

The rule book

Coota Girls Aboriginal Corporation

ICN: 7993

This rule book complies with the Corporations (Aboriginal and Torres Strait Islander) Act 2006.

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1. Name

The name of the corporation is: Coota Girls Aboriginal Corporation

2. Interpretation

See Schedule 1 for meanings of terms and phrases used in this Rule Book.

3. Objectives

The Coota Girls Aboriginal Corporation aims to: Ensure the social, emotional and spiritual wellbeing of former residents of the Cootamundra Domestic Training Home For Aboriginal Girls 1912-1969, their families and subsequent generations to relieve suffering and stress from past and present trauma.

To operate and maintain a gift fund to be known as 'The Coota Girls Gift Fund' in accordance with the requirements of the Income Tax Assessment Act 1997.

4. Aims

To maintain our connection with each other

To meet our needs for practical support

To meet our social emotional and spiritual wellbeing support needs

Aims are documented in the "All One Statement" by Cootamundra Women -About Our Support Needs (2010).

Definition of 'Coota Girls': Coota Girls are former residents of the Cootamundra Domestic Training Home For Aboriginal Girls 1912-1969, known as the Cootamundra Girls' Home.

Note: If you want to change the objectives, the corporation will need to comply with rule 21

5. Powers of the corporation

Subject to the Act and these rules, the corporation has the power to do anything lawful to carry out the objectives, except:

- (a) The corporation cannot charge application fees for membership or annual membership fees

Note rule 10.1 deals with powers of the directors

6. Membership of the corporation

6.1 Members on registration

- (a) A person only becomes a member when the corporation is registered, as long as the registration complies with the Act
- (b) Members names must be entered into the register of members.

6.2 Members by application

6.2.1 Who can apply to become a member? (eligibility for membership)

A member must be:

- (a) at least 18 years old
- (b) an Aboriginal person
- (c) a former resident of Cootamundra Domestic Training Home For Aboriginal Girls 1912-1969

6.2.2 How to become a member after registration

A person becomes a member if:

- (a) A person (the applicant) who wants to become a member applies in writing to the corporation.
- (b) A person is eligible for membership under rule 6.2

6.2.3 Deciding membership applications

- (a) The directors consider and decide membership applications by resolution at a directors' meeting.
- (b) The directors must not accept or consider an application for membership of the corporation unless the applicant:
 - (i) Applies in accordance to rule 6.2
 - (ii) Meets all the eligibility for membership requirements.
- (c) The directors must consider all applications for membership within a reasonable period after they are received.
- (d) The applicants name, address and date they became a member is put on the register of members.
- (e) The directors may refuse to accept a membership application even if the applicant has applied in writing and complies with all eligibility requirements. If they do so, they must write to the applicant about the decision and the reasons for it.
- (f) The directors must not accept an application if it results in a majority of members being non Aboriginal

6.2.4 Associate members

- (a) at least 18 years old
- (b) an Aboriginal person
- (c) a direct descendant of a former resident of Cootamundra Domestic Training Home for Aboriginal Girls 1912-1969
- (d) a sibling of a former resident of Cootamundra Domestic Training Home for Aboriginal Girls 1912-1969
- (e) An associate member shall have the same rights and responsibilities as a member and do have voting rights and can sit on the board but can not have majority rule.
- (f) Associate members shall cease to be associate members in the same way as provided for members under rule 6.6 and 6.7

6.2.5 Entry on the register of members

- (a) If the directors accept a membership application, the applicants name must be entered on the register of members within 14 days.
- (b) However, if:
 - (i) the applicant applies for membership after a notice has been given for the holding of a general meeting, and
 - (ii) the meeting has not been held when the directors consider the application, then the corporation must not enter the person onto the register of the membership until after the general meeting has been held.

6.3 Membership Fees

The corporation must not impose fees for membership of the corporation

6.4 Members rights and obligations

6.4.1 Members' rights

- (a) Each member has rights under the Act and these rules including the rights set out below. A member can:
 - (i) attend, speak and vote at a general meeting of the corporation
 - (ii) be elected or appointed as a director
 - (iii) cannot be removed as a member unless the directors and the corporation have complied with rule 6.7
 - (iv) put forward resolutions to be voted on at a general meetings of the corporation in accordance with rule 8.6
 - (v) ask the directors to call a general meeting of the corporation in accordance with rule 8.3
 - (vi) can access the following books and records of the corporation:
 - (A) the register of members, under rule 7.5
 - (B) the minute books, under rule 15.2.1 (A)
 - (C) the corporation's rule book, under rule 15.11
 - (D) certain reports prepared by or for the directors and the corporation, in accordance with the Act
 - (vii) can ask the directors to provide access to any other records or books of the corporation in accordance with rule 15.9
 - (viii) can have any disputes with another member or with the directors dealt with under the process in rule 18
 - (A) Members do not have the right to share the profits of the corporation or take part in the distribution of the corporation's assets if it is wound up.
 - (B) If a member believes that their rights have been breached or ignored by the directors, the member can use the dispute resolution process in rule 18

6.4.2 Members' responsibilities

A member must:

- (i) Comply with the Act and follow the corporation's rules
- (ii) let the corporation know if they change their address within 28 days
- (iii) treat other members and directors with respect and dignity.
- (iv) Comply with the code of conduct adopted by the corporation
- (v) Not behave in a way that significantly interferes with the operation of the corporation or of the corporation meetings

6.4.3 Liability of members

- (a) The members are not liable to contribute to the property of the corporation on winding up.
- (b) If the application for registration of the corporation states that members and former members are:
 - (i) Not to be liable to contribute towards the payment of debts and liabilities of the corporation, then they are not liable to contribute, or
 - (ii) To be liable to contribute towards the payment of debts and liabilities of the corporation on a particular basis, then they are liable so to contribute on that basis.

6.5 How to stop being a member

6.5.1 A person stops being a member if:

- (a) they resign in writing (see rule 6.6)
- (b) they die
- (c) their membership of the corporation is cancelled. (See rule 6.7 and 6.7.4)
- (d) the member is a body corporate and it ceases to exist

6.5.2 When a person ceases to be a member

A person ceases to be a member when the member's name is removed from the register of members as a current member of the organisation. In addition the persons address and date they stopped being a member is put on the register of former members.

6.6 Resignation of a member

6.6.1 A person will stop being a member if:

- (a) a member may resign by giving a resignation notice to the corporation (see rule 6.6)
- (b) a resignation notice must be in writing
- (c) the corporation must remove the member's name from the register of current members of the corporation within 14 days after receiving the resignation notice

6.7 Process for cancelling membership

6.7.1 Cancelling a membership if a member is not or ceases to be eligible

- (a) The directors may, by resolution, cancel the membership of a member if the member:
 - (i) is not eligible for membership or
 - (ii) has ceased to be eligible for membership,
- (b) Before cancelling the membership, the directors must give the member notice in writing stating that:
 - (i) the directors intend to cancel the membership for the reasons specified in the notice, and
 - (ii) the member has 14 days to object to the cancellation of the membership, and
 - (iii) the objection must be
 - (A) in writing.
- (c) If the member does not object, the directors must cancel the membership.
- (d) If the member does object as set out in rule 6.7.1
 - (i) the directors must not cancel the membership
 - (ii) only the corporation by resolution in general meeting may cancel the membership.
- (e) If a membership is cancelled, the directors must give the member a copy of the resolution (being either the resolution of the directors or the resolution of the general meeting) as soon as possible after it has been passed.

6.7.2 Membership may be cancelled if a member cannot be contacted

- (a) The membership may be cancelled by special resolution in a general meeting if the corporation:
 - (i) has not been able to contact that member at their address entered on the register of members for a continuous period of two years before the meeting and
 - (ii) has made two or more reasonable attempts to contact the member during that 2-year period but has been unable to.
- (b) If the corporation cancels the membership, the directors must send that person a copy of the resolution at their last known address, as soon as possible after the resolution has been passed.

6.7.3 Membership may be cancelled if a member is not an Aboriginal and/or Torres Strait Islander person

- (a) If rule 6.2 includes an eligibility requirement that an individual be an Aboriginal or Torres Strait Islander person, membership may be cancelled if member is not an Aboriginal or Torres Strait Islander person Rule 6.2.1
- (b) The corporation, by special resolution in a general meeting, may cancel the member's membership if the general meeting is satisfied that member is not an Aboriginal or Torres Strait Islander person.
- (c) If the corporation cancels a person's membership under this rule, the directors must give that person a copy of the resolution, sent to their last known address, as soon as possible after it has been passed.

6.7.4 Membership may be cancelled if a member misbehaves

- (a) The corporation may cancel the membership by special resolution in a general meeting if the general meeting is satisfied that member has behaved in a way that significantly interfered with the operation of the corporation or of corporation meetings.
- (b) If the corporation cancels a membership under this rule, the directors must give that person a copy of the resolution sent to their last known address, as soon as possible after it has been passed.
- (c) If a person is not eligible for membership for some other reason, the directors can cancel their membership by passing a resolution at a directors' meeting. Before the meeting, directors must give the member 14 days to object in writing. If the member objects, the directors can't cancel the membership. The member can only then be removed at a general meeting by resolution.

6.7.5 Amending register of members after a membership is cancelled

- (a) Within 14 days of a member's membership being cancelled, the corporation must remove their name from the register of current members of the corporation.

6.8 Different classes of members

The corporation has;

- (a) Members (see rule 6.2.1)
- (b) Associate members (see rule 6.2.4)

7. Registers of members and former members

7.1 Corporation to maintain register of members and former members

The corporation must set up and maintain a register of members and former members

7.2 Information on the register of members and former members

7.2.1 Information about individuals

- (a) The register of members must contain the following information about individual members:
- (b) the member's name (given and family name) and address. The register may also contain any other name by which the member is or was known.
- (c) the date on which the member's name was entered on the register.
- (d) if a member is not an Aboriginal or Torres Strait Islander person (if your rule 6.2.1 allows non-Aboriginal or non-Torres Strait Islander members)
- (e) for former members, the date when they stopped being a member.

7.2.2 Information about bodies corporate

- (a) The register of members must contain the following information about body corporate members:
- (b) the member's name and address
- (c) the date on which the member's name was entered on the register.

7.2.3 Information about Indigeneity

- (a) If a member is not an Aboriginal and Torres Strait Islander person, their entry in the register of members must say so.

7.3 Location and inspection of registers of members and former members

7.3.1 Location of registers

The corporation must keep the register of members and the register of former members at:

- (a) the corporation's registered office if it is registered as a large corporation, or
- (b) the corporation's document access address if it is registered as a small or medium corporation.

7.3.2 Right to inspect registers

- (a) The register of members and register of former members must be open for inspection by any person, and any person has a right to inspect the registers.
- (b) If a register is kept on a computer, the corporation must allow the person to inspect a hard copy of the information on the register (unless the person and the corporation agree that the person can access the information by computer).

7.3.3 Inspection fees

- (a) A member may inspect the registers without charge.
- (b) A person who is not a member may inspect the registers only on payment of any fee required by the corporation.

7.3.4 Right to get copies

The corporation must give a person a copy of the registers (or a part of either register) within 7 days (or such longer period as the Registrar may allow) if the person:

- (a) asks for the copy, and
- (b) pays any fee (up to the prescribed amount) required by the corporation.

7.3.5 Making register of members available at AGM

The corporation must:

- (a) make the register of members available for inspection (without charge) by members at the AGM
- (b) ask each member attending the AGM to check and update their entry.

7.3.6 Provision of registers to Registrar

If the Registrar requests a copy of the register of members, or the register of former members, it must be provided within 14 days or such longer period as the Registrar specifies.

8. Annual General Meetings (AGMs) and general meetings

8.1 AGMs

8.1.1 AGM timing

- (a) AGMs must be held before the end of November each year.
- (b) If the Corporation only has one member it is not required to hold an AGM

8.1.2 Extension of timing for holding AGMs

- (a) The corporation may apply to the Registrar to extend the period within which the corporation must hold an AGM, provided the application is made before the end of that period.
- (b) If the Registrar grants an extension, the corporation must hold its AGM within the extended period specified by the Registrar.

8.1.3 AGM business

- (a) The business of an AGM may include any of the following, even if not referred to in the notice of a meeting:
- (b) confirming the minutes of the previous general meeting, except at the first AGM
- (c) presenting reports: general, financial, directors' for consideration under Chapter 7 of the Act are required to be presented at the AGM
- (d) electing directors
- (e) choosing an auditor (if required) and agreeing on the fee
- (f) checking the register of members
- (g) asking questions about how the corporation is managed and asking questions of the corporation's auditor (if any) (see Rule 8.15)

8.2 General meetings

The corporation must hold its first general meeting within three (3) months after the corporation is registered.

8.2.1 Purpose of general meeting

A general meeting must be held for a proper purpose.

8.2.2 Time and place of general meeting

- (a) A general meeting must be held at a reasonable time and place.
- (b) If the directors change the place of a general meeting, notice of the change must be given to each person who is entitled to receive it.

8.2.3 Business of general meeting

The business at each general meeting must include:

- (a) confirmation of the minutes of the previous general meeting
- (b) all matters set out in the notice of the general meeting.

8.3 Calling general meetings

8.3.1 8.3.1 Director may call meetings

A director may call a general meeting of the corporation.

8.3.2 Members may ask directors to call general meetings

- (a) The directors must call and arrange to hold a general meeting on the request of at least the required number of members specified under rule 8.3

- (i) the number of members prescribed by the Regulations and applicable to the corporation as follows:

Number of members in corporation	Number of members needed to ask for a general meeting
2–10 members	= 1 member
11–20 members	= 3 members
21–50 members	= 5 members
51 members or more	= 10 per cent of members

or,

- (ii) the percentage of members prescribed by the Regulations and applicable to the corporation, or, 10% of the members.
- (b) A request under rule 8.3 must:
 - (i) be in writing
 - (ii) state any resolution to be proposed at the meeting
 - (iii) be signed by the members making the request
 - (iv) nominate a member to be the contact member on behalf of the members making the request
 - (v) be given to the corporation.
 - (c) Separate copies of a document setting out a request under rule 8.3 may be used for signing by members if the wording of the request is identical in each copy.

8.3.3 *Directors may apply to deny a members' request to call a general meeting*

- (a) If the directors resolve:
 - (i) that a request under rule 8.3 is frivolous or unreasonable, or
 - (ii) that complying with a request under rule 8.3 would be contrary to the interests of the members as a whole,
 - (iii) a director, on behalf of all of the directors, may apply to the Registrar for permission to deny the request.
- (b) An application must:
 - (i) be in writing
 - (ii) set out the ground on which the application is made
 - (iii) be made within 21 days after the request was made.
- (c) The directors must, as soon as possible after making an application, give the contact member. see rule 8.3.1 notice that an application has been made.

8.3.4 Timing for a requested general meeting

- (a) The directors must call the meeting within 21 days after the request was sent to them.
- (b) If:
 - (i) a director has applied to deny a request, and
 - (ii) the Registrar refuses that request,
 - (iii) the directors must call the meeting within 21 days after being notified of the Registrar's decision.

8.4 Requirement for notice of general meeting

8.4.1 Notice for general meeting

- (a) At least 21 days notice must be given of a general meeting.
- (b) The corporation:
 - (i) may call an AGM on shorter notice, if all the members agree beforehand
 - (ii) may call any other general meeting on shorter notice, if at least 95% of the members agree beforehand.
- (c) At least 21 days notice must be given of a general meeting at which a resolution will be moved to:
 - (i) remove a director
 - (ii) appoint a director in place of a director removed or
 - (iii) remove an auditor.

Note: Shorter notice cannot be given for these kinds of meetings.

8.4.2 Requirement to give notice of general meeting to members, officers and observers

- (a) The corporation must give written notice of a general meeting to the following people:
 - (i) each member entitled to vote at the meeting
 - (ii) each director
 - (iii) the secretary (if any)
 - (iv) the contact officer (if any)
 - (v) any observer entitled to attend the meeting.
- (b) A notice to joint members must be given to the joint member named first in the register of members.
- (c) The corporation may give the notice of meeting to a member personally or by sending it by post, fax or other electronic means nominated by the member.
- (d) A notice of meeting:
 - (i) sent by post is taken to be received 3 days after it is posted
 - (ii) sent by fax, or other electronic means, is taken to be received on the business day after it is sent.

8.4.3 Requirement to give notice of general meeting and other communications to auditor

The corporation must give its auditor (if any):

- (a) notice of a general meeting in the same way that a member is entitled to receive notice
- (b) any other communications relating to the general meeting that a member is entitled to receive.

8.4.4 Contents of notice of general meeting

- (a) A notice of a general meeting must:
 - (i) set out the place, date and time for the meeting (and, if the meeting is to be held in 2 or more places, the technology that will be used to do this)
 - (ii) state the general nature of the meeting's business
 - (iii) if a special resolution is to be proposed at the meeting, set out an intention to propose it and state what it is
 - (iv) if a member is entitled to appoint a proxy, contain a statement setting out:
 - (A) that the member has a right to appoint a proxy.
 - (B) whether or not the proxy needs to be a member of the corporation
- (b) The information included in a notice of a general meeting must be worded and presented clearly and concisely.

8.5 Failure to give notice

A general meeting, or any proceeding at a general meeting, will not be invalid just because:

- (a) the notice of the general meeting has accidentally not been sent or
- (b) a person has not received the notice.

8.6 Members' resolutions

8.6.1 Notice of members' resolutions

- (a) If a member or members wish to move a resolution at a general meeting, a notice of that resolution must be given to the corporation by at least the required number of members under rule 8.6
- (b) A notice of a members' resolution must:
 - (i) be in writing
 - (ii) set out the wording of the proposed resolution
 - (iii) be signed by the members proposing to move the resolution.
- (c) Separate copies of a document setting out the notice may be used for signing by members if the wording of the notice is identical in each copy.

- (d) For the purposes of rule 8.6.1 a) the required number of members is the greater of:
 - (i) the number of members prescribed by the Regulations and applicable to the corporation for the purposes of the giving of such a notice, or,
 - (ii) the percentage of members prescribed by the Regulations and applicable to the corporation for the purposes of the giving of such a notice, or, 10% of the members.

8.6.2 Consideration of members' resolutions

- (a) If the corporation has been given notice of a members' resolution it must be considered at the next general meeting that occurs more than 28 days after the notice is given.
- (b) The corporation must give all its members notice of that resolution at the same time, or as soon as possible afterwards, and in the same way, as it gives notice of a general meeting.
- (c) The corporation does not have to give notice of a resolution if it is defamatory.

8.6.3 Members' statements to be distributed

- (a) Members may ask the corporation to give all its members a statement about:
 - (i) a resolution that is proposed to be moved at the general meeting or
 - (ii) any other matter that may be considered at that general meeting.
- (b) This request must be:
 - (i) made by at least the required number of members under rule 8.6.3 f)
 - (ii) in writing
 - (iii) signed by the members making the request
 - (iv) given to the corporation.
- (c) Separate copies of a document setting out the request may be used for signing by members if the wording of the request is identical in each copy.
- (d) After receiving a request, the corporation must distribute a copy of the statement to all its members at the same time, or as soon as possible afterwards, and in the same way, as it gives notice of the relevant general meeting.
- (e) The corporation does not have to comply with a request to distribute a statement if it is defamatory.

- (f) For the purposes of rule 8.6.3 (a), the required number of members for the corporation is the greater of:
 - (i) the number of members prescribed by the Regulations and applicable to the corporation for the purposes of making such a request, or
 - (ii) the percentage of members prescribed by the Regulations and applicable to the corporation for the purposes of making such a request, or, 10% of the members.

8.7 Quorum for general meeting

8.7.1 Quorum

Quorum of members for general meetings of the corporation are:

Number of members in corporation	Number of members to make a quorum
30 or less members	= 2 members
31 to 90 members	= 5 members
91 members or more	= 10 members

8.7.2 Quorum to be present

- (a) The quorum must be present at all times during the meeting.
- (b) In determining whether a quorum is present, individuals attending as proxies or body corporate representatives will be counted as follows:
 - (i) if a member has appointed more than 1 proxy or representative, only 1 of them will be counted, and
 - (ii) if an individual is attending both as a member and as a proxy or body corporate representative, counting that individual only once.

8.7.3 Adjourned meeting where no quorum

- (a) A meeting of the corporation's members that does not have a quorum present within 1 hour after the time for the meeting set out in the notice is adjourned to the same time of the same day in the next week, and to the same place, unless the directors specify otherwise.
- (b) If no quorum is present at the resumed meeting within 1 hour after the time for the meeting, the meeting is dissolved.

8.8 Chairing general meeting

- (a) The directors may elect an individual to chair general meetings.
- (b) If a chair has not been elected or the chair is not available or does not want to chair the meeting, the directors must elect an individual present to chair it.
- (c) The members at a general meeting must elect a member present to chair the meeting (or part of it) if:
 - (i) the directors have not already elected a chair, or
 - (ii) a previously elected chair is not available, or does not want to chair the meeting.
- (d) The chair must adjourn a general meeting if the majority of members present agree or direct that the chair to do so.

8.9 Use of technology for general meeting

The corporation may hold a general meeting at 2 or more venues using any technology that gives the members as a whole a reasonable opportunity to participate.

8.10 Auditor's right to be heard at general meetings

- (a) If the corporation has an auditor, the auditor is entitled to attend any general meeting of the corporation.
- (b) The auditor is entitled to be heard at a general meeting on any part of the business of that meeting that concerns the auditor in their professional capacity.
- (c) The auditor is entitled to be heard even if:
 - (i) the auditor retires at that meeting, or
 - (ii) that meeting passes a resolution to remove the auditor from office.
- (d) The auditor may authorise a person in writing as the auditor's representative for the purpose of attending and speaking at any general meeting.

8.11 Voting at general meetings

8.11.1 Entitlement to vote

- (a) At a general meeting, each member has 1 vote, both on a show of hands and a poll.
- (b) The chair has a casting vote, and also, if he or she is a member, any vote he or she has as a member.

8.11.2 Objections to right to vote

A challenge to a right to vote at a general meeting:

- (a) may only be made at the meeting, and
- (b) must be determined by the chair, whose decision is final.

8.11.3 How voting is carried out

- (a) A resolution put to the vote at a general meeting must be decided by simple majority on a show of hands unless a poll is demanded.
- (b) Before a vote is taken the chair must inform the meeting whether any proxy votes have been received and how the proxy votes are to be cast.
- (c) On a show of hands, a declaration by the chair is conclusive evidence of the result, provided that the declaration reflects the show of hands and the votes of the proxies received. Neither the chair nor the minutes need to state the number or proportion of the votes recorded for or against.

8.11.4 Matters on which a member can demand a poll

- (a) At a general meeting, a poll may be demanded on any resolution.
- (b) A demand for a poll may be withdrawn.

8.11.5 When members can demand a poll

- (a) At a general meeting, a poll may be demanded by:
 - (i) at least 5 members entitled to vote on the resolution
 - (ii) members with at least 5% of the votes that may be cast on the resolution on a poll, or
 - (iii) the chair.
- (b) The poll may be demanded:
 - (i) before a vote is taken
 - (ii) before the voting results on a show of hands are declared, or
 - (iii) immediately after the voting results on a show of hands are declared.

8.11.6 When and how polls must be taken

- (a) At a general meeting, a poll on the election of a chair or on the question of an adjournment must be taken immediately.
- (b) At a general meeting, a poll demanded on other matters must be taken when and in the manner the chair directs.

8.12 Resolutions without a general meeting

- (a) The corporation may pass a resolution without a general meeting being held if all the members entitled to vote on the resolution sign a document stating that they are in favour of it. Each member of a joint membership must sign.
- (b) Auditors cannot be removed by a resolution without a general meeting.
- (c) Separate copies of a document under rule 8.12 may be used for signing by members if the wording of the resolution and statement is identical in each copy.
- (d) A resolution under rule 8.12 is passed when the last member signs.

- (e) The corporation in passing a resolution under this rule without holding a meeting satisfies any requirement in the Act:
 - (i) to give members information or a document relating to the resolution-by giving members that information or document with the document to be signed
 - (ii) to lodge with the Registrar a copy of a notice of meeting to consider the resolution-by lodging a copy of the document to be signed by members
 - (iii) to lodge a copy of a document that accompanies a notice of meeting to consider the resolution-by lodging a copy of the information or documents referred to in rule 8.12
- (f) The passage of the resolution satisfies any requirement in the Act, or the corporation's rules, that the resolution be passed at a general meeting.
- (g) This rule does not affect any rule of law relating to the assent of members not given at a general meeting.

8.13 Resolutions if corporation has only 1 member

- (a) If the corporation has only 1 member, the corporation may pass a resolution by the member recording it and signing the record.

8.14 Proxies

8.14.1 Who may appoint a proxy

- (a) A member who is entitled to attend and cast a vote at a general meeting may appoint a person as proxy to attend and vote for them at the meeting.
- (b) The person appointed as a member's proxy may be an individual or a body corporate.
- (c) The appointment may specify the proportion or number of votes that the proxy may exercise if the person appointing the proxy has more than one vote.

8.14.2 Rights of proxies

- (a) Subject to this rule, a proxy appointed to attend and vote for a member has the same rights as the member:
 - (i) to speak at the meeting
 - (ii) to vote (but only to the extent allowed by the appointment)
 - (iii) join in a demand for a poll.
- (b) A proxy's authority to speak and vote for a member at a meeting is suspended if the member is present at the meeting.
- (c) A person must not exercise proxies for more than 3 members:

Note; However, a contravention of this rule 8.14.2 c) does not affect the validity of the votes cast.

8.14.3 Appointing a proxy

- (a) An appointment of a proxy is valid if it is signed, or otherwise authenticated as prescribed by the Regulations, by the member making the appointment and contains the following information:
 - (i) the member's name and address
 - (ii) the corporation's name
 - (iii) the proxy's name or the name of the office held by the proxy
 - (iv) the meetings at which the appointment may be used.
- (b) An undated appointment is taken to have been dated on the day it is given to the corporation.
- (c) An appointment may specify the way the proxy is to vote on a particular resolution. If it does:
 - (i) the proxy need not vote on a show of hands
 - (ii) if the proxy has 2 or more appointments that specify different ways to vote on the resolution, the proxy must not vote on a show of hands
 - (iii) if the proxy is the chair, the proxy must vote by poll, and must vote as directed
 - (iv) if the proxy is not the chair, the proxy need not vote by poll.
 - (v) If a proxy is also a member, this rule 8.14.4 (c) does not affect how the person casts any votes they hold as a member.
- (d) A person who contravenes this rule commits an offence under the Act, but only if the person's appointment as a proxy resulted from the corporation sending to members:
 - (i) a list of persons willing to act as proxies, or
 - (ii) a proxy appointment form holding the person out as being willing to act as a proxy.
- (e) An appointment of a proxy does not have to be witnessed.
- (f) A later appointment of a proxy revokes an earlier one if both appointments could not be validly exercised at the meeting.

8.14.4 Receipt of proxy documents

- (a) For an appointment of a proxy for a meeting of members to be effective, the following documents must be received by the corporation at least 48 hours before the meeting:
 - (i) the proxy's appointment
 - (ii) if the appointment is signed by the appointor's attorney, the authority or a certified copy of the authority.
- (b) If a meeting has been adjourned an appointment and any authority received by the corporation at least 48 hours beforehand is still valid when the meeting resumes.
- (c) The period of notice for appointing proxies may be reduced.

8.15 Body corporate representative

- (a) A body corporate may appoint an individual to represent it and that person has all the powers of membership:
 - (i) at meetings of the corporation's members
 - (ii) at meetings of creditors
 - (iii) relating to resolutions to be passed without meetings
 - (iv) in the capacity of a member's proxy.
 - (v) The appointment may be a standing one.
- (b) An appointment may set out restrictions on the representative's powers. If the appointment applies to a particular position within the body corporate, the appointment must identify that position.
- (c) A body corporate may appoint more than 1 representative but only 1 representative may exercise the body's powers at any one time.

8.16 Questions at AGMs

8.16.1 Questions and comments by members on corporation management at AGM

The chair of an AGM must give members a reasonable opportunity to ask questions about or make comments on the management of the corporation.

8.16.2 Questions by members of auditors at AGM

If the corporation's auditor or the auditor's representative is at an AGM, the chair of the meeting must give members a reasonable opportunity to ask the auditor or the auditor's representative questions relevant to:

- (a) the conduct of the audit
- (b) the preparation and content of the auditor's report
- (c) the accounting policies adopted by the corporation in the preparation of the financial statements
- (d) the independence of the auditor in relation to the conduct of the audit.

8.17 Adjourned meetings

8.17.1 When resolution passed after adjournment of meeting

A resolution passed at a general meeting resumed after an adjournment is passed on the day it was passed.

8.17.2 Business at adjourned meetings

Only unfinished business is to be transacted at a general meeting resumed after an adjournment.

8.17.3 Re-notification of adjourned meeting

If a general meeting is adjourned for 30 days or more, at least 21 days' notice must be given to the members, directors and the secretary or contact person of the day, time and place of when the general meeting will be resumed.

9. Directors of the Corporation

9.1 Numbers of directors

9.1.1 Minimum number of directors;

if the corporation has;

- (a) 1 member, the corporation must have at least 1 director
- (b) 2 members, the corporation must have at least 2 directors
- (c) more than 2 members, the corporation must have at least 3 directors (including any non-member directors).

9.1.2 Maximum number of directors

- (a) The corporation must not have more than 12 directors (including any non-member directors).

9.2 Eligibility of directors

9.2.1 Eligibility for appointment as a director

- (a) An individual is eligible for appointment as a director if they are an individual who is;
 - (i) At least 18 years of age
 - (ii) An Aboriginal person.
 - (iii) A former resident of Cootamundra Domestic Training Home For Aboriginal Girls 1912-1969.
 - (iv) A direct descendant of a former resident of Cootamundra Domestic Training Home For Aboriginal Girls 1912-1969
 - (v) a sibling of a former resident of Cootamundra Domestic Training Home For Aboriginal Girls 1912-1969
- (b) An individual who is disqualified from managing Aboriginal and Torres Strait Islander corporations under Part 6 5 of the Act may only be appointed as a director of the corporation if the appointment is made:
 - (i) with permission granted by the Registrar, or
 - (ii) with leave granted by the court.

9.2.2 Majority of director requirements

A majority of directors of the corporation must:

- (a) be individuals who are Aboriginal people (if your rule 6.2.1 allows non-Indigenous people as directors)
- (b) must ordinarily reside in Australia
- (c) be members of the corporation
- (d) not be employees of the corporation.

- (e) The Coordinator
 - (i) may be a director but cannot chair directors' meetings and
 - (ii) counts as an employee for the purposes of rule 9.2.2 d)

9.2.3 Consent to act as director

- (a) Before a person may be appointed as a director, that person must give the corporation a signed consent to act as a director of the corporation.
- (b) The corporation must keep the consent.

9.3 Directors on registration

A person becomes a director, secretary or contact person of the corporation on registration of the corporation if the person is specified in the application for incorporation and they have given their consent.

9.4 How to become a director by appointment

9.4.1 The corporation may appoint a director

The corporation can appoint a director by resolution passed at a general meeting.

Note: The corporation must send the Registrar the director's personal details within 28 days after they are appointed. The corporation can use the Registrar's Notification of a change to corporation officers' details form.

9.4.2 Directors may appoint other directors to make up a quorum

- (a) As long as the maximum number of directors is not exceeded, the directors of the corporation may appoint a person as a director to make up a quorum.
- (b) If the total number of directors does not make up a quorum, a person can be appointed under rule 9.4.2(a) to make up a quorum for a directors' meeting.
- (c) If a person is appointed under rule 9.4.2(a), the corporation must confirm the appointment by resolution at the corporation's next AGM. If the appointment is not confirmed, the person ceases to be a director of the corporation at the end of the AGM.

9.5 Directors' terms of appointment

- (a) Directors are appointed at the AGM on rotation for a term of two years, so that half the directors' appointments expire each year.
- (b) Subject to rule 9.5(d), a director must not be appointed for more than 2 years.
- (c) A director is eligible for reappointment.
- (d) If the terms of appointment of all of the directors of the corporation expire so that there are no directors at a particular time, the terms are extended until the next general meeting that occurs after the last director's appointment has expired.

9.6 *Rotation of directors*

- (a) Directors will be elected for a two -year term
- (b) To implement the rotational system:
 - (i) the directors of the corporation at the time these rules were approved will only hold office until the next AGM and will be eligible to be re- elected.
 - (ii) at the next AGM half of the directors (including the chairperson if you have one) will be appointed for a term of two years. The other directors will be appointed for a term of one year. The AGM minutes must record the term of each director appointed.

9.7 *How to fill vacancies*

- (a) Directors can fill casual director vacancies, including office bearers.
- (b) Directors can appoint someone as a director to make up a quorum.
- (c) Their appointment must be confirmed by resolution at the next general meeting or they stop being a director.
- (d) If their appointment is terminated it must be in writing. A copy must be given to the corporation.

9.8 *How a person ceases to be a director*

- (a) A director dies.
- (b) A director resigns, in writing.
- (c) A director's appointment expires.
- (d) A director is removed as a director by the members or the other directors.
- (e) A director is disqualified from managing Aboriginal and Torres Strait Islander Corporations under Part 6 5 of the Act.

Note: The corporation must send the Registrar the director's personal details within 28 days after they stop being a director. The corporation can use the Registrar's Notification of a change to corporation officers' details form

9.9 *Resignation of a director*

- (a) A director may resign as a director by giving notice of resignation in writing to the corporation.

9.10 *Process of removing a director*

9.10.1 *Removal by members:*

- (a) A notice for a resolution to remove a director must be given to the corporation at least 21 days before the next general meeting (or AGM).
- (b) The corporation must give the director concerned a copy of the notice as soon as possible.
- (c) The director can give the corporation a written statement and speak at the meeting. The statement must be given to everyone entitled to notice of the meeting

9.10.2 Removal by other directors:

- (a) The only ground on which the directors may remove a director from office is that they fail without reasonable excuse to attend 3 or more consecutive directors' meetings. The directors may remove a director by resolution.
- (b) Rule 8.10.2(a) operates despite anything in:
 - (i) the corporation's constitution
 - (ii) an agreement between the corporation and the director concerned, or
 - (iii) an agreement between any or all members and the director concerned.
- (c) Before removing the director concerned, the directors must give the director concerned notice in writing:
 - (i) stating that the directors intend to remove the director concerned from office because they have failed without reasonable excuse to attend 3 or more consecutive directors' meetings
 - (ii) stating that the director concerned has 14 days to object in writing to the removal
- (d) If the director concerned does not object, the directors must remove the director concerned.
- (e) If the director concerned does object:
 - (i) the directors cannot remove the director concerned
 - (ii) the corporation, by resolution in general meeting, may remove the director in accordance with rule 9.10
- (f) If the director concerned is removed, the corporation must give them a copy of the resolution as soon as possible after the resolution has been passed.
- (g) If a person is appointed to replace a director removed under this rule, the time at which:
 - (i) the replacement director or
 - (ii) any other director,
 - (iii) is to retire is to be worked out as if the replacement director had become director on the day when the replaced director was last appointed a director.

10. General Duties

10.1 General duties

- (a) The directors, secretary, other officers and employees must comply with the duties imposed on them by the Act and the general law. These may include, for example:
 - (i) a duty of care and diligence
 - (ii) a duty of good faith
 - (iii) a duty of disclosure of material personal interests (see rule 10.2)
 - (iv) a duty not to improperly use position or information
 - (v) a duty to prevent insolvent trading.
- (b) The business of the corporation is to be managed by or under the direction of directors. The directors may exercise all the powers of the corporation except any that the CATSI Act or this rule book requires the corporation to exercise in a general meeting.

11. Functions, powers and duties of directors

11.1 Powers of directors

- (a) The business of the corporation is to be managed by or under the direction of the directors.
- (b) The directors may exercise all the powers of the corporation except any that the Act or the corporation's constitution requires the corporation to exercise in general meeting.

11.2 Duty of director to disclose material personal interests

- (a) A director who has a material personal interest in a matter that relates to the affairs of the corporation must give the other directors notice of the interest unless rule 11.2(b) says otherwise.
- (b) A director does not need to give notice of an interest under rule 11.2(a) if:
 - (i) the interest:
 - (A) arises because the director is a member and is held in common with the other members
 - (B) relates to a contract the corporation is proposing to enter into that is subject to approval by the members and will not impose any obligation on the corporation if it is not approved by the members
 - (ii) all the following conditions are satisfied:
 - (A) the director has already given notice of the nature and extent of the interest and its relation to the affairs of the corporation under rule 11.2(a)
 - (B) if a person who was not a director when the notice under rule 11.2(a) was given is appointed as a director, the notice is given to that person

- (C) the nature or extent of the interest has not materially increased above that disclosed in the notice or;
- (iii) the director has given a standing notice of the nature and extent of the interest and that notice is still effective.
- (c) The notice required by rule 11.2(a) must:
 - (i) give details of:
 - (A) the nature and extent of the interest
 - (B) the relation of the interest to the affairs of the corporation
 - (ii) be given at a directors' meeting as soon as possible after the director becomes aware of their interest in the matter.
 - (iii) The details must be recorded in the minutes of the meeting.
- (d) A contravention of this rule 11.2 by a director does not affect the validity of any act, transaction, agreement, instrument, resolution or other thing.
- (e) This rule 11.2 does not apply to the corporation if the corporation has only 1 director.

11.3 Remuneration

- (a) The directors are not to be paid remuneration.
- (b) Rule 11.3(a) does not prevent:
 - (i) a director who is an employee of the corporation from receiving remuneration as an employee of the corporation, or
 - (ii) reasonable payments (having regard to the market costs of obtaining similar goods or services) to the director for a contract for goods or services, provided that rule 11.2 has been complied with.
- (c) The corporation may pay the directors' travelling and other expenses that the directors incur:
 - (i) in attending directors' meetings or any meetings of committees of directors
 - (ii) in attending any general meetings of the corporation
 - (iii) in connection with the corporation's business.

11.4 Negotiable instruments

- (a) Any 2 directors of the corporation, may sign, draw, accept, endorse or otherwise execute a negotiable instrument.
- (b) The directors may determine that a negotiable instrument may be signed, drawn, accepted, endorsed or otherwise executed in a different way.

11.5 Delegation

- (a) The directors may by resolution delegate any of their powers to:
 - (i) a committee of directors
 - (ii) a director
 - (iii) an employee of the corporation, or
 - (iv) any other person.

- (b) A delegate must exercise the powers delegated in accordance with any directions of the directors.
- (c) The exercise of a power by a delegate is as effective as if the directors had exercised it.

11.6 Member approval needed for related party benefit

- (a) For the corporation, or an entity that the corporation controls, to give a financial benefit to a related party of the corporation:
 - (i) the corporation or entity must:
 - (A) obtain the approval of the members in the way set out in Division 290 of the Act, and
 - (B) give the benefit within 15 months after the approval, or
 - (ii) the giving of the benefit must fall within an exception to the requirement for member approval set out in Division 287 of the Act.
- (b) If:
 - (i) the giving of the benefit is required by a contract
 - (ii) the making of the contract was approved in accordance with rule 10.6(a)(i)(A) and
 - (iii) the contract was made:
 - (A) within 15 months after that approval, or
 - (B) before that approval, if the contract was conditional on the approval being obtained,

Note: member approval for the giving of the benefit is taken to have been given and the benefit need not be given within the 15 months.

12. Directors meetings

12.1 Frequency of directors meetings

The directors will meet as often as the directors consider necessary for the good functioning of the corporation, but must meet at least once every 3 months.

12.2 Calling and giving notice of directors' meetings

- (a) The directors will normally determine the date, time and place of each directors' committee meeting at the previous meeting.
- (b) A directors' meeting may be called by a director giving reasonable notice individually to every other director.
- (c) The date, time and place for a directors' meeting must not unreasonably prevent a director attending.
- (d) Reasonable notice of each directors' meeting must be given to each director. The notice must state:
 - (i) the date, time and place of the meeting
 - (ii) the general nature of the business to be conducted at the meeting
 - (iii) any proposed resolutions.

- (e) A resolution passed at a directors' meeting will not be invalid only because of an unintentional omission or mistake in giving notice of the directors' meeting under rule 12.2(d) or in giving notice of any changes to the item, date or place of the directors' meeting.

12.3 Quorum at directors meetings

The quorum for a directors' meeting is a majority of the directors, and the quorum must be present at all times during the meeting.

12.4 Chairing directors meetings

- (a) The directors may elect a director to chair their meetings. The directors may determine the period for which that director is to be the chair.
- (b) The directors must elect a director present to chair a meeting, or part of it, if:
- (i) a director has not already been elected to chair the meeting, or
 - (ii) a previously elected chair is not available, or declines to act, for the meeting or the part of the meeting.

12.5 Use of technology

A directors' meeting may be called or held using any technology consented to by all the directors. The consent may be a standing one. A director may only withdraw his or her consent within a reasonable period before the meeting.

12.6 Resolutions at directors meetings

12.6.1 Passing of directors resolutions

- (a) A resolution of the directors must be passed by a majority of the votes cast by directors entitled to vote on the resolution.
- (b) The chair has a casting vote if necessary in addition to any vote they have as a director.

12.6.2 Circulating resolutions if the corporation has more than 1 director

- (a) the directors may pass a resolution without a directors' meeting being held if all the directors entitled to vote on the resolution sign a statement that they are in favour of the resolution set out in the document.
- (b) Separate copies of a document under rule 12.6.2(a) may be used for signing by directors if the wording of the resolution and statement is identical in each copy.
- (c) A resolution under rule 12.6.2(a) is passed when the last director signs.

12.6.3 Resolutions and declarations of 1 director corporation

- (a) the director may pass a resolution by recording it and signing the record.
- (b) the director may make a declaration by recording it and signing the record. This satisfies any requirement in the Act that the declaration be made at a directors' meeting.

13. Secretary and contact person

13.1 Requirements for secretary or contact person

13.1.1 Who may be a secretary or contact person

- (a) Only an individual who is at least 18 years of age may be appointed as a secretary or contact person of the corporation.
- (b) A person who is disqualified from managing an Aboriginal and Torres Strait Islander corporation under Part 6-5 of the Act may only be appointed as a secretary or contact person if the appointment is made with:
 - (i) the Registrar's permission under section 279-30(7) of the Act, or
 - (ii) the leave of the court under section 279-35 of the Act.

13.1.2 Consent to act as secretary or contact person

- (a) The corporation must receive a signed consent from a person to act as secretary or contact person of the corporation, before that person is appointed as secretary or contact person of the corporation
- (b) The corporation must keep each consent received under rule 13.1.2(a).

13.2 Becoming a secretary or a contact person on registration

- (a) A person becomes a secretary or a contact person of the corporation on registration of the corporation, if the person is specified in the application with his or her consent as a proposed secretary or contact person of the corporation.
- (b) If
 - (i) the corporation is registered as a small or medium corporation and
 - (ii) the application for registration does not specify a person to be the contact person for the corporation
 - (iii) the applicant becomes the contact person for the corporation on registration.
- (c) If:
 - (i) a person is specified in the application for registration of the corporation as the contact person for the corporation
 - (ii) that person is specified without his or her consent
 - (iii) before registration, the Registrar becomes aware of that fact and
 - (iv) the Registrar determines, by notice in writing given to the applicant, that the applicant for registration is the contact person for the corporation on registration,
 - (v) the applicant becomes the contact person for the corporation on registration.

13.3 How a secretary or contact person is appointed

The directors appoint a secretary or contact person.

13.4 Terms and conditions of office

13.4.1 Terms and conditions of office for secretaries

A secretary holds office on the terms and conditions (including remuneration) that the directors determine.

13.4.2 Terms and conditions of contact person's appointment

A contact person's appointment is subject to the terms and conditions (including remuneration) that the directors determine.

13.5 Duties of secretary and contact person

13.5.1 Contact person must pass on communications received

While entered on the Register of Aboriginal and Torres Strait Islander Corporations as the contact person, a person:

- (a) appointed with his or her consent as the contact person, or
- (b) determined to be the contact person,

must pass on to a least one of the directors each communication received by that person for the corporation within 14 days after receiving it.

13.5.2 Secretary must pass on communications received

While entered on the Register of Aboriginal and Torres Strait Islander Corporations as the secretary, a person appointed with his or her consent to be the secretary must pass on to a least one of the directors each communication received by that person for the corporation within 14 days after receiving it.

13.5.3 Effectiveness of acts by secretaries

- (a) An act done by the secretary is effective even if their appointment is invalid because the corporation or secretary did not comply with the corporation's constitution or the Act.
- (b) Rule 13.5.3(a) does not deal with the question whether an effective act by a secretary:
 - (i) binds the corporation in its dealings with other people or
 - (ii) makes the corporation liable to another person.

14. Execution of document and the common seal of the Corporation

14.1 Corporation may have a common seal

- (a) The corporation may have a common seal.
- (b) If the corporation does have a common seal:
 - (i) the corporation must set out on it the corporation's name and ICN
 - (ii) the common seal must be kept by a person nominated by the directors.
 - (iii) The corporation may have a duplicate common seal. The duplicate must be a copy of the common seal with the words 'duplicate seal' added.

14.2 Execution of documents

14.2.1 Agent exercising corporation's power to make contracts etc.

The corporation's power to make, vary, ratify or discharge a contract may be exercised by an individual acting with the corporation's express or implied authority and on behalf of the corporation. The power may be exercised without using a common seal.

14.2.2 Execution of documents (including deeds) by the corporation

- (a) The corporation may execute a document without using a common seal if the document is signed by:
 - (b) 2 directors
 - (c) a director and a secretary (if any), or
 - (d) if the corporation has only 1 director, that director.
- (e) If the corporation has a common seal, the corporation may execute a document if the seal is fixed to the document and the fixing of the seal is witnessed by:
 - (i) 2 directors
 - (ii) a director and a secretary, or
 - (iii) if the corporation has only 1 director, that director.
- (f) The corporation may execute a document as a deed if the document is expressed to be executed as a deed and is executed in accordance with rules 13.2.2(a) or 13.2.2(e).
- (g) This rule 13.2.2 does not limit the ways in which the corporation may execute a document (including a deed).

15. Finances and record keeping

15.1 Application of funds and property

- (a) Subject to the Act and the corporation's rule book, all funds or property of the corporation not subject to any special trust can be used at the discretion of the directors to carry out the corporation's objectives.
- (b) Subject to the Act and the corporation's constitution, no portion of the funds and property of the corporation may be paid or distributed to any member of the corporation.
- (c) Nothing in rule 15.1(b) is intended to prevent:
 - (i) the payment in good faith of reasonable wages to a member who is an employee of the corporation (having regard to the circumstances of the corporation and the qualifications, role and responsibilities of the member as an employee), or
 - (ii) reasonable payment in good faith to a member for a contract for goods or services provided by that member (having regard to the market costs for obtaining similar goods or services in the area where the goods or services are to be provided).
- (d) The corporation must follow these procedures.
 - 1) All money of the corporation must be deposited into a corporation bank account.
 - 2) The corporation must give receipts for all money it receives.
 - 3) All payments made out of the corporation's money must be supported by adequate documents which explain the nature and purpose of the payment.
 - 4) All accounts must be approved for payment at a directors' meeting or in accordance with valid delegations.
 - 5) All cheques, withdrawal forms, electronic funds transfer (EFT) transactions, and other banking documents must be signed by at least two directors.

15.2 Minutes of meetings

15.2.1 Obligation to keep minutes

- (a) The corporation must keep minute books in which it records within 1 month:
 - (i) proceedings and resolutions of general meetings
 - (ii) proceedings and resolutions of directors' meetings (including meetings of a committee of directors)
 - (iii) resolutions passed by members without a meeting
 - (iv) resolutions passed by directors without a meeting
 - (v) if the corporation has only 1 director, the making of declarations by the director.
- (b) The minutes of the meeting may be kept:
 - (i) in writing, or

- (ii) by means of an audio, or audio-visual, recording.
- (c) If the minutes of the meeting are kept by means of an audio, or audio-visual, recording of the meeting, the corporation must ensure that, on the recording:
 - (i) each person attending the meeting states their name and
 - (ii) if a person attending the meeting holds a proxy, the person states the name of the person for whom the person is acting as proxy.
- (d) If the minutes of the meeting are kept in writing, the corporation must ensure that either:
 - (i) the chair of the meeting, or
 - (ii) the chair of the next meeting,
 - (iii) signs those minutes within a reasonable time after the first meeting.
- (e) If the minutes of the meeting are kept by means of an audio, or audio visual, recording, the corporation must ensure that either:
 - (i) the chair of the meeting, or
 - (ii) the chair of the next meeting,
 - (iii) signs a declaration under rule 15.2.1(f) within a reasonable time after the first meeting.
- (f) The declaration under this rule 15.2.1(f) must:
 - (i) identify the audio, or audio-visual, recording
 - (ii) if the recording is not a recording of the whole of the meeting, identify the part of the meeting that is recorded
 - (iii) declare that the recording constitutes the minutes of the meeting or that part of the meeting.
- (g) The corporation must ensure that minutes of the passing of a resolution without a meeting are signed by a director within a reasonable time after the resolution is passed.
- (h) If the corporation has only 1 director, that director must sign the minutes of the making of a declaration by that director within a reasonable time after the declaration is made.
- (i) The corporation must keep its minute books at:
 - (i) its registered office if it is registered as a large corporation, or
 - (ii) its document access address if it is registered as a small or medium corporation.
- (j) A minute that is recorded and signed in accordance with this rule 15.2.1 is evidence of the proceeding, resolution or declaration to which it relates, unless the contrary is proved.

15.3 Rule Book and records about officers, contact person, etc.

The corporation must keep:

- (a) an up-to-date copy of its Rule Book (incorporating any changes to the Rule Book made in accordance with the Act and the terms of the Rule Book)
- (b) written records relating to:
 - (i) the names and addresses of the corporation's current officers and secretary or contact person (as the case may be)
 - (ii) the corporation's registered office (if any)
 - (iii) the corporation's document access address (if any)

15.4 Financial records

15.4.1 Obligation to keep financial records

The corporation must keep written financial records that:

- (a) correctly record and explain its transactions and financial position and performance
- (b) would enable true and fair financial reports to be prepared and audited.

Note This obligation extends to transactions undertaken as trustee.

15.4.2 Period for which financial records must be retained

The financial records must be retained for 7 years after the transactions covered by the records are completed.

15.5 Physical format

If the records that the corporation is required to keep under rules 15.3 and 15.4 are kept in electronic form:

- (a) the records must be convertible into hard copy;
- (b) that hard copy must be made available, within a reasonable time, to a person who is entitled to inspect the records.

15.6 Place where records are kept

If the corporation is registered as:

- (a) a large corporation, the records that the corporation is required to keep under rules 15.3 and 15.4 must be kept at the corporation's registered office, or
- (b) a small or medium corporation, the records that the corporation is required to keep under rules 15.3 and 15.4 must be kept at the corporation's document access address.

15.7 *Right of access to corporation books by director or past director*

- (a) A director may inspect the books of the corporation (other than its financial records) for the purposes of a legal proceeding:
 - (i) to which that person is a party
 - (ii) which that person proposes in good faith to bring, or
 - (iii) which that person has reason to believe will be brought against him or her.
- (b) A person who has ceased to be a director may inspect the books of the corporation (including its financial records) for the purposes of a legal proceeding:
 - (i) to which that person is a party
 - (ii) which that person proposes in good faith to bring, or
 - (iii) which that person has reason to believe will be brought against him or her.
 - (iv) This right continues for 7 years after the person ceased to be a director.
- (c) A person authorised to inspect books under this rule 15.7 for the purposes of a legal proceeding may make copies of the books for the purposes of those proceedings.
- (d) The corporation must allow a person to exercise the person's rights to inspect or take copies of the books under this rule 15.7.
- (e) This rule 15.7 does not limit any right of access to corporation books that a person has apart from this rule 15.7.

15.8 *Access to financial records by directors*

- (a) A director has a right of access to the records that the corporation is required to keep under rule 15.3 or rule 15.4.
- (b) On application by a director, the court may authorise a person to inspect on the director's behalf the records that the corporation is required to keep under rule 15.3 or rule 15.4 subject to any other orders the court considers appropriate.
- (c) A person authorised to inspect records under rule 15.8(b) may make copies of the records unless the court orders otherwise.

15.9 *Members' access to minutes*

- (a) If the corporation is registered as a large corporation, the corporation must make available for inspection by members, at its registered office, the minute books for the meetings of its members and for resolutions of members passed without meetings. The books must be made available for inspection each business day from at least 10 am to 12 noon and from at least 2 pm to 4 pm.
- (b) If the corporation is registered as a small or medium corporation, the corporation must make available for inspection by members, at its document access address, the minute books for the meetings of its members and for resolutions of members passed without meetings. The books must be made available within 7 days of a member's written request for inspection.

- (c) The corporation must make minutes available free of charge.
- (d) A member may ask the corporation in writing for a copy of:
 - (i) any minutes of a meeting of the corporation's members or an extract of the minutes or
 - (ii) any minutes of a resolution passed by members without a meeting.

Note: The member may ask the corporation for an English translation under ss. 376 5(3) of the Act if the minutes are not in the English language.

- (e) If the corporation does not require the member to pay for the copy, the corporation must send it:
 - (i) within 14 days after the member asks for it or
 - (ii) within any longer period that the Registrar approves.
- (f) If the corporation requires payment for the copy, the corporation must send it:
 - (i) within 14 days after the corporation receives the payment or
 - (ii) within any longer period that the Registrar approves.
- (g) The amount of any payment the corporation requires cannot exceed 50 cents per page.

15.10 Inspection of books by members

The directors, or the corporation by a resolution passed at a general meeting, may authorise a member to inspect the books of the corporation.

15.11 Access to governance material

15.11.1 Corporation to provide member with rules, if requested.

If a member asks for a copy of the corporation's rule book, the corporation must provide it:

- (a) free of charge and
- (b) within 7 days.

15.11.2 Registered office

If the corporation is registered as a large corporation, the corporation must make available for inspection by members and officers at its registered office, its rule book. This rule book must be available for inspection each business day from at least 10 am to 12 noon and from at least 2 pm to 4 pm.

15.11.3 Document access address

If the corporation is registered as a small or medium corporation, the corporation must make available for inspection by members and officers at its document access address, its rule book. This rule book must be made available for inspection within 7 days of a member's or officer's written request for inspection.

15.11.4 General provisions regarding access to rules

- (a) The rule book of the corporation includes:
 - (i) the corporation's rule book
 - (ii) any replaceable rules that apply to the corporation
 - (iii) any other material concerning the internal governance of the corporation that is prescribed.

15.12 Gift Fund Rules

1. The corporation shall maintain for the main purpose of the corporation a gift fund:
 - (a) to be named "The Coota Girls Gift Fund"
 - (b) which can receive gifts of money or property for the purposes of the objectives of the corporation
 - (c) which can have credited to it any money received by the corporation because of those gifts.
2. The gift fund cannot receive any money or property other than as stated at (b).
3. The corporation shall use gifts made to the gift fund and any money received because of them only for the principal purpose of the corporation.

Note: For any gift to the gift fund over \$2 a receipt from the organisation must be provided for the gift

4. Receipts issued for gifts to the gift fund must state:
 - (a) the full name of the corporation
 - (b) the Australian Business Number (if applicable) and Indigenous Corporation Number of the Corporation
 - (c) the fact that the receipt is for a gift.
5. As soon as:
 - (a) the gift fund is wound up, or
 - (b) the corporation's endorsement as a Tax deductible gift recipient is revoked under section 426-55 of the *Taxation Administration Act 1953*,

any surplus assets of the gift fund must be transferred to another fund, authority or institution which has similar objectives to the corporation. This body must also be able to receive tax deductible gifts under division 30 of the *Income Tax Assessment Act 1997*.

16. Auditor

The corporation must comply with any requirements set out in the Act relating to the examination or auditing of its financial records.

17. Annual reporting

The corporation must comply with the annual reporting requirements set out in the Act.

18. Dispute resolution process

This rule sets out the steps which must be taken to try to resolve any disagreement or dispute about the affairs of the corporation or how the Act or the corporation's constitution applies, which arises between:

- (a) members
- (b) members and directors, or
- (c) directors.

18.1 Informal negotiations

If a dispute arises, the parties must first try to resolve it themselves on an informal basis.

18.2 Giving of dispute notice

- (a) If the dispute is not resolved in accordance with rule 18.1 within 10 business days, any party to the dispute may give a dispute notice to the other parties.
- (b) A dispute notice must be in writing, and must say what the dispute is about.
- (c) A copy of the notice must be given to the corporation.

18.3 Seeking assistance from the Registrar

Seeking assistance from the Registrar about the meaning of the Act or the corporation's rule book

- (a) If a dispute or any part of a dispute relates to an issue arising out of the meaning of any provision of the Act or the corporation's rule book, the directors or any party to the dispute may seek an opinion from the Registrar about the correct meaning of the relevant provision.
- (b) The Registrar's opinion will not be binding on the parties to a dispute.

18.4 Referring dispute to the directors

The directors must make a reasonable effort to help the parties resolve the dispute within 20 business days after the corporation receives the dispute notice.

18.5 Referring dispute to a general meeting

- (a) If the directors cannot resolve the dispute within 20 business days after receiving the dispute notice, it must hold a general meeting of the corporation and put the matter to the members to resolve. The general meeting must be held within 3 months after the corporation receives dispute notice.
- (b) When passing any resolution about a dispute, the members in the general meeting are subject to the Act and these rules.

19. Notices

19.1 General

- (a) Unless the Act or these rules otherwise requires, notices must be given in writing (including by fax).
- (b) Notices of directors' meetings given under rule 12.2(b) can be given in writing, by email, by telephone or orally, if all the directors agree to notice being given in that way.

19.2 How a notice to a member may be given

Unless the Act or these rules require otherwise, a notice or communication may be given:

- (a) personally
- (b) left at a member's address as recorded in the register of members
- (c) sent by pre-paid ordinary mail to the member's address as recorded in the register of members
- (d) sent by fax to the member's current fax number for notices (if the member has nominated one)
- (e) sent by email to the member's current email address (if the member has nominated one).

19.3 When notice taken as being given

Unless the Act or these rules require otherwise, if a notice or communication:

- (a) is given by post, it is taken to have been given 3 days after posting
- (b) is given by fax, it is taken to have been given on the business day after it is sent
- (c) is given:
 - (i) after 5:00 pm in the place of receipt or
 - (ii) on a day which is a Saturday, Sunday or bank or public holiday in the place of receipt, it is taken as having been given at 9:00 am on the next day which is not a Saturday, Sunday or public holiday in that place.

20. Winding up

20.1 Resolution to distribute surplus assets

Subject to rule 20.2, where:

- (a) If the organisation is wound up or if the endorsement of the organisation as a deductible gift recipient is revoked, the following assets remaining after the payment of the organisation's liabilities shall be transferred to a fund, authority or institution to which income tax deductible gifts can be made:
- Gifts of money or property for the principal purpose of the organisation
 - Contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation, and
 - Money received by the organisation because of such gifts and contributions

20.2 No distribution of surplus asset to members

The distribution of surplus assets must not be made to any member or to any person to be held on trust for any member.

20.3 In the event of the organisation being wound up, any surplus assets remaining

after the payment of the organisation's liabilities shall be transferred to another organisation with similar objects to which income tax deductible gifts can be made.

21. Amendment of the constitution

21.1 Corporation wants to change this constitution

For the corporation to change its constitution, the following steps must be complied with:

- (a) the corporation must pass a special resolution effecting the change
- (b) if, under the corporation's constitution, there are further steps that must also be complied with to make a change, those steps must be complied with
- (c) the corporation must lodge certain documents under rule 21.2
- (d) the Registrar must make certain decisions in respect of the change and, if appropriate, must register the change.

21.2 Corporation to lodge copy of changes

- (a) If there is no extra requirement, within 28 days after the special resolution is passed, the corporation must lodge with the Registrar:
 - (i) a copy of the special resolution
 - (ii) a copy of those parts of the minutes of the meeting that relate to the passing of the special resolution
 - (iii) a directors' statement signed by:
 - (A) 2 directors or
 - (B) if there is only 1 director, that director, to the effect that the special resolution was passed in accordance with the Act and the corporation's constitution, and
 - (iv) a copy of the constitutional change.
- (b) If a change is not to have effect until an extra requirement has been complied with, the corporation must lodge:
 - (i) the documents referred to in rule 21.2(a)
 - (ii) proof that the extra requirement has been met, within 28 days after it has been met.
- (c) If the Registrar directs the corporation to lodge a consolidated copy of the corporation's constitution as it would be if the Registrar registered the change, it must do so.

22. Date of effect of change

A constitutional change under this rule 22 takes effect on the day the change is registered.

Schedule 1-Interpretation

Dictionary

"Aboriginal person" means a person of the Aboriginal race of Australia. "Aboriginal and Torres Strait Islander person" means the following:

- a) An Aboriginal person;
- b) A Torres Strait Islander;
- c) An Aboriginal and Torres Strait Islander person;
- d) A Torres Strait Islander and Aboriginal person;
- e) An Aboriginal and Torres Strait Islander corporation;
- f) A body corporate prescribed by name in the regulations made under the Act
- g) A body corporate in which a controlling interest is held by any, or all, of the following persons:

a. Aboriginal persons; b. Torres Strait Islanders; c. Aboriginal and Torres Strait Islander persons; d. Torres Strait Islander and Aboriginal persons.

"Act" means the Corporations (Aboriginal and Torres Strait Islander) Act 2006 as amended from time to time and any regulations made under it.

"Alternate director" means a person appointed according to rule 9.7.

"Annual general meeting or AGM" means a general meeting held in accordance with rule 8.1.

"Applicant" means a person who is eligible to become a member of the corporation and has applied to become a member according to rule 6.2.

"Application for membership form" means the form included in Schedule 2 - Application for membership form

"Board of directors" means the people elected or appointed according to rule 8 to manage the affairs of the corporation in accordance with the Act and these rules.

"Board of directors' minute book" means the books and records in which the minutes of all directors' meetings (made under rule 15.2.1) and copies of any written resolutions passed without a directors' meeting (under rule 12.6.2) are kept.

"Books" include a register, any record of information, financial reports or records, or documents of a corporation however compiled, recorded or stored.

"Business day" means a day which is not a Saturday, Sunday or bank or public holiday in the place concerned.

"Circulating resolution" means a resolution of the board of directors passed according to rule 12.6.2.

"Common seal" means the common seal of the corporation referred to in rule 14.

"Rule Book" means the set of special rules that govern the activities of a particular corporation or its members. The rule book includes corporation rules, recommended rules that have been either adopted or changed, replaceable rules that have been changed, rules that the corporation has added, and set laws that have been changed.

"Contact person" means a person elected or appointed according to rule 13.

"Corporation" means the corporation referred to at rule 1.

"Director" means a person who holds office as a member of the board of directors of the corporation according to rule 9.

"Directors' meeting" refers to meetings of the board of directors held according to rule 12.

"Dispute" has the meaning given in rule 18. "Dispute resolution process" means the process set out in rule 18.

"General meeting" refers to both special general meetings and annual general meetings of the members of the corporation called and held according to rule 8.

"General meeting minute book" means the books and records in which the minutes of all general meetings (made under rule 15.2.1) and copies of any written resolutions passed without a general meeting (under rule 8.12) are kept.

"Indigenous Corporation Number" or "ICN" means that number given by the Registrar to the corporation on registration.

"Material personal interest" has the meaning given to it in rule 11.2

"Member" means a person whose name appears on the Register of members.

"Objectives" means the objectives set out in rule 3.

"Officer" is a director, corporation secretary, administrator, special administrator, receiver, receiver and manager, liquidator or trustee of the corporation or a person who makes decisions that affect a substantial part of the business of the corporation; or could significantly affect the corporation's financial standing.

"Poll" means voting at a general meeting by the members voting signing a paper headed "for" or "against" a motion or resolution, as the case may be (as opposed to voting by a show of hands). A poll can include a secret ballot.

"Proxy form" means the form included in Schedule 3 - Appointment of proxy.

"Proxy" means a person who has been appointed to attend, speak and vote at a general meeting on behalf of a member, according to rule 8.14.

"Registered native title body corporate" or "RNTBC" means a prescribed body corporate whose name and address are registered on the National Native Title Register under the *Native Title Act 1993*.

"Register of members" means the register of members kept according to rule 6.2.5.

"Registrar" means the Registrar of Aboriginal and Torres Strait Islander Corporations appointed in accordance with the Act.

"Replaceable rule" is a rule under the Act that can be either apply as is or changed.

"Rule book" means a document consisting of set laws under the CATSI Act, the corporation's constitution and any replaceable rules that apply to the corporation.

"Secretary" means a person elected or appointed according to rule 13. "Set law" means provisions extracted from the Act.

"Special general meeting" or "SGM" means a general meeting other than an annual general meeting.

"Special resolution" means a resolution that has been passed by at least 75% of the votes cast by members entitled to vote on the resolution.

"Surplus assets" has the meaning given in rule 20.2.

"Torres Strait Islander" means a descendant of an indigenous inhabitant of the Torres Strait Islands.

Interpretation

In these rules:

- (a) words in the singular include the plural and vice versa
- (b) the words 'including', 'include' and 'includes' are to be read without limitation
- (c) a reference to legislation is to be read as a reference to that legislation, any subordinate legislation under it, and that legislation and subordinate legislation as amended, re enacted or replaced for the time being
- (d) headings and notes are used for convenience only and are not intended to affect the interpretation of these rules
- (e) a word or expression defined in the Act and used, but not defined, in these rules has the same meaning given to it in the Act when used in these rules
- (f) any inconsistency with the Act is to be resolved in favour of the Act.



Coota Girls
Aboriginal Corporation



Applicant Information		
Name:		
Date of birth:	Email:	Phone:
Current address:		
City:	State:	Postcode:
I was a former resident of the Cootamundra Domestic Training Home for Aboriginal Girls (1912-1969):		
Year of residence:		

Emergency Contact:		
Name of a relative not residing with you:		
Address:	Phone:	
City:	State:	Postcode:
Relationship:		

Signatures

I _____

(first and last name)

I declare that I am at least 18 years of age, I am an Aboriginal person and that I was a former resident of the Cootamundra Domestic Training Home for Aboriginal Girls 1912-1969 as per Rule 6.2 of the Coota Girls Aboriginal Corporation Rule Book I am eligible for membership

Signature of applicant:	Date:
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.....
Office use only

Application tabled at Board of Directors Meeting held on	Date:
Directors confirmed applicant is eligible for Associate Membership	Date:
Entered on Register of Members Database	Date:

Delegate sign off:

1. CHAIRPERSON	2. SECRETARY
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

PLEASE RETURN TO: THE COOTA GIRLS ABORIGINAL CORPORATION

Schedule 3
Associate membership
Application



ICN 7993

Coota Girls
Aboriginal Corporation



Applicant Information		
Name:		
Date of birth:	Email:	Phone:
Current address:		
City:	State:	Postcode:
I am a descendant/sibling of:		
Name:		Date of birth:
Descendant (please circle)	or Sibling	Living or Deceased (please circle)
Address (if applicable):		
City:	State:	Postcode:
Emergency Contact:		
Name of a relative not residing with you:		
Address:		Phone:
City:	State:	Postcode:
Relationship:		

Children if membership privileges are desired:

Name:	D.O.B:
Name:	D.O.B:
Name :	D.O.B:
Name :	D.O.B:

Signatures

I _____
 (first and last name)

I declare that I am at least 18 years of age, I am an Aboriginal person and that I am a descendant or sibling of a former resident of the Cootamundra Domestic Training Home for Aboriginal Girls 1912-1969 as per Rule 6.2 of the Coota Girls Aboriginal Corporation Rule Book I am eligible for membership

Signature of applicant:	Date:
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.....

Office use only

Application tabled at Board of Directors Meeting held on	Date:
Directors confirmed applicant is eligible for Associate Membership	Date:
Entered on Register of Members Database	Date:

Delegate sign off:

<p>1. CHAIRPERSON</p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>2. SECRETARY</p> <p>Name: _____</p> <p>—</p> <p>Signature: _____</p> <p>—</p> <p>Date: _____</p> <p>—</p>
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PLEASE RETURN TO: THE COOTA GIRLS ABORIGINAL CORPORATION

Schedule 4
Confirmation of
Aboriginality



ICN 7993

Coota Girls
Aboriginal Corporation



Descended from:.....
(insert name of former resident Cootamundra Domestic Training Home For Aboriginal Girls 1912-1969)

Name of Applicant:.....

Name of Parent/Guardian (if applicable).....

Address:..... Post Code:.....

Applicant's Date of Birth:..... Place of Birth:.....

Signature of Adult Applicant:.....

Signature of Parent/ Guardian (If applicant is under 18yrs).....

The Applicant confirms they fill all of the requirements listed below:

- Is an Aboriginal or Torres Strait Islander Person;
- Identifies as an Aboriginal or Torres Strait Islander Person;
- Is accepted as such by the Aboriginal or Torres Strait Islander community in which he or she lives
- Is recognised as Aboriginal by the former residents of the Cootamundra Domestic Training Home for Aboriginal Girls 1912 – 1968 where the applicant resided or is recognised as a descendant of a former resident.

The Coota Girls Corporation requires that "Confirmation and Acceptance of Aboriginality" must be passed at a formal Management Committee Meeting of the Corporation; that a Resolution Number must be given; the form signed by the Chairperson and Secretary; and stamped with the Common Seal of this organisation. Coota Girls Corporation may ask for family Lineage documents to prove family connections.

RESOLUTION NUMBER:..... DATE OF MEETING:.....

MOVED BY:.....(Print Name) SECONDED BY:.....(Print Name)

SIGNATURE:.....SIGNATURE:.....
(Chairperson) (Secretary)

ORGANISATIONS COMMON SEAL To be stamped here:

Coota Girls Aboriginal Corporation – ICN 7993 – 14 North Street Kempsey NSW 2440



PROXY FORM

I, _____ (full name of member)
of _____ (address)

as per Clause in relation to Proxy Votes of the Coota Girls Aboriginal Corporation Rule Book
and

being a member of Coota Girls Aboriginal Corporation,

appoint _____ (full name of proxy)

of _____
_____ (address of proxy)

as my proxy to vote for me on my behalf at the general meeting of the corporation to be held
on _____ (insert date of meeting) and at any
adjournment of that meeting.

(signature of member appointing proxy)

(date)

Please choose your proxy from the attending Board members below.
(Unless otherwise instructed, the proxy may vote, as the proxy considers appropriate.)
List Board Members:

Schedule 6—Consent to become a director form

Coota Girls Aboriginal Corporation

ICN 7993

Consent to become a director

I, _____ (first and last name of person)

of _____ (residential address, a postal address is not sufficient)

give consent to become a director of the corporation.

I confirm my date of birth was _____ (date of birth)

and my place of birth was _____ (place of birth)

I also acknowledge I am automatically disqualified from managing corporations if I:

- have been convicted of an offence under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act) that is punishable by imprisonment for more than 12 months
- have been convicted of an offence involving dishonesty that is punishable by imprisonment for at least three months
- have been convicted of an offence against the law of a foreign country that is punishable by imprisonment for more than 12 months
- are an undischarged bankrupt
- have signed a personal insolvency agreement and have not kept to the agreement
- have been disqualified under the *Corporations Act 2001* from managing corporations

and I will notify the corporation if any of the above events occur after my appointment.

Signature of person

Date

NOTE: This form should be completed and given to the corporation **before** the person is appointed as a director—section 246-10(1) of the CATSI Act.

The period of automatic disqualification is set out in sections 279-5 and 279-10 of the CATSI Act.