

SHELTER TASMANIA (INC) CONSTITUTION

1 NAME

- 1.1 The name of the Association shall be SHELTER TAS (INCORPORATED): hereinafter referred to as "the Association".

2 INTERPRETATION

- 2.1 In these Rules the following expression to the following meaning:
- 2.1.1 'Executive' means the office holders of the Association in accordance with rule 17.1.
- 2.1.2 "Special Resolution" means a resolution passed by a three quarters majority of the members of the Association present at any Annual General Meeting, General Meeting or Special General Meeting.
- 2.1.3 "Management Committee" means the Management Committee as referred to in Clause 17.
- 2.2 In these Rules, expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, facsimile, electronic mail and other modes of representing or reproducing words in a visible form.

3 OFFICE

- 3.1 The office of the Association shall be at such a place as the Association may, from time to time, determine at a General Meeting.
- 3.2 Until otherwise determined the office of the Association will be at Suite 21A 108 Collins Street Hobart 7000.

4 OBJECTIVES

- 4.1 The Objectives of the Association are to:
- 4.1.1 Provide support to enable individuals to access affordable, safe and secure long-term housing that they identify as appropriate to their needs by:
- 4.1.1.1 The promotion of access to housing of a quality that enhances people's health, well-being, dignity and life opportunities.

- 4.1.1.2 The promotion and support of consumers and community participation in decision making in relation to their housing and to promote access to avenues of appeal across all housing tenures.
 - 4.1.1.3 Promoting opportunities for members of the community to access housing provision free from discrimination as a result of age, gender, ethnicity, health status or disability.
 - 4.1.1.4 Participation in and/or implementing programs designed to contribute to the alleviation or elimination of homelessness and related issues.
- 4.1.2 To educate the community about issues relating to homelessness by:
- 4.1.2.1 Promoting the benefits of public and community housing in the community and across all spheres of government.
 - 4.1.2.2 Creating opportunities to support and coordinate non-government organisations and agencies with similar interests and objectives to the Association.
 - 4.1.2.3 Establishing resources.
 - 4.1.2.4 Researching or disseminating information on matters relating to the provision of housing, particularly for people who live in poverty or on low to moderate incomes.
- 4.1.3 Provide a structure that enables the members to inform policy development in a manner that is consistent with the objectives and vision of the Association and also reflects the needs of homeless people and people who live in poverty or on low incomes.

5 POWERS OF THE ASSOCIATION

- 5.1 The Association shall have the following powers in order to pursue or secure its objectives:
- 5.1.1 The powers of the Association shall be the powers contained in the Associations Incorporation Act (Section 25) and without limiting those the Association shall be entitled to hold real or personal property, open and operate bank accounts, invest in trustee securities, and enter into any necessary or desirable contract, including contracts of employment.

5.1.2 The Management Committee shall be entitled to exercise the full powers of the Association and without limiting those powers shall have the management and control of the funds and other property of the Association provided that the Association must obtain the approval of a General Meeting before borrowing money or securing any payment by charging the property of the Association.

6 APPLICATION FOR MEMBERSHIP

6.1 The following people can apply for membership of the Association:

6.1.1 An organisation, provided that organisation nominates an agent of the organisation on its application for membership to act on behalf of that organisation, and that organisation supports, promotes and adheres to the philosophy and objectives of the Association having an interest in homelessness and the alleviation of housing poverty.

6.1.2 An individual who supports, promotes and adheres to the philosophy and objectives of the Association specifically the issue of homelessness and the alleviation of housing poverty.

6.2 The following people cannot apply for membership of the Association:

6.2.1 Government organisations, Departments or Entities.

6.2.2 People who are employed in Housing related Government Organisations, Departments or entities;

6.3 Before any application for membership may be accepted by the Management Committee it must have enclosed the fee as prescribed in the By Laws of the Association.

6.4 Applications for membership will be made in writing to the Management Committee.

7 RIGHTS OF MEMBERSHIP

7.1 A member of the Association will be entitled to:

7.1.1 Full voting rights at General Meetings, Special General Meetings and Annual General Meetings;

7.1.2 Nominate for positions on the Executive Committee;

7.1.3 Receive State Shelter Newsletters.

8 APPLICATION FOR ASSOCIATE MEMBERSHIP

8.1 The following people may apply for associate membership of the Association:

8.1.1 An organisation, provided that organisation nominates an agent of the organisation on its application for membership to act on behalf of that organisation, and provided that the organisation supports promotes and adheres to the philosophy and objectives of the Association.

8.1.2 An individual who supports the general philosophy and objectives of the Association.

8.2 Application for membership shall be made in writing to the Management Committee.

8.3 For any Application for Associate Member to be accepted by the Management Committee it must have enclosed the fee as prescribed in the By-Laws of the Association.

9 RIGHTS OF ASSOCIATE MEMBERS

9.1 An Associate Member of the Association will be entitled to the following rights and no others:

9.1.1 To receive the State Shelter Newsletter

10 ACCEPTANCE OF MEMBERSHIP

10.1 The Management Committee shall have the right to accept or refuse membership to any organisation or individual.

10.2 Upon approval by the Management Committee the Applicant's name shall be entered in the Membership Register

10.3 An applicant who is refused membership may ask for that refusal to be reconsidered in the following way:

10.3.1 By applying in writing to the Management Committee asking for a review of the refusal and;

10.3.2 That application to the Management Committee must state the reasons why the Application should be accepted;

10.4 The Management Committee must reconsider the Application for membership and reply to the applicant in writing within 21 days of receipt of notice to review the application stating either:

10.4.1 That the application for membership has been accepted or;

10.4.2 That the application has been refused and stating reasons for that refusal.

11 MEMBERSHIP FEES

11.1 The membership fees of the Association shall be those determined from time to time by the Management Committee.

11.2 If membership fees are not paid within three (3) calendar months of nomination or renewal of membership, then such members shall be deemed unfinancial and be removed from the list of members.

11.3 Any member who has been deemed unfinancial under Rule 11.2 will lose all rights of membership until such time as their membership fees are paid.

11.4 The persons whose names are contained on the membership register at the date of the registration of the Association will be deemed to be the initial members of the Association.

11.5 The Association in General Meeting may resolve, subject to a written request by any organisational or individual member who is experiencing financial hardship, that membership fees be waived in all or part.

11.6 Membership fees are due and payable prior to the commencement of the Annual General Meeting.

11.7 The Treasurer shall ensure that written advice of annual membership renewal is received by all members prior to their last day of financial membership.

12 INCOME & PROPERTY

12.1 The income and property of the Association, however derived, shall be applied solely towards the promotion of the objectives of the Association and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus or otherwise, to any member of the Association.

12.2 Nothing in the provision of the foregoing rule prevents the payment in good faith to a servant or member of the Association of:

12.2.1 remuneration in return for services actually rendered to the Association by the servant or member or for goods supplied to the Association by servant or member in the ordinary course of business;

12.2.2 a reasonable and proper sum by way of rent for premises let to the Association by the servant or member; or

12.2.3 repayment of out-of-pocket expenses by member or servant.

12.3 For any payment exceeding Ten Dollars (\$10.00) to be made under 12.2.3 the member or servant must produce receipt documentation.

13 ACCOUNTS & FINANCE

13.1 The financial records of the Association shall consist of receipt books, ledgers, journals, cheque books and other such books including computer records, as are deemed necessary by the Management Committee to show the current financial position of the Association.

13.2 The Management Committee shall once in each year ensure that proper accounts of income and expenditure and balance sheets be kept.

13.3 The books of accounts shall be kept at such a place as the Management Committee shall think fit.

13.4 The Management Committee will adopt appropriate procedures for financial matters in the running of the Association.

14 AUDITOR

14.1 An auditor who shall not be a member of the Association or a member of the Management Committee, shall be appointed annually at the Annual General Meeting.

14.2 If a casual vacancy occurs in the office of the auditor during the course of a financial year, a subsequent General Meeting may appoint a person as auditor and that person shall hold office until the next succeeding Annual General Meeting.

14.3 The auditor may only be removed by special resolution at a General Meeting.

14.4 If the auditor is removed under the above Rule, the General Meeting must appoint a new auditor.

15 AUDIT OF ACCOUNTS

15.1 Once at least in each financial year of the Association the accounts of the Association shall be examined by the auditor.

15.2 The auditor shall certify as to the correctness of the accounts of the Association and shall report thereon to the members present at the Annual General Meeting.

- 15.3 In this report, and certifying to the accounts, the auditor shall state:
- 15.3.1 whether she/he has obtained the information required by her/him;
 - 15.3.2 whether, in his/her opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association according to the information at his/her disposal and the explanations given to her/him and as shown by the books of the Association; and
 - 15.3.3 whether the rules relating to the administration of the Association's funds have been observed.
- 15.4 A member of the Executive must cause to be delivered to the auditor a list of the accounts, books and records of the Association.
- 15.5 The auditor:
- 15.5.1 has a right to access to the accounts, books, records, vouchers and documents of the Association;
 - 15.5.2 may require from the servants of the Association such information and explanation as may be necessary for the performance of his/her duties as auditor;
 - 15.5.3 may employ persons to assist her/him in investigating the accounts of the Association; and
 - 15.5.4 may in relation to the accounts of the Association, examine any member or servant of the Association.

16 NON PROFIT

- 16.1 The income and property shall be applied solely towards the promotion of the Objects of the Association. No portion of the income or property of the Association shall be paid, transferred or distributed directly or indirectly to the members of the Association provided that nothing shall prevent the payment in good faith or remuneration to any officer or employee of the Association or to any person or group other than a member of the Association in return for services rendered to the Association.
- 16.2 Notwithstanding Rule 16.1 of this Constitution, members of the Association incurring reasonable expense in carrying out the Association business may be reimbursed from time to time with the approval of the Management Committee.

16.3 For any payment to be made pursuant to Rule 16.2 the member must provide receipt documentation before the Management Committee can make a reimbursement.

17 MANAGEMENT STRUCTURE

17.1 In these rules, the Executive will:

17.2 Comprise of Five Office Bearers, being the Convener, the Deputy Convener, the Secretary, The Treasurer and the Public Officer.

17.2.1 In these Rules the Management Committee will comprise of at least the Executive, the Executive Officer and two (2) other Members of the Association but the Management Committee must not exceed a total of twelve (12) people. The Association will endeavour to ensure that one of the Committee members be a person who has experience in representing low income tenants.

17.2.2 The Management functions of the Association will be invested in the Management Committee (hereinafter called the "Committee")

17.3 Management Committee members will be elected from the members of the Association at the Annual General Meeting. The Executive, will be elected by the Management Committee

17.4 An essential criteria for election or nomination to the Committee shall be attendance at least three General Meetings

17.5 Committee members upon election or nomination to the Committee shall not, in their capacity as Committee Members, act as representatives of other organisations.

17.6 The Committee shall meet as often as may be required to conduct the business of the Association and not less than six meetings per year.

17.7 Quorum of Committee Meetings shall be four Committee members which must comprise at least two member of the Executive.

17.8 The Convener or two other Members of the Committee shall have the power to call a meeting of the Committee. Notice of meetings shall be given at the previous Committee meeting or by seven days written notice distributed to all Committee Members, or in an emergency by such other notice as shall be ratified by the Committee.

17.9 For the purpose of these Rules, the office of an officer of the Association becomes vacant if the occupant:

17.9.1 dies;

- 17.9.2 becomes bankrupt;
 - 17.9.3 becomes of unsound mind;
 - 17.9.4 resigns his/her office by writing under his/her hand;
 - 17.9.5 ceases to be resident in the State; or
 - 17.9.6 fails, without leave granted by the Management Committee, to attend three consecutive meetings of the Association.
- 17.10 Vacancies unfilled or arising in the Executive or other Committee Members may be filled by the Committee by co-opting members until the next General Meeting, where positions will be filled by election until the next Annual General Meeting when all positions become vacant.
- 17.11 The Committee may function validly notwithstanding any vacancies so long as its number is not reduced below four.

18 FUNCTIONS

- 18.1 The function of the Committee shall be to carry out the decisions of the Association as expressed in General Meetings, to provide for the day-to-day running of the Association, and to carry on the business of the Association between meetings.
- 18.2 The Committee may appoint sub-Committees of members for specific purposes and may depute to them such powers and duties as the Committee may determine. Sub-Committees shall meet as they see fit and shall report to the Committee. There must be at least one Committee Member on any sub-Committee.
- 18.3 The Executive Committee and the sub-Committees of the Association may co-opt members and non-members of the Association to their Committees as required.
- 18.4 Minutes shall be kept and proper entries made therein of all business attended to at every meeting of the Management Committee.
- 18.5 The Committee may enact by-laws for the Association as it sees fit.

19 ANNUAL GENERAL MEETING

- 19.1 The Association shall, in each year, hold an Annual General Meeting.
- 19.2 The Annual General Meeting shall be held on such a day as determined at an ordinary General Meeting, or failing this, as determined by the Committee.

- 19.3 The Annual General Meeting shall be in addition to any other General Meetings held in the same year.
- 19.4 The Annual General Meeting shall be specified as such in the notice convening it.
- 19.5 The ordinary business of the Annual General Meeting shall be:
- 19.5.1 to confirm the minutes of the last Annual General Meeting;
 - 19.5.2 to receive from the executive, auditor and servants of the Association reports upon the transactions of the Association during the last preceding financial year;
 - 19.5.3 to elect the committee of the Association; and
 - 19.5.4 to appoint an auditor.
- 19.6 The Annual General Meeting may transact special business of which notice is given in accordance with these Rules.

20 GENERAL MEETINGS

- 20.1 The Executive shall convene at least four ordinary General Meetings in each financial year.
- 20.2 The general affairs of the Association shall be reported to members of the Association by the Committee at General Meetings.
- 20.3 The Committee shall, on requisition in writing of no fewer than ten members, convene a Special General Meeting of the Association.
- 20.4 A requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the requisitionists and delivered to the Convenor or the Public Officer and a receipt obtained showing the date of delivery of the requisition, and may consist of several documents in the like form, each signed by one or more of the requisitionists.
- 20.5 If the Executive does not cause a Special General Meeting to be held within twenty-one days from the date on which a requisition is deposited at the office of the Association, the requisitionists may convene the meeting.
- 20.6 A Special General Meeting convened by requisitionists in pursuance of these Rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Executive, and all reasonable expenses shall be refunded by the Association to the persons incurring them.

- 20.7 The Convenor may for the purposes of an Appeal by a member against expulsion from the Association convene a Special General Meeting without the need for requisitions from members.

21 NOTICES OF MEETINGS

- 21.1 The Convenor of the Association shall give five (5) clear days notice in writing of an ordinary General Meeting to members of the Association, specifying the nature of the business to be transacted thereat.
- 21.2 The Convenor of the Association shall enable to be inserted in at least one daily newspaper published in the State an advertisement, giving at least Ten (10) clear days notice, for the holding of an Annual General Meeting and the nature of the business to be transacted thereat.
- 21.3 All notices of meeting must specify the place, day and date and time for the holding of the meeting.

22 QUORUMS

- 22.1 No item of business shall be transacted at a General Meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
- 22.2 Five members personally present (being members entitled under the Rules to vote thereat) constitute a quorum for the transaction of the business of a Special General Meeting.
- 22.3 Ten members personally present (being members entitled under these Rules to vote thereat) constitute a quorum for the transaction of business at an Annual General Meeting.
- 22.4 If within 45 minutes after the appointed time for the commencement:
- 22.4.1 of an ordinary or Special General Meeting a quorum is not present the meeting shall be dissolved; and
- 22.4.2 of an Annual General Meeting a quorum is not present, the meeting will be dissolved and the Executive must call another Annual General Meeting within three weeks according to the procedure laid down for ordinary General Meetings.
- 22.5 The quorum and procedure at any subcommittee shall be as provided by the General Meeting which appoints such subcommittee.
- 22.6 For the purposes of a quorum at a General Meeting or subcommittee meeting, but not including an Annual General Meeting, a member shall be regarded as being personally present if he/she may participate in its

proceedings by telephone conference call, or some similar electronic provision.

23 CHAIRING OF MEETINGS

- 23.1 The Convenor shall preside as Chairperson at each General Meeting or, in his/her absence, the Deputy Convenor, otherwise the members present shall elect one of their number to so preside.
- 23.2 Minutes shall be taken of each meeting by a person appointed at the beginning of the meeting.
- 23.3 The Chairperson of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted thereat other than the business left unfinished at the meeting at which the adjournment took place.
- 23.4 Where a meeting is adjourned for 14 days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.
- 23.5 Except as provided in the foregoing rule, it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

24 DECISION MAKING

- 24.1 A question arising at meetings of the Association shall be determined on a show of hands and unless before or on the declaration of the result a poll is demanded, 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, and an entry to that effect in the minutes for the meeting is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, the resolution.
- 24.2 Upon any question arising at a General Meeting of the Association, voting is confined to currently financial members, each of whom has one vote only.
- 24.3 All votes may be given personally or in writing or by proxy.
- 24.4 In the case of an equality of voting on a motion the Chairperson shall have the casting vote.
- 24.5 If at a meeting a poll on any question is demanded it shall be taken at that meeting in such manner as the Chairperson may direct, and the result of the poll shall be deemed to be the resolution of the meeting on that question.

25 DISCLOSURE OF PECUNIARY INTERESTS:

- 25.1 :Any member of the Association who has any direct or indirect pecuniary interest in a contract or proposed contract made by or in the contemplation of the Association shall not take part in any deliberations or decision of the Association with respect to that contract.
- 25.2 Clause 25..1 (does not apply in respect of a pecuniary interest that exists only by virtue of the fact –
- 25.2.1 that the member of the Committee is an employee of the incorporated Association; or
- 25.2.2 that the member of the Committee is a member of a class of persons for whose benefit the Association is established.
- 25.3 Where a member of the Committee of an incorporated Association discloses a pecuniary interest in a contract or proposed contract in accordance with this section, or his interest is not such as need be disclosed under this section –
- 25.3.1 the contract is not liable to be avoided by the Association on any ground arising from the fiduciary relationship between the member and the incorporated Association; and
- 25.3.2 the member is not liable to account for profits derived from the contract.
- 25.4 An Association shall cause every disclosure made under this section by a member of the Committee to be recorded in the minutes of the meeting of the Committee at which it is made.
- 25.5 A member of the Committee of an incorporated Association who has any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the Committee, shall not take part in any deliberations or decision of the Committee with respect to that contract.
- 25.6 Rules 25.5 does not apply in respect of a pecuniary interest that exists only by virtue of the fact that the member of the Committee is a member of a class of persons for whose benefit the Association is established.

26 FINANCIAL YEAR

- 26.1 The financial year is the period beginning on 1st July in each year, and ending on the 30th June next following.

27 DISPUTES

- 27.1 A dispute between a member of the Association in their capacity as a member, and the Association, shall be heard before and resolved by a General Meeting,
- 27.2 The dispute shall not be heard before, or resolved by a General Meeting, unless notice in writing giving details of both sides of the dispute from both the member and the Association is supplied to all members at least seven (7) days prior to the date of the meeting.
- 27.3 At a General Meeting convened for the purpose of hearing and resolving the dispute
- 27.3.1 no business other than the question of the dispute shall be transacted;
- 27.3.2 the member who is in dispute with the Association shall be given ample opportunity to be heard.
- 27.4 No motion calling for the expulsion of the member in dispute with the Association shall be debated by the General Meeting under this rule.

28 EXPULSION OF MEMBERS

- 28.1 A member of the Association may be expelled from the Association if in the opinion of a General Meeting the individual has been guilty of conduct grossly detrimental to the interests of the Association or found to hold values in conflict to the objects and purposes of the Association.
- 28.2 No motion calling for the expulsion of a member can be determined by a General Meeting unless:
- 28.2.1 notice in writing of the motion, together with the details of the allegations made against the member are supplied to the member at least fourteen (14) days prior to the meeting.
- 28.2.2 notice of the motion in writing is supplied to all members of the Association at least fourteen (14) days prior to such meeting
- 28.3 At the General Meeting convened for the purpose of this rule:
- 28.3.1 no business other than the question of the expulsion shall be transacted;
- 28.3.2 details of the grounds of the expulsion and the reasons for the expulsion shall be placed before the meeting;

- 28.3.3 the member to be expelled shall be given an opportunity to be heard;
- 28.3.4 the member will be expelled if a majority of members present vote to expell the member.
- 28.4 Any expulsion of a member of the Association under this rule may be reviewed by a Special General Meeting of the Association.
- 28.5 If at the Special General Meeting a majority of the members present vote in favour of the confirmation of the expulsion, the expulsion takes effect, and the expelled member ceases to be a member of the Association.
- 28.6 A notice may be served by or on behalf of the Association upon any member in writing either personally or by sending it through the post in a pre-paid letter addressed to the member at his/her usual or last-known place of abode.
- 28.7 The expulsion of a member pursuant to the foregoing rule does not take effect:
- 28.7.1 until the expiration of fourteen days after the service on the member of a notice under the foregoing rule, or
- 28.7.2 if the member exercises his/her right of appeal under rule 27.5, until the conclusion of the special General Meeting convened to hear the appeal,
- 28.7.3 whichever is the later date.
- 28.8 Where the Association expels a member from the Association the Public Officer of the Association shall, without undue delay, cause to be served on the member a notice in writing:
- 28.8.1 stating that the Association has expelled the member;
- 28.8.2 specifying the grounds for the expulsion; and
- 28.8.3 informing the member that, if he/she so desires, she/he may within fourteen (14) days after the service of the notice on him/her appeal against the expulsion as provided in this rule.
- 28.9 A member on whom a notice under the foregoing rule is served may appeal against the expulsion to a Special General Meeting by delivering or sending by post to the Public Officer of the Association within twenty-one (21) days after the service of that notice a requisition in writing demanding the convening of such a meeting for the purpose of hearing his/her appeal.

28.10 Upon receipt of a requisition under the foregoing rule the Convenor shall thereupon cause a Special General Meeting of members to be held within twenty-one days after the date upon which the requisition is received by the Public Officer.

28.11 At a Special General Meeting convened for the purpose of this rule:

28.11.1 no business other than the question of the expulsion shall be transacted;

28.11.2 the Executive may place before the meeting details of the grounds of the expulsion and the Association's reasons for the expulsion

28.11.3 the expelled member shall be given an opportunity to be heard; and

28.11.4 the members present shall vote by secret ballot on the question whether the expulsion should be lifted or confirmed.

28.11.5 If at the Special General Meeting a majority of the members present do not vote in favour of the confirmation of the expulsion, the expulsion shall be deemed to have been lifted and the expelled member is entitled to continue his/her membership of the Association. The Association, its Executive, servants and agents shall not be liable in any proceedings whatsoever to a member whose expulsion has been lifted.

29 WINDING UP

29.1 The Association may be wound up voluntarily whenever at least twenty one days written notice of such a resolution has been given to all members of the Association and all members of the Management Committee, and has been duly passed subject to the voting procedure, except that the majority shall be three quarters (75%) of those present and voting at a special General Meeting of the Association duly convened for that purpose requiring that the Association be so wound up.

30 SEAL

30.1 The seal of the Association shall be in the form of a rubber stamp, inscribed with the name of the Association encircling the word 'Seal'.

30.2 The seal of the Association shall not be affixed to any instrument except by the authority of the Executive, and the affixing thereof shall be attested by the signatures either of two members of the Executive or of one member of the Executive and such other person as the Association may

appoint for that purpose, and that attestation is sufficient for all purposes that the seal was affixed by authority of the Association.

- 30.3 The seal shall remain in a safe place in the office of the Association or at a place determined by the Management Committee.

31 AMENDMENT OF CONSTITUTION

- 31.1 These Rules can only be amended by Special Resolution passed at the Annual General Meeting;

- 31.2 Upon any change to the Rules the Public Officer must give notice to the Commissioner for Corporate Affairs in the prescribed form within one (1) month of change.

- 31.3 The change to the Rules will only come into effect upon the receipt of the notice of the change by the Commissioner for Corporate Affairs.

32 MISCELLANEOUS

- 32.1 In relation to matters not already covered by these Rules, the Model Rules as set out under the *Associations Incorporation Act 1964* (as amended) will be adopted.