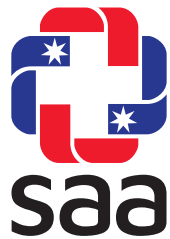


# CONSTITUTION



## Swiss Alliance Australia Inc.

Umbrella Organisation of  
Swiss Associations in Australia

Registration No. INC 2001005  
Incorporated on 8 September 2020

Amended December 2022

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## PART 1: PRELIMINARY

### 1. Name

The Name of the association is: “Swiss Alliance Australia Inc.”

### 2. Definitions

(1) In this constitution:

“Act” means the *Associations Incorporation Act 2009* (NSW).

“annual general meeting” means the annual general meeting of the members of the association.

“associate member” means a Swiss group, club, society or organisation, whether incorporated or unincorporated, which is based in any island in Oceania (apart from Australia) to which the Embassy of Switzerland in Australia is accredited and which is accepted for associate membership of the association, and “associate membership” has a corresponding meaning.

“association” means the Swiss Alliance Australia Inc.

“CSA” means the Council of the Swiss Abroad, which is the legislative body of OSA.

“CSA delegate” means a delegate from Australia elected to the CSA.

“member” means a member of the association.

“office-bearers” means the president, vice-president, secretary and treasurer of the association.

“online group member” means any online based social media group created to organise or promote activities connected to Swiss cultural affinity or interests in Australia or any island in Oceania (apart from Australia) to which the Embassy of Switzerland in Australia is accredited and which is accepted for online group membership of the association, and “online group membership” has a corresponding meaning.

“ordinary member” means a Swiss group, club, society or organisation, whether incorporated or unincorporated, which is based in Australia and which is accepted for ordinary membership of the association, and “ordinary membership” has a corresponding meaning.

“ordinary committee member” means a member of the committee who is not an office-bearer.

“OSA” means the Organisation of the Swiss Abroad.

“Regulation” means the *Associations Incorporation Regulation 2016* (NSW).

“Schedule” means a schedule to this constitution.

“secretary” means:

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

“special general meeting” means a general meeting of the association other than an annual general meeting.

“Swiss Review/Regional News Oceania” means the pages in the Swiss Review devoted to news and events concerning Swiss clubs, groups and other organisations and entities in Oceania/Australia published in the Swiss Review from time to time and/or its successor publication(s).

- (2) In this constitution:
  - (a) a reference to a function includes a reference to a power, authority and duty; and
  - (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.
- (3) The provisions of the Interpretation Act 1987 (NSW) apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

### 3. Status

- (1) The association shall be voluntary and non-profit making, and shall be Swiss in spirit and nature.
- (2) The association and its constituent members shall fall within the general guidelines stipulated by the 1993 constitution of the Organisation of the Swiss Abroad (OSA), as amended on 12 April 2008.

### 4. Aims

The aims of the association are:

- (1) To represent Swiss organisations and groups in Australia and elsewhere in Oceania in dealing with Swiss government authorities and agencies both in Switzerland and Australia and elsewhere in Oceania.
- (2) To represent Swiss organisations and groups in Australia and elsewhere in Oceania with one united voice to the Swiss authorities in Bern and particularly to OSA.
- (3) To promote the solidarity and unity of Swiss organisations and groups in Australia and elsewhere in Oceania.
- (4) To maintain and foster close relationships with all official channels in Switzerland and abroad which are of importance to the Swiss abroad and bring forward matters of concern to Swiss people living in Australia and elsewhere in Oceania.
- (5) To establish and maintain group insurance cover for member organisations and groups so far as practicable.
- (6) To represent and promote the common interests of member organisations and groups, whilst fully recognising their individuality, independence and characteristics.
- (7) To arrange beneficial financial and other arrangements for member organisations and groups and their respective members.
- (8) To support the activities of member organisations and groups and to provide guidance in relation to organisational and administrative matters if requested to do so.
- (9) To actively seek, encourage and assist in the formation of new Swiss organisations and groups in Australia and elsewhere in Oceania.
- (10) To encourage the exchange of ideas and information, culture and friendship amongst members and also between members and OSA.
- (11) To seek to ensure the regular publication of the Swiss Review – Regional News Oceania – or other official publications.
- (12) To organise the election of delegates representing the Swiss community in Australia and elsewhere in Oceania on the Council of the Swiss Abroad (CSA) in accordance with the relevant OSA regulations from time to time.

- (13) To publish and maintain an online platform to link all member organisations and groups and to promote the association's activities through social media channels.
- (14) To inform members organisations and groups and their respective members about events, news and legislation of interest to Swiss citizens residing in Australia and elsewhere in Oceania; and
- (15) To organise regular meetings of the presidents and/or other senior officers of member organisations and groups.

## **PART 2: MEMBERSHIP**

### **5. Types of members and voting rights**

- (1) The following membership categories will have the following voting rights respectively:
  - (a) ordinary membership – ordinary members have voting rights in accordance with clause 38;
  - (b) associate membership – associate members have no voting rights; and
  - (c) online group membership – online group members have no voting rights.
- (2) A prospective member is taken to be a member of the association if the organisation was one of the organisations on whose behalf an application for registration of the association under section 6(1) (a) of the Act was made.

### **6. Membership generally**

An organisation or group is eligible to be:

- (1) an ordinary member if the organisation or group is based, incorporated, registered or located in Australia and is an association (whether incorporated or unincorporated), company limited by guarantee, club, society, group, organisation, institution or other entity whose individual characteristics and aims are predominately Swiss in nature and in culture;
- (2) an associate member if the organisation or group is based, incorporated, registered or located in any place in Oceania other than in Australia that is represented by the Swiss Embassy in Australia and is an association (whether incorporated or unincorporated), company limited by guarantee, club, society, group, organisation, institution or other entity whose individual characteristics and aims are predominately Swiss in nature and in culture; or
- (3) an online group member if the group organises or promotes activities connected to Swiss cultural affinity or interests in Australia or any island in Oceania apart from Australia to which the Embassy of Switzerland in Australia is accredited and whose individual characteristics and aims are predominately Swiss in nature and in culture,

and in each case, the organisation or group has applied for and been approved for membership of the association in accordance with clause 7.

### **7. Application for membership**

- (1) An application for membership of the association:
  - (a) must be made in writing (including by email or other electronic means, if the committee so determines) in the form determined by the committee; and
  - (b) must be lodged (including by electronic means, if the committee so determines) with the secretary of the association.
- (2) As soon as practicable after receiving an application for membership, the secretary must refer the application to the committee, which is to determine whether to approve or to reject the application.

- (3) As soon as practicable after the committee makes that determination, the secretary must:
  - (a) notify the applicant in writing (including by email or other electronic means, if the committee so determines) that the committee approved or rejected the application (whichever is applicable); and
  - (b) if the committee approved the application, request the applicant to pay (within the period of 28 days after receipt by the applicant of the notification) the sum payable under this constitution by a member as entrance fee and annual subscription.
- (4) The secretary must, on payment by the applicant of the amounts referred to in sub-clause (3)(b) within the period referred to in that provision, enter or cause the applicant's name to be entered in the register of members and, on the name being so entered, the applicant becomes a member of the association.

#### **8. Cessation of membership**

The membership of a member ceases if the member:

- (1) has been wound-up, de-registered or dissolved; or
- (2) resigns membership; or
- (3) is expelled from the association; or
- (4) fails to pay the annual membership fee under clause 12(2) within 3 months after the fee is due.

#### **9. Membership entitlements not transferable**

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

- (1) is not capable of being transferred or transmitted to another body, and
- (2) terminates on cessation of the member's membership.

#### **10. Resignation of membership**

- (1) A member of the association may resign from membership of the association by first giving to the secretary written notice of at least 1 month (or any other period that the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (2) If a member of the association ceases to be a member under sub-clause (1), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.
- (3) Members who have resigned or have been suspended or expelled shall honour all outstanding financial commitments to the association and shall not be entitled to claim any refund of paid contributions nor any part of the association's assets.

#### **11. Register of members**

- (1) The secretary must establish and maintain a register of members of the association (whether in written or electronic form) specifying the name and postal, registered or email address of each member together with the date on which the member became a member.
- (2) The register of members must be kept in New South Wales:
  - (a) at the main premises of the association, or
  - (b) if the association has no premises, at the association's official address.

- (3) The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- (4) A member of the association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- (5) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection that information must not be made available for inspection.
- (6) A member must not use information about another member obtained from the register to contact or send material to the member, other than for:
  - (a) the purposes of sending the member a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
  - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.
- (7) If the register of members is kept in electronic form:
  - (a) it must be convertible into hard copy, and
  - (b) the requirements in sub-clauses (2) and (3) apply as if a reference to the register of members is a reference to a current hard copy of the register of members.

## 12. Fees and subscriptions

- (1) A member of the association must, on admission to membership, pay to the association such fee as the committee from time to time decides.
- (2) In addition to any amount payable by the member under sub-clause (1), a member of the association must pay to the association an annual membership fee of such amount as the committee from time to time decides:
  - (a) except as provided by paragraph (b), before the first day of the financial year; or
  - (b) if the member becomes a member on or after the first day of the financial year of the association in any calendar year—on becoming a member and before the first day of the financial year of the association in each succeeding calendar year.
- (3) Without in any way limiting the committee's discretion, the annual membership fee payable may but need not be based on the number of members of the organisation or group member or such other factor(s) as the committee from time to time decides, and may but need not be different for different classes of members.

## 13. Members' liabilities

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by clause 12.

## 14. Resolution of disputes

- (1) A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, is to be referred to a Community Justice Centre for mediation under the *Community Justice Centres Act 1983* (NSW).
- (2) If a dispute is not resolved by mediation within 3 months of the referral to a Community Justice Centre, the dispute is to be referred to arbitration.
- (3) The *Commercial Arbitration Act 2010* (NSW) applies to a dispute referred to arbitration.



**15. Disciplining of members**

- (1) A complaint may be made to the committee by any person that a member of the association:
  - (a) has refused or neglected to comply with a provision or provisions of this constitution, or
  - (b) has wilfully acted in a manner prejudicial to the interests of the association.
- (2) The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the committee decides to deal with the complaint, the committee:
  - (a) must cause notice of the complaint to be served on the member concerned, and
  - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
  - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (4) The committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- (5) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 16.
- (6) The expulsion or suspension does not take effect:
  - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
  - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause 16, whichever is the later.

**16. Right of appeal of disciplined member**

- (1) A member may appeal to the association in general meeting against a resolution of the committee under clause 15, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under sub-clause (1), the secretary must notify the committee, which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the association convened under sub-clause (3):
  - (a) no business other than the question of the appeal is to be transacted, and
  - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
  - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by members of the association.

## **PART 3: THE COMMITTEE**

### **17. Powers of the committee**

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

- (1) is to control and manage the affairs of the association, and
- (2) may exercise all the functions that may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and
- (3) has power to perform all acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

### **18. Composition and membership of committee**

- (1) The committee is to consist of:
  - (a) the office-bearers of the association; and
  - (b) up to 3 ordinary members,  
each of whom is to be elected at the annual general meeting of the association under clause 19; and
  - (c) the CSA delegates from Australia from time to time who are not otherwise committee members. Such delegates will be ex officio members of the committee.
- (2) The total number of committee members must be no less than 5 but may be up to 7 plus the eligible CSA delegates from Australia from time to time.
- (3) The office-bearers of the association are as follows:
  - (a) the president;
  - (b) the vice-president;
  - (c) the treasurer; and
  - (d) the secretary.
- (4) A committee member may hold up to 2 offices (other than both the offices of president and vice-president).
- (5) There is no maximum number of consecutive terms for which a committee member may hold office.
- (6) Each member of the committee other than the CSA delegates from Australia from time to time is, subject to this constitution, to hold office until immediately before the election of committee members at the annual general meeting next following the date of the member's election, and is eligible for re-election.
- (7) A committee member must be a Swiss citizen.

### **19. Election of committee members**

- (1) Nominations of candidates for election as office-bearers of the association or as ordinary committee members:
  - (a) must be made in writing, signed by 2 members of members of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and

- (b) must be delivered to the secretary of the association at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and ordinary committee members of the committee is to be conducted at the annual general meeting in any usual and proper manner that the committee directs.
- (7) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the association must be a member of the association.

## **20. Secretary**

- (1) The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- (2) It is the duty of the secretary to keep minutes (whether in written or electronic form) of:
  - (a) all appointments of office-bearers and members of the committee, and
  - (b) the names of members of the committee present at a committee meeting or a general meeting, and
  - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (4) The signature of the chairperson may be transmitted by electronic means for the purposes of sub-clause (3).

## **21. Treasurer**

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

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

## **22. Casual vacancies**

- (1) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of a member of the association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.

- (2) A casual vacancy in the office of a member of the committee occurs if the person:
- (a) dies; or
  - (b) is or becomes an insolvent under administration within the meaning of the *Corporations Act 2001* (Cth); or
  - (c) resigns office by notice in writing given to the secretary; or
  - (d) is removed from office under clause 23; or
  - (e) becomes a mentally incapacitated person; or
  - (f) is absent without the consent of the committee from 3 consecutive meetings of the committee; or
  - (g) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months; or
  - (h) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* (Cth); or
  - (i) is a member of a member which ceases to be a member of the association for any reason.

**23. Removal of committee members**

- (1) The association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the committee to whom a proposed resolution referred to in sub-clause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

**24. Committee meetings and quorum**

- (1) The committee must meet at least 4 times in each 12 months at the place and time that the committee decides.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under sub-clause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (6) Any 3 committee members constitute a quorum for the transaction of the business of a meeting of the committee.

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

**25. Appointment of members of the association's members as committee members to constitute quorum**

- (1) If at any time the number of committee members is less than the number required to constitute a quorum for a committee meeting, the existing committee members may appoint a sufficient number of members of members of the association as committee members to enable the quorum to be constituted.
- (2) A member of the committee so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.
- (3) This clause does not apply to the filling of a casual vacancy to which clause 22 applies.
- (4) For the purposes of this clause, members of members means natural persons who are members of members of the association.

**26. Use of technology at committee meetings**

- (1) A committee meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the committee's members a reasonable opportunity to participate.
- (2) A committee member who participates in a committee meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

**27. Delegation by committee to sub-committee**

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of the member or members of the association that the committee thinks fit) the exercise of any of the functions of the committee that are specified in the instrument, other than:
  - (a) this power of delegation, and
  - (b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this clause may be made subject to any conditions or limitations as to the exercise of any function, or as to time or circumstances that may be specified in the instrument of delegation.
- (4) Despite any delegation under this clause, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- (7) A sub-committee may meet and adjourn as it thinks proper.

**28. Voting and decisions**

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to clause 24(5), the committee may act despite any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

**PART 4: GENERAL MEETINGS**

**29. Annual general meetings—holding of**

- (1) The association must hold its first annual general meeting within 18 months after its registration under the Act.
- (2) The association must hold its annual general meetings:
  - (a) within 6 months after the close of the association's financial year; or
  - (b) within any later time that may be allowed or prescribed under section 37(2)(b) of the Act.

**30. Annual general meetings—calling of and business at**

- (1) The annual general meeting of the association is, subject to the Act and to clause 29, to be convened on the date and at the place and time that the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
  - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
  - (b) to receive from the committee reports on the activities of the association during the last preceding financial year;
  - (c) to elect office-bearers of the association and ordinary committee members;
  - (d) to receive and consider any financial statement or report required to be submitted to members under the Act.
- (3) An annual general meeting must be specified as that type of meeting in the notice convening it.

**31. Special general meetings—calling of**

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the association.
- (2) The committee must, on the requisition of at least 5% of the total number of members, convene a special general meeting of the association.

- (3) A requisition of members for a special general meeting:
  - (a) must be in writing, and
  - (b) must state the purpose or purposes of the meeting, and
  - (c) must be signed by the members making the requisition, and
  - (d) must be lodged with the secretary, and
  - (e) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in sub-clause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.
- (6) For the purposes of sub-clause (3):
  - (a) a requisition may be in electronic form, and
  - (b) a signature may be transmitted, and a requisition may be lodged, by electronic means.

### **32. Notice**

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 28 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 45 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under sub-clause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 30(2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

### **33. Quorum for general meetings**

- (1) No item of business is to be transacted at a general meeting unless a quorum of ordinary members entitled under this constitution to vote is present during the time the meeting is considering that item.
- (2) Five ordinary members present (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:



- (a) if convened on the requisition of members—is to be dissolved, and
  - (b) in any other case—is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) are to constitute a quorum.

**34. Presiding member**

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

**35. Adjournment**

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in sub-clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

**36. Making of decisions**

- (1) A question arising at a general meeting of the association is to be determined by:
  - (a) a show of hands or, if the meeting is one to which clause 41 applies, any appropriate corresponding method that the committee may determine, or
  - (b) if on the motion of the chairperson or if 5 or more ordinary members present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- (2) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (3) Sub-clause (2) applies to a method determined by the committee under sub-clause (1)(a) in the same way as it applies to a show of hands.
- (4) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

**37. Special resolutions**

A special resolution may only be passed by the association in accordance with section 39 of the Act.



**38. Voting at general meetings**

- (1) On any question arising at a general meeting of the association, each ordinary member will have one vote.
- (2) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (3) A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid up to date of the date of voting.

**39. Proxy votes permitted**

Members are entitled to vote by proxy at general meetings. A proxy form shall be in such form as the committee from time to time decides. A form of proxy is set out in schedule 3.

**40. Postal or electronic ballots**

- (1) The association may hold a postal or electronic ballot (as the committee determines) to determine any issue or proposal (other than an appeal under clause 16).
- (2) A postal or electronic ballot is to be conducted in accordance with Schedule 3 to the Regulation.

**41. Use of technology at general meetings**

- (1) A general meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the association's members a reasonable opportunity to participate.
- (2) A member of the association who participates in a general meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

**PART 5: ELECTION OF AUSTRALIAN DELEGATES**

**42. Election Procedure**

The committee may recommend a procedure for election of Australian delegates to the Council of the Swiss Abroad. The recommended procedure must be approved by OSA. The procedure will operate with effect from the date that the majority of ordinary members, present and voting in person by proxy at a general meeting, vote in favour of adopting the procedure.

**PART 6: MISCELLANEOUS**

**43. Organisation**

- (1) The ambassador of Switzerland in Canberra and/or the Consul General of Switzerland from time to time shall be invited to become the patron of the association.
- (2) The constitution and any related rules may be amended or repealed, as considered appropriate by the Committee, and submitted for acceptance at the annual general meeting or at an extraordinary general meeting.
- (3) The association shall be entitled to negotiate and conclude agreements with third parties on behalf of the Swiss community in Australia and elsewhere in Oceania and, if deemed advantageous by the association in a general meeting, to seek charitable status and/or to become a company limited by guarantee.

**44. Execution of documents (including deeds) by the association**

The association may execute a document if the document is signed by:

- (1) two (2) committee members; or
- (2) a committee unit of the association and the secretary of the association.

**45. Insurance**

The association may effect and maintain insurance on its own behalf and on behalf of members and/or may include members in its own insurance policy.

**46. Funds—source**

- (1) The funds of the association are to be derived from entrance fees and annual subscriptions of members, donations and any other sources that the committee determines.
- (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank or other authorised deposit-taking institution account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

**47. Funds—management**

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used solely in pursuance of the objects of the association in the manner that the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes, other negotiable instruments and money including electronic funds transfers, must be signed or authorised by 2 authorised signatories.

**48. Association is non-profit**

Subject to the Act and the Regulation, the association must apply its funds and assets solely in pursuance of the objects of the association and must not conduct its affairs so as to provide a pecuniary gain for any of its members.

**49. Distribution of property on winding up of association**

- (1) Subject to the Act and the Regulations, in a winding up of the association, any surplus property of the association is to be transferred to another organisation with similar objects and which is not carried on for the profit or gain of its individual members.
- (2) In this clause, a reference to the surplus property of an association is a reference to that property of the association remaining after satisfaction of the debts and liabilities of the association and the costs, charges and expenses of the winding up of the association.

**50. Alteration of Constitution**

This constitution must not be altered except in accordance with the Act.

**51. Change of name, objects and constitution**

An application for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.

**52. Custody of books etc.**

Except as otherwise provided by this constitution, all records, books and other documents relating to the association must be kept in New South Wales:

- (1) at the main premises of the association, in the custody of the public officer or a member of the association (as the committee determines), or
- (2) if the association has no premises, at the association's official address, in the custody of the public officer.

**53. Inspection of books etc.**

- (1) The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:
  - (a) records, books and other financial documents of the association;
  - (b) this constitution; and
  - (c) minutes of all committee meetings and general meetings of the association.
- (2) A member of the association may obtain a copy of any of the documents referred to in sub-clause (1) on payment of a fee of not more than \$1 for each page copied.
- (3) Despite sub-clauses (1) and (2), the committee may refuse to permit a member of the association to inspect or obtain a copy of records of the association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the association.

**54. Service of notices**

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

**55. Financial year**

The financial year of the association is:

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

**SCHEDULE 1:  
APPLICATION FOR MEMBERSHIP  
OF THE SWISS ALLIANCE AUSTRALIA INC.**

Name of Applicant: ..... (Limited\*/Inc.\*)

Address: .....

Contact's Name: .....

Contact's Email: .....

Contact's Postal Address: .....

Applicant's Total Number of Members (in all categories): .....

The Applicant applies to become an:

- (1) ordinary member\*\*
- (2) associate member\*\*
- (3) online member\*\*

of the Swiss Alliance Australia Inc.

In the event of its admission as a member, the Applicant agrees to be bound by the Association's Constitution for the time being in force.

The Applicant certifies that the Applicant is entitled to be admitted as a member of the Association and, if required by the committee of the Association, will provide proof to the Secretary of its entitlement to be so admitted.

Date: .....

Signed for and on behalf of the Applicant: .....

Name: .....

Office held: .....

\* delete or amend as appropriate    \*\* delete as appropriate

**SCHEDULE 2:  
SCHEDULE OF FEES  
OF THE SWISS ALLIANCE AUSTRALIA INC.**

DESCRIPTION OF FEE	AMOUNT
Entrance Fee (excluding GST)	Ordinary Members – \$50.00  Associate Members – \$50.00  Online Members – \$20.00
Annual Subscription Fee (excluding GST)	Ordinary Members – \$2.00 for each member of the ordinary member  Associate Members – \$50.00  Online Members – \$20.00

Provided always that the Association may by resolution duly passed by the committee of the Association, determine to increase or decrease the entrance fee and/or the annual subscription fee (with such increase(s) and/or decrease(s) to take effect from such date as may be specified in such resolution).



**SCHEDULE 3:  
FORM OF APPOINTMENT OF PROXY**

Name of Organisation: \_\_\_\_\_ (Limited\*/Inc.\*)

Address: \_\_\_\_\_

being an ordinary member of the Swiss Alliance Australia Inc. (the “association”), appoints:

Name of Proxy Holder: \_\_\_\_\_

Address of Proxy Holder: \_\_\_\_\_

being a member of the organisation as its proxy to vote for it on its behalf at the annual\*/special\* general meeting of the association to be held on: \_\_\_\_\_ (date of meeting) and at any adjournment of that meeting.

The proxy is authorised to vote in favour of\*/against\* the following resolution(s):

(insert details of resolution) \_\_\_\_\_

Signed: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

Office held: \_\_\_\_\_

Date: \_\_\_\_\_

\* delete or amend as appropriate