- (1) The Committee may, in writing, delegate to one or more subcommittees (consisting of the member or members of the Association that the Committee considers appropriate) the exercise of the functions of the committee that are specified in the instrument, other than—
  - (a) this power of delegation; and
  - (b) a function that is a function imposed on the Committee by the Act, by any other Territory law, or by resolution of the Association in a general meeting.

(2)

A function, the exercise of which has been delegated to a subcommittee under this section may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.

- (3) A delegation under this section may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances, that may be specified in the instrument of delegation.
- (4) Despite any delegation under this section, the Committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this section has the same force and effect as it would have if it had been done or suffered by the Committee.
- (6) The Committee may, in writing, revoke wholly or in part any delegation under this section.
- (7) A subcommittee may meet and adjourn, as it considers appropriate.

## 20 Voting and decisions

- (1) Questions arising at a meeting of the Committee or of any subcommittee appointed by the Committee are decided by a majority of the votes of members of the Committee or subcommittee present at the meeting.
- (2) Each member present at a meeting of the Committee or of any subcommittee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.

## **Part 1.4      General meetings**

### **21      Annual general meetings—holding of**

- (1) With the exception of the first annual general meeting of the Association, the Association must, at least once in each calendar year and within 5 months after the end of each financial year of the Association, call an annual general meeting of its members.
- (2) The Association must hold its first annual general meeting—
  - (a) within 18 months after its incorporation under the Act; and
  - (b) within 5 months after the end of the first financial year of the Association.
- (3) Subsections (1) and (2) have effect subject to the powers of the registrar-general under section 120 of the Act, in relation to extensions of time.

### **22      Annual general meetings—calling of and business at**

- (1) The annual general meeting of the Association must, subject to the Act, be called on the date and at the place and time that the Committee considers appropriate.
- (2) In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is—
  - (a) to confirm the minutes of the last annual general meeting and of any general meeting held since that meeting; and
  - (b) to receive from the Committee reports on the activities of the Association during the last financial year; and
  - (c) to elect members of the Committee, including office-bearers; and
  - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members under section 73(1) of the Act.
  - (e) to ratify the membership fees and categories as determined by the committee
- (3) An annual general meeting must be specified as such in the notice calling it in accordance with clause 24 (Notice).
- (4) An annual general meeting must be conducted in accordance with the provisions of this part.

### **23      General meetings—calling of**

- (1) The Committee may, whenever it considers appropriate, call a general meeting of the Association.
- (2) The Committee must, on the requisition in writing of not less than 5% of the total number of members, call a general meeting of the Association.
- (3) A requisition of members for a 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 call a general meeting within one month after the date when a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may call a general meeting to be held not later than three months after that date.
- (5) A general meeting called by a member or members mentioned in clause 23(4) must be called as nearly as is practicable in the same way as the Committee and any member who thereby incurs expense call general meetings is entitled to be reimbursed by the Association for any reasonable expense so incurred.

## **24 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, sent to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) 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, send notice to each member in the way provided in clause 24(1) specifying, in addition to the matter required under that clause, the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice calling a general meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under clause 22(2).
- (4) A member desiring to bring any business before a general meeting may give written notice 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.

## **25 General meetings—procedure and quorum**

- (1) No item of business may be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Five members present in person or remotely by audio visual link (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of 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 30 minutes after the time appointed for the start of the meeting, the members present (being not less than five) constitute a quorum.

## **26 Presiding member**

- (1) The President, or in the absence of the President, the Vice-President, presides at each general meeting of the Association.
- (2) If the President and the Vice-Presidents are absent from a general meeting, the members present must elect one of their number to preside at the meeting.

## **27 Adjournment**

- (1) The person presiding at 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 may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in clauses 27(1) and 27(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.

## **28 Making of decisions**

- (1) A question arising at a general meeting of the Association is to be decided on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority of 75% or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the Association, a poll may be demanded by the person presiding or by not less than five members present in person or by proxy at the meeting.
- (3) If the poll is demanded at a general meeting, the poll must be taken—
  - (a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
  - (b) in any other case—in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

## **29 Voting**

- (1) Subject to clause 29(3), on any question arising at a general meeting of the Association a member has one vote only.



- (2) All votes may be given personally, electronically or by proxy.
- (3) If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the Association unless all money due and payable by the member or proxy to the Association has been paid, other than the amount of the annual subscription payable for the then current year.

### **30 Appointment of proxies**

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

## **Part 1.5      Miscellaneous**

### **31      Funds—source**

- (1) The funds of the Association must be derived from entrance fees and annual subscriptions of members, donations, grants and, subject to any resolution passed by the Association in general meeting and subject to section 114 of the Act, any other sources that the Committee decides.
- (2) All money received by the Association must be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- (3) The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.

### **32      Funds—management**

- (1) Subject to any resolution passed by the Association in general meeting, the funds of the Association must be used for the objects of the Association in the way that the Committee decides.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed or authorized for electronic transfer by any two office bearers of the Committee or an employee of the Association authorised by the Committee from time to time, being members of the Committee or employees authorised to do so by the Committee as defined at each Annual General Meeting.
- (3) Each payment made electronically must be authorized by email before it is made by at least two members of the Committee. These authorisations must be kept with the payment receipts.

### **33      Alteration of objects and rules**

Neither the objects of the Association mentioned in section 29 of the Act, nor these rules may be altered except in accordance with the Act.

### **34      Custody of books**

Subject to the Act, the regulation and these rules, the Secretary must keep in his or her custody or under his or her control all records, books, and other documents relating to the Association. This included the common seal of the Association.

### **35      Inspection of books**

The records, books and other documents of the Association must be open to inspection at a place in the ACT, free of charge, by a member of the Association at any reasonable hour.

### **36      Service of notice**

For these rules, the Association may serve a notice on a member by sending it via email, post or any other written method to the member at the member's address shown in the register of members.

*Note* For how documents may be served, see the Legislation Act, pt 19.5.

**37 Surplus property**

- (1) At such time as the Association is dissolved or wound up any surplus property and funds will be given to the following if it the entity continues to exist-
  - (a) The National Centre for Australian Children's Literature Inc.; or
  - (b) The Australian Children's Book Council Ltd; or
  - (c) The Children's Book Council of Australia Awards Foundation;

## Appendix 1

### Application for membership of association via Membership Portal

<https://cbcaact.helloclub.com/register>

#### Member details

Personal Association

FIRST NAME	LAST NAME	GENDER	DATE OF BIRTH
<input type="text"/>	<input type="text"/>	Unknown ▼	DD / MM / YYYY
EMAIL ADDRESS	MOBILE PHONE	HOME PHONE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
ADDRESS	Edit address manually	POSTAL ADDRESS	Edit address manually
<input type="text"/>		<input type="text"/>	
FULL LEGAL NAME ?	VACCINATION STATUS		
<input type="text"/>	Unknown ▼		

#### Member details

Personal Association

MEMBER NUMBER ?	MEMBER SINCE		
Automatically generated	...		
DESCRIPTOR	WORKING WITH VULNERABLE PEOPLE CARD		
...	<input type="text"/>		
WWVP EXPIRY			
...			
GROUPS			
<input type="checkbox"/> 2022 Readers Cup			
<input type="checkbox"/> 2022 Shadow Judging			
<input type="checkbox"/> 2023 Readers Cup			
<input type="checkbox"/> 2023 Shadow Judging			
<input type="checkbox"/> Association Members - ALIA, ALEA, PETAA, SCBWI			

## Appendix 2

### Form of appointment of proxy

(Sections S49 and S60)

I, .....  
(full name)

of .....  
(address)

a member of .....  
(name of incorporated association)

appoint .....  
(full name of proxy)

of .....  
(address)

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

.....  
and at any adjournment of that meeting.

\*My proxy is authorised to vote in favour of/against  
(delete as appropriate)  
the resolution (insert details).

.....  
(Signature of member appointing proxy)

Date .....

(\*To be inserted if desired.)

Note A proxy vote may not be given to a person who is not a member of the Association.