

**VICTORIAN SAFE COMMUNITIES NETWORK
CONSTITUTION ADOPTED 4 MARCH 1999**

1 NAME

Victorian Safe Communities Network Inc

2 INTERPRETATION

2.1 In these Rules, unless the contrary intention appears:

- “**The Act**” means the Associations Incorporation Act 1981, Victoria;
- “**Association**” means the Victorian Safe Communities Network Incorporated;
- “**Branch**” means a branch of the Association established under Rule 6;
- “**By-laws**” means the by-laws made by the Executive Committee under Rule 6;
- “**Chapter**” means a sub branch of a branch, established under Rule 6;
- “**Committee**” means the Executive Committee of the Association established by Rule 7;
- “**Elected Officer**” means one of the persons referred to in Rule 7;
- “**Treasurer**” means the person appointed under Rule 7;
- “**General Meeting**” means a general meeting of members convened in accordance with Rule 12;
- “**Member**” means a person or Organisation admitted to membership under Rule 4;
- “**Register of Members**” means the Register established under Rule 4.

2.2 Words or expressions contained in these Rules shall be interpreted in accordance with the provisions of the Association Incorporation Regulations 1998 in the State of Victoria.

3 MISSION AND OBJECTS

3.1 Mission

To support local networks to implement effective interventions which promote community safety.

Safety is defined as ‘a dynamic state in which hazards and conditions leading to harm (intentional and unintentional injury) or fear of harm are prevented or controlled’. Safety promotion is the process used by individuals, communities, governments and others to develop and sustain safety. The process of safety promotion includes efforts agreed upon to modify structures as well as attitudes and behaviours all aimed at creating supporting environments for safety. (Based on draft definitions developed at the WHO International Seminar on Safety and Safety Promotion, Quebec 1998).

3.2 Objects

- (a) Provide opportunities for exchange of information between community safety practitioners, researchers and policy makers from all sectors and disciplines with an interest in community safety issues.
- (b) Facilitate intersectoral and interdisciplinary collaboration among community safety practitioners, researchers, policy makers and government departments.
- (c) Advocate for and support the development, implementation and evaluation of community safety programs and projects.
- (d) Promote the application of best practice to the development of safe communities programs and projects.
- (e) Support the dissemination of information on effective community safety interventions.
- (f) Assist local communities to join the World Health Organisation (WHO) Safe Communities Network.
- (g) Liaise with national and international community safety networks and participate in their activities.
- (h) Advocate for training, professional development and career paths for community safety practitioners.
- (i) Make submissions to hearings and boards of review on legislative/regulatory changes affecting community safety.

3.3 For the purpose of giving effect to the foregoing objects, the Association may, subject to these Rules:

- (a) hold or arrange for the holding of periodical meetings of its members;
- (b) receive subscriptions from members;
- (c) apply for and accept money by way of grant, gift, bequest or otherwise for any one or more of the objects of the Association;
- (d) undertake or direct or grant sums of money out of the Association's funds for research or study or the promotion of community safety;
- (e) invest the moneys of the Association not immediately required in such securities as may from time to time be determined;
- (f) receive, obtain and hold lands, money, securities and other property real or personal;
- (g) execute any special trusts in connection with moneys or property received, obtained and held by the Association;
- (h) apply the capital and income of the funds and property of the Association or any part thereof, subject to such trusts (if any), for or towards those objects;
- (i) print or publish or assist in or promote the printing of any newspapers, periodicals, books, monographs, articles, leaflets or other literary undertakings or produce or publish or assist in or promote the production of any film, electronic tape, whether sound or visual, and video material that the Association may think desirable for the promotion of its objects and distribute such publications as it may think fit;
- (j) enter into any arrangement or agreement or become a member of or subscribe to or affiliate with any other Organisation, having objects altogether or in part similar to those of the Association;
- (k) borrow or lend money in such manner as the Association may think fit and guarantee loans as the Association may think fit;
- (l) purchase or otherwise acquire and undertake all or any of the property, assets, liabilities and engagements of any other association or company having objects all together or in part similar as those of the Association;
- (m) purchase, apply for or otherwise acquire copyrights, privileges, exemptions, certificates, licenses, patents, trademarks or the like which may be deemed necessary or convenient for any or all of the objects of the Association and transfer and otherwise deal with the same;
- (n) insure against all risks, liabilities and eventualities as may seem advisable and apply the proceeds of any claim under any insurance in such manner for such purpose as shall be thought fit;
- (o) employ such persons as the Association may deem necessary and pay such sums to such employees, whether by way of remuneration or bonus, as the Association may deem reasonable and proper;
- (p) do all such other lawful things as are incidental, or conducive to the attainment of those objects or any of them; and
- (q) carry out any one or more of those objects independently or exclusively of the remaining objects in any part of Australia or elsewhere.

4 MEMBERSHIP

- 4.1 Any natural person or organisation which is supportive of any one or more of the objects of the Association is eligible to be a member of the Association and may apply for membership to the Committee in the prescribed manner.
- 4.2 Where the Committee admits a person or organisation to membership, the Treasurer shall, with as little delay as possible, notify the applicant, in writing, that he, she or it has been approved for membership of the Association and, upon receipt of the sum payable by the applicant as the appropriate joining fee (if any) and appropriate subscription (if any), or if none, forthwith shall enter the applicant's name, address and other prescribed particulars in a Register of Members to be kept by the Secretary/Treasurer, whereupon the applicant becomes a member of the Association.
- 4.3 Where a member is an organisation, it may from time to time appoint one delegate, and each such delegate shall have the powers, rights and privileges of attending, speaking, being elected to chair and voting at meetings and of nominating other persons for election or being nominated or and elected as an Elected Officer or member of the Committee as if the delegate were the member.
- 4.4 Each organisation which is a member shall be responsible for notifying the Treasurer of the name of the delegate of that organisation and the period, if any, for which the delegate has been appointed and the person thus notified, until the organisation notifies the Treasurer of the name of another delegate.
- 4.5 A member of the Association may, at any time, resign from the Association by delivering or sending by post to the Treasurer a written notice of resignation.

- 4.6 Upon receipt of a notice under sub-rule 4.5 of this rule, the Treasurer shall remove the name of the member by whom the notice was given from the Register of Members, whereupon that person or organisation ceases to be a member of the Association.
- 4.7 A right, privilege or obligation of a person or organisation by virtue of membership of the Association-
- (a) is not capable of being transferred or transmitted to another person or organisation; and
 - (b) terminates upon the cessation of his, her or its membership, whether by death, resignation, or otherwise.
- 4.8 A member of the Association is not liable to contribute to the payment of the liabilities of the Association on winding-up.
- 4.9 The Committee may admit as a Life Member of the Association any member who in its opinion has rendered conspicuous service to the Association. Life members shall be entitled to all the rights and privileges of membership without payment of subscriptions or other fees.
- 4.10 All members shall notify the Treasurer in writing of their address for the purpose of the giving of notice to the member under these rules and of any change of that address and the Treasurer shall forthwith enter the address or change of address in the Register of Members.

5 MEMBERSHIP FEES AND SUBSCRIPTIONS

- 5.1 The Committee shall determine from time to time the amount of the joining fee and annual subscription payable by each member and the Treasurer shall give notice to each member of any change to the amount of the fee or subscription within one month after any such change.
- 5.2 The subscription shall be due and payable on the first day of the financial year to which it relates.
- 5.3 Where a member has not paid the annual subscription due in respect of any financial year within three months from the due date, the Treasurer may then or any time thereafter while the annual subscription remains unpaid remove the name of the member from the Register of Members and shall do so if the subscription remains unpaid for a further period of three months, whereupon that person or organisation ceases to be a member of the Association.

6 REGIONAL BRANCHES

- 6.1 Members may with the consent of the Committee establish a regional branch of the Association.
- 6.2 Where a branch is established each member of the Association whose address in the Register of Members is within the area of a branch shall be a member of that branch for so long as the member's address remains within the area of that branch. No member may be a member of more than one branch at any one time.
- 6.3 Branches shall make rules for their governance, provided that those rules:
- (a) do not conflict with the objects of the Association as set out in Rule 3, or with any other provision, of these Rules;
 - (b) are approved by the Committee; and
 - (c) comply with any by-laws relating to branches.
- 6.4 Members of a branch may establish chapters in the prescribed manner and in accordance with any by-laws relating to chapters of branches.

7 ELECTED OFFICERS

- 7.1 The officers of the Association shall be-
- (a) a President;
 - (b) a Treasurer;
 - (c) a Secretary;

- (d) five other members as decided at the AGM .
- 7.2 The provisions of Section 23 of the Act so far as they are applicable and with the necessary modifications apply to and in relation to the election of persons to any of the officers mentioned in sub-clause 7.1.
- 7.3 Each officer of the Association shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election. No officer will be eligible to hold a position for more than three consecutive terms.
- 7.4 In the event of a casual vacancy in any office referred to in sub-clause 7.1, the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.
- 7.5 The Committee, subject to Section 23 of the Act shall consist of the officers of the Association.

8 ELECTIONS TO EXECUTIVE COMMITTEE

- 8.1 Nominations of candidates for election as officers of the Association-
 - (a) shall be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) shall be delivered to the Secretary of the Association not less than twenty-one days before the date fixed for the holding of the annual general meeting.
- 8.2 If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- 8.3 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 8.4 If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- 8.5 The ballot for the election of officers shall be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.

9 VACANCIES OF OFFICE

- 9.1 For the purposes of these rules, the office of an officer of the Association becomes vacant if the officer-
 - (a) ceases to be a member of the Association;
 - (b) becomes an insolvent under administration within the meaning of the Companies Code; or
 - (c) resigns from office by notice in writing given to the Secretary.
 - (d) is expelled.

10 DISCIPLINE, SUSPENSION AND EXPULSION OF MEMBERS

- 10.1 The Association in general meeting may by resolution remove any member of the Committee before the expiration of the member's term of office and appoint another member in his or her stead to hold office until the expiration of the term of the first-mentioned member.
- 10.2 Where the member to whom a proposed resolution referred to in sub-clause 10.1 makes representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and requests that they 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 they are not so sent, the member may require that they be read out at the meeting.
- 10.3 Subject to these Rules, if the Committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the committee may:-
 - (a) fine that member an amount not exceeding \$500; or

- (b) suspend that member from membership of the Association for a specified period: or
 - (c) expel that member from the Association.
- 10.4 A resolution of the Committee under sub-rule (3) does not take effect unless-
- (a) at a meeting held in accordance with sub-rule (5), the Committee confirms the resolution; and
 - (b) if the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.
- 10.5 A meeting of the Committee to confirm or revoke a resolution passed under sub-rule (3) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (6).
- 10.6 For the purposes of giving notice in accordance with sub-rule (5), the Secretary must, as soon as practicable, cause to be given to the member a written notice-
- (a) setting out the resolution of the Committee and the grounds on which it is based; and
 - (b) stating that the member, or his or her representative, may address the Committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that he or she may do one or both of the following-
 - (i) attend that meeting;
 - (ii) give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution;
 - (e) informing the member that, if at that meeting, the Committee confirms the resolution, he or she may not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- 10.7 At a meeting of the Committee to confirm or revoke a resolution passed under sub-rule (3), the committee must-
- (a) give the member, or his or her representative, an opportunity to be heard; and
 - (b) give due consideration to any written statement submitted by the member; and
 - (c) determine by resolution whether to confirm or to revoke the resolution.
- 10.8 If at the meeting of the Committee, the Committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- 10.9 If the Secretary receives a notice under sub-rule (8), he or she must notify the committee and the committee must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.
- 10.10 At a general meeting of the Association convened under sub-rule (9) –
- (a) no business other than the question of the appeal may be conducted; and
 - (b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - (c) the member, or his or her representative, must be given an opportunity to be heard; and
 - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 10.11 A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

11 MEETINGS OF THE EXECUTIVE COMMITTEE

- 11.1 The Committee shall meet at least three times in each year by such means, in such places and such times as the Committee determine.
- 11.2 Special meetings of the Committee may be convened by the President or by any four of the members of the Committee.

- 11.3 Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- 11.4 Any four members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- 11.5 No business shall be transacted 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 shall stand adjourned to the place and time decided by the Committee unless the meeting was a special meeting in which case it lapses.
- 11.6 At meetings of the Committee-
- (a) the President or in the President's absence the Treasurer shall preside; or
 - (b) if the President and the Treasurer are absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside.
- 11.7 Questions arising at a meeting of the Committee or any sub-committee appointed by the Committee shall be determined on the voices or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- 11.8 Each member present at a meeting of the Committee or any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 11.9 Subject to sub-clause 11.4 the Committee may act notwithstanding any vacancy on the Committee.

12 ANNUAL GENERAL MEETING

- 12.1 The Annual General Meeting of the Association will be held each year to coincide with other meetings other than for the Association where the objectives of the second mentioned meeting are sympathetic with those of the Association.
- 12.2 An auditor is to be appointed by the members at the Annual General Meeting. Such auditor must not be a member of the Committee. Accounts are to be audited annually.
- 12.3 A quorum for the Annual General Meeting shall consist of ten members and shall be present within thirty minutes of the advertised time for commencement of the meeting.
- 12.4 Members may vote at Annual General Meetings by way of a proxy vote. This proxy vote (in written, signed format) must be presented by a member at the Annual General Meeting.

13 QUORUM AT GENERAL MEETINGS

- 13.1 No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering the item.
- 13.2 Five members (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- 13.3 If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present-
- (i) in the case of a meeting convened upon the request of members - the meeting must be dissolved; and
 - (ii) in any other case - the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.
- 13.4 If at the adjourned meeting the quorum is not present within half an hour after the appointed time for the commencement of the meeting, the members present (being not less than 3) shall be a quorum.

14 PRESIDING AT GENERAL MEETINGS

- 14.1 The President, shall reside as Chairperson at each general meeting of the Association.
- 14.2 If the President is absent from a general meeting, or is unable to preside, the members present must select one of their number to preside as Chairperson.

15 ADJOURNMENTS OF MEETINGS

- 15.1 The person presiding may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- 15.2 No business may be conducted at an adjourned meeting other than unfinished business from the meeting that was adjourned.
- 15.3 If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with Rule 20.
- 15.4 Except as provided in sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

16 VOTING AT GENERAL MEETINGS

- 16.1 Upon any question arising at a general meeting of the Association, a member has one vote only.
- 16.2 All votes must be given personally or by proxy.
- 16.3 In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- 16.4 A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

17 POLL AT GENERAL MEETINGS

- 17.1 If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- 17.2 A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

18 MANNER OF DETERMINING WHETHER RESOLUTION CARRIED

- 18.1 If a question arising at a general meeting of the Association is determined on a show of hands –
- (a) a declaration by the Chairperson that a resolution has been
 - (i) carried; or
 - (ii) carried unanimously; or
 - (iii) carried by a particular majority; or
 - (iv) lost; and
 - (b) an entry to that 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.

19 PROXIES

- 19.1 Each member is entitled to appoint another member as a proxy by notice to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 19.2 The notice appointing the proxy must be-
- (a) for a meeting of the Association convened under Rule 10.9, in the form set out in Appendix 2: or
 - (b) in any other case, in the form set out in Appendix 3.

20 NOTICE OF MEETINGS

- 20.1 Written notice of each committee meeting shall be served on each member of the Committee by delivering, sending or faxing it to the member at the address shown in the register of members at least seven business days before the date of the meeting.
- 20.2 Notice of the Annual General Meeting shall be given at least twenty-one days in advance. Notice of Motions to be considered at the Annual General Meeting shall be given at least twenty-one days in advance of the relevant Meeting. All such notices/motions shall be in writing/hard copy to each individual member.
- 20.3 Notice of general meetings shall be given at least fourteen days in advance, or if a special resolution has been proposed at least 21 days, before the date fixed for holding the general meeting of the Association
- 20.4 All Notices of Meeting shall specify the time and place where the meeting is to be held, and the nature of the business to be conducted at the meeting.

21 MINUTES

The Secretary of the Association shall keep the register of members, minutes of the resolutions and proceedings of each general meeting and each committee meeting in books provided for that purpose together with a record of the names of persons present at committee meetings. In addition the Secretary shall keep all other books, documents and securities pertinent to the work of the Association in such a manner that members may inspect any such records upon request.

22 FINANCE

- 22.1 The Treasurer of the Association-
- (a) shall collect and receive all moneys due to the Association and make all payments authorised by the Association; and
 - (b) shall keep correct amounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- 22.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Committee.
- 22.3 The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Committee determines.

23 AUDIT

- 23.1 Except as otherwise provided in these Rules, the Secretary shall keep in his or her custody or under his or her control all books, documents and securities of the Association.
- 23.2 All accounts, books and documents and securities of the association shall be available for inspection and copying by any member of the association upon request.

24 COMMON SEAL

- 24.1 The common seal of the Association shall be kept in the custody of the Secretary.
- 24.2 The common seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal be attested by the signatures wither of two members of the committee or of one member of the Committee and of the Public Officer of the Association.

25 CONSTITUTIONAL

These rules and the statement of purposes of the Association shall not be altered except in accordance with the Act.

26 NOTICES

- 26.1 A notice may be served by or on behalf of the Association upon any member either personally, by electronic mail, by faxing or by sending it by post to the member at the address shown in the Register of Members.
- 26.2 Where a document is properly addressed, prepaid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered either personally in the ordinary course of the post.

27 NON PROFIT

The assets and income of the organisation shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to the members of the organisation except as bona fide remuneration for services rendered or expenses incurred on behalf of the organisation.

28 DISSOLUTION

In the event of the organisation being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall be paid and applied by the organisation in accordance with its powers to any organisation which has similar objects and which has rules prohibiting the distribution of its assets and income to its members.

29 DISPUTES AND MEDIATION

- 29.1 The grievance procedures set out in this rule applies to disputes under these Rules between –
- (a) a member and another member; or
 - (b) a member and the Association.
- 29.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all parties.
- 29.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 29.4 The mediator must be –
- (a) a person chosen by agreement between the parties; or
 - (b) in the absences of agreement –
 - (i) in the case of dispute between a member and another member, a person appointed by the Committee of the Association; or
 - (ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- 29.5 A member of the Association can be a mediator.

- 29.6 The mediator cannot be a member who is a party to the dispute.
- 29.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 29.8 The mediator, in conducting the mediation, must –
 - (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties of to the dispute throughout the process.
- 29.9 The mediator must not determine the dispute.
- 29.10 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.



Ms Deborah Whyte
Assistant Registrar of Incorporated Associations
Office of Fair Trading and Business Affairs
2/452 Flinders Street
Melbourne 3000

Dear Ms Whyte

Re: Victorian Safe Communities Network Constitution

Thank you for your letter in relation to the incorporation of the Victorian Safe Communities Network. Following consideration of your correspondence amendments have been made to the Association's Constitution. Each amendment is outlined in relation to the issues raised by yourself.

Issue 1 The quorum and procedures at general meetings of members of the incorporated association and whether members are entitled to vote by proxy at general meetings.

The constitution has been amended by the inclusion of model rules 13 to 19. Model rule 13 requires members to be personally present. The VSCN is a statewide organisation and at times members attend by way of phone conferencing facilities. Therefore, following our phone conversation, rule 13 has been changed by deleting the words personally present allowing members to attend by electronic means.

Issue 2 The time within which and the manner in which, notice of general meetings and notices of motions are to be given, published or circulated.

Section 20 has been amended to include the model rule in relation to notification of general meetings.

Issue 3 The custody of relevant documents and securities of the incorporated association.

The model rule on the custody and security of documents and securities has been added to the Constitution.

Issue 4 The procedures (if any) for disciplining members and the mechanism (if any) for appearance by members in respect of disciplinary action taken against them.

The constitution has been amended by deleting the previous sections in relation to disciplinary action and including the model rules for disciplining members and the mechanism for appearance by members in respect of disciplinary action taken against them.

Please feel free to phone me on 9651 6939 or Gayle Smith on 9905 1907 if you would like to discuss the VSCN constitution.

Yours sincerely

Tim Wilmot
4 June 1999