
RULES

of the

AUSTRALIAN YOUNG CHRISTIAN
WORKERS MOVEMENT
INCORPORATED



AUSTRALIAN YOUNG CHRISTIAN WORKERS MOVEMENT INCORPORATED



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RULES

AUSTRALIAN YOUNG CHRISTIAN WORKERS MOVEMENT INCORPORATED

PREAMBLE

The Australian Young Christian Workers Movement is a non-profit organisation. It is a full member of the International Young Christian Workers Movement and enjoys the support of the Australian Catholic Bishops Conference. The Australian Young Christian Workers Movement adheres to the Declaration of Principles, the International Statutes and the Internal Regulations of the International Young Christian Workers Movement.

The Australian Young Christian Workers Movement is an organisation for young people, which is run by young people. The Australian Young Christian Workers Movement, by action and reflection, attempts to change and improve the lives of its members and society.

The Australian Young Christian Workers Movement wants to create a society, which actively supports equal opportunity for all people. In this society all people will have access to basic human rights, including the right to meaningful and dignified work.

The Australian Young Christian Workers Movement will contribute to the development of this society by educating young people to be globally aware and responsible citizens using a particular educational methodology, which involves personal formation through action. This fosters, and is nurtured by each young person's spiritual and personal growth.

1. DEFINITIONS

In these Rules:

“**Act**” means the Associations Incorporation Act 1984 (NSW);

“**AYCW**” means the Australian Young Christian Workers Movement Incorporated;

“**Member Movement**” has the meaning attributed in Rule 5.1.2;

“**National Chaplain**” has the meaning attributed in Rule 13;

“**National Mentor**” has the meaning attributed in Rule 14;

“**Objects**” means those objects specified in Rule 3;



“**Office Bearers**” means the National President, National Secretary and National Treasurer of the AYCW;

“**Rules**” means these rules;

“**Special Resolution**” means a resolution passed by a majority which comprises at least three-quarters of the Member Movements of the AYCW as, being entitled under these Rules so to do, vote in a general meeting of which at least 21 day’s written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these Rules.

2. NAME

The name of the incorporated association is the Australian Young Christian Workers Movement Incorporated (“**AYCW**”).

3. OBJECTS

The objects of the AYCW are:

- (i) **Education of Young Workers**
To educate young workers both employed and unemployed, especially those most disadvantaged in Australian society. This education is essential in providing the necessary skills and leadership training to promote personal and collective action, which then enables young workers to make an important contribution to Australian society;
- (ii) **Providing Services to Young Workers**
To provide services for young workers both employed and unemployed, especially those most disadvantaged in Australian society in order to meet their needs; and
- (iii) **To represent Young Worker’s issues and concerns**
To promote positive action in the broader community, by representing the experiences, issues and concerns of young workers.

4. POWERS

The AYCW shall have all the powers conferred by section 17 of the Act.



5. MEMBERSHIP

5.1 Members

- 5.1.1 Any entity which applies for membership of the AYCW shall be proposed by one member and seconded by another member. The application for membership must be made in writing to the National Executive in such form as the National Executive shall determine from time to time.
- 5.1.2 A member of the AYCW is any entity that the National Executive may from time to time unanimously agree to admit (“**Member Movement**”).
- 5.1.3 To apply to become a Member Movement of the AYCW, an entity must:
- (i) Hold and promote the fundamental characteristics and the orientation of the AYCW as laid down in the Objects in clause 3 of the Rules.
 - (ii) Hold and promote the fundamental characteristics and the orientation of the International Young Christian Workers Movement as laid down in the Declaration of Principles of the International Young Christian Workers Movement.
 - (iii) Consist of leaders, that is persons who hold and promote the fundamental characteristics and orientation of the AYCW and the International Young Christian Workers Movement as stipulated above.
 - (iv) Consist of young workers with whom leaders are in contact.
 - (v) Be organized in a manner acceptable to the AYCW, including the following manner, but not excluding any others;
 - (a) on a diocesan level, or other level corresponding to a structure of the Australian Catholic Church;
 - (b) on a geographic basis; or
 - (c) any other basis acceptable to AYCW.
- 5.1.4 To maintain status as a Member Movement of the AYCW, a Member Movement must:
- (i) Hold and promote the fundamental characteristics and the orientation of the AYCW as laid down in the Objects in clause 3 of the Rules.
 - (ii) Hold and promote the fundamental characteristics and the orientation of the International Young Christian Workers Movement as laid down in the Declaration of Principles of the International Young Christian Workers Movement.
 - (iii) Consist of leaders, that is persons who hold and promote the fundamental characteristics and orientation of the AYCW and the International Young Christian Workers Movement as stipulated above.
 - (iv) Consist of young workers with whom leaders are in contact, and who are members of the Member Movement.
 - (v) Pay its membership subscription fees to the AYCW in accordance with the Rules.
 - (vi) Take an active part in the activities of the AYCW.



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- (vii) Continue to be organized in a manner acceptable to the AYCW,
 - (viii) Not be currently suspended or expelled from membership of the AYCW.

5.1.5 The National Executive will determine whether the criteria in clauses 5.1.3 and 5.1.4 have been met.

5.2 Conditions of Membership

All Member Movements are required to comply with the decisions of the National Council and the National Executive.

5.3 Rights of Membership

5.3.1 Without limiting any other rights conferred on Member Movements, a Member Movement has the following rights:

5.3.1.1 to appoint up to 5 delegates to National Council (1 of whom must be the Member Movement's President);

5.3.1.2 to appoint up to 2 delegates to National Executive (1 of whom must be the Member Movement's President); and

5.3.1.3 to be given notice of any Annual General Meeting, Special General Meeting, National Council and National Executive meeting.

5.3.2 A right, privilege or obligation which a Member Movement has by reason of being a member of the AYCW :

5.3.2.1 is not capable of being transferred or transmitted to another entity; and

5.3.2.2 terminates on cessation of the Member Movement's membership.

5.4 Membership Subscriptions

5.4.1 The subscription fees for membership shall be such sum as the National Executive shall determine from time to time.

5.4.2 Each Member Movement shall pay its subscription fees quarterly or at such other times as the National Executive shall determine.

5.5 Member Movements' Liabilities

The liability of a Member Movement to contribute towards the payment of debts and liabilities of the AYCW or the costs, charges and expenses of the winding up of the AYCW is limited to the amount, if any, unpaid by the Member Movement in respect of membership of the AYCW as required by Rule 5.4.

5.6 Cessation of Membership

A Member Movement ceases to be a member of the AYCW if the Member Movement:



-
- (i) resigns membership; or
 - (ii) is expelled from the AYCW.

5.6 Resignation of Membership

A Member Movement that has paid all amounts payable to the AYCW in respect of the Member Movement's membership of the AYCW may resign membership of the AYCW by first giving the National Secretary written notice of the Member Movement's intention to resign and, on the expiration of the period of the notice, the Membership Movement ceases to be a member of the AYCW.

6. NATIONAL COUNCIL

6.1 Powers and Duties

The National Council shall have the power to:

- (i) determine the strategic direction of the AYCW;
- (ii) receive and consider reports from the National Executive including reports on the activities of AYCW;
- (iii) elect the National Office Bearers;
- (iv) appoint the National Chaplain; and
- (v) appoint the National Mentor.

6.2 Composition

6.2.1 The National Council shall be comprised of:

- (i) National President;
- (ii) National Secretary;
- (iii) National Treasurer;
- (iv) President of each Member Movement; and
- (v) Up to four delegates appointed by each Member Movement who is a member of that Member Movement.

6.2.2 Each National Council member must be a natural person.

6.3 Observers

6.3.1 The National Executive may invite any number of persons to a meeting of the National Council as observers who shall not be capable of exercising any right to vote.

6.3.2 Standing invitations will be provided to the National Chaplain and the National Mentor to attend each meeting of the National Council as observers.



6.4 Frequency of National Council Meetings

The National Council shall meet together for the dispatch of business once in every two calendar years.

6.5 Notice of National Council Meeting

At least 60 days notice of any National Council meeting shall be given to each Member Movement.

6.6 Order of Business

The business at a meeting of the National Council shall be (in any order):

- (i) the confirmation of the minutes of the previous National Council meeting;
- (ii) discussion of any business arising from those minutes;
- (iii) receive and consider any reports from the National Executive;
- (iv) election of Office Bearers;
- (v) appointment of National Chaplain;
- (vi) appointment of National Mentor; and
- (vii) any other business requiring consideration by the National Council.

6.7 Proceedings of National Council

6.7.1 A quorum for a meeting of the National Council shall be half of the members of the National Council plus one.

6.7.2 The National President shall preside as chairperson at a meeting of the National Council.

6.7.3 If the National President is not present at the meeting, or he or she is present but declines to take or retires from the chair, the members of the National Council present may choose any other National Council member to be the chairperson for that meeting.

6.8 Voting at National Council

6.8.1 Each member of the National Council shall be entitled to one vote.

6.8.2 A question for decision at any meeting of the National Council must be determined by a simple majority of 50% plus one of votes cast by the members of the National Council who vote in person or by proxy at that meeting. In the event of equality of votes the National President shall have the casting vote in addition to a deliberative vote.

6.8.3 Unless a secret ballot is demanded by at least 3 members of the National Council present, a question for decision at National Council shall be determined by a show of hands.



6.9 Secret Ballot at National Council

If a secret ballot is demanded by at least 3 members of the National Council, it must be conducted in a manner specified by the National President or other person presiding and the result of the secret ballot is the resolution of the meeting on that question.

7. NATIONAL EXECUTIVE

7.1 Powers and Duties

- 7.1.1 The affairs of the AYCW shall be managed and controlled by the National Executive.
- 7.1.2 The National Executive may exercise all such functions as may be exercised by the AYCW other than those functions that are required by these Rules to be exercised by the National Council or an Annual General Meeting.
- 7.1.3 The National Executive has the management and control of the funds and other property of the AYCW.
- 7.1.4 The National Executive has the power to perform all such acts and do all such things as appear to the National Executive to be necessary or desirable for the proper management of the affairs of the AYCW.
- 7.1.5 The National Executive shall have authority to interpret the meaning of these Rules and any other matter relating to the affairs of the AYCW on which these Rules are silent.

7.2 Composition

- 7.2.1 The National Executive shall be comprised of:
- (i) National President;
 - (ii) National Secretary;
 - (iii) National Treasurer;
 - (iv) President of each Member Movement; and
 - (v) One delegate appointed by each Member Movement who is a member of that Member Movement.
- 7.2.2 Each National Executive member must be a natural person.
- 7.2.3 Each member of the National Executive shall hold office until the next meeting of the National Council.

7.3 Observers

- 7.3.1 The National Executive may invite any number of persons to a meeting of the National Executive as observers who shall not be capable of exercising any right to vote.



7.3.2 Standing invitations will be provided to the National Chaplain and the National Mentor to attend each meeting of the National Executive as observers.

7.4 Frequency of National Executive Meetings

The National Executive shall meet together for the dispatch of business at least twice in every calendar year.

7.5 Notice of National Executive Meeting

At least 21 days notice of any National Executive meeting shall be given to each member of the National Executive and to each Member Movement.

7.6 Proceedings of National Executive

7.6.1 A quorum for a meeting of the National Executive shall be half of the members of the National Executive plus one.

7.6.2 The National President shall preside as chairperson at a meeting of the National Executive.

7.6.3 If the National President is not present at the meeting, or he or she is present but declines to take or retires from the chair, the members of the National Executive present may choose any other National Executive member to be the chairperson for that meeting.

7.7 Voting at National Executive

7.7.1 Each member of the National Executive shall be entitled to one vote.

7.7.2 A question for decision at any National Executive meeting must be determined by a simple majority of 50% plus one of votes cast by the members of the National Executive who vote in person or by proxy at that meeting. In the event of equality of votes the National President shall have the casting vote in addition to a deliberative vote.

7.7.3 Unless a secret ballot is demanded by at least 3 members of the National Executive present, a question for decision at a National Executive meeting must be determined by a show of hands.

7.8 Secret Ballot at National Executive

If a secret ballot is demanded by at least 3 members of the National Executive present, it must be conducted in a manner specified by the National President or other person presiding and the result of the secret ballot is the resolution of the meeting on that question.



7.9 Conflict of Interest

- 7.9.1 A member of the National Executive having a direct or indirect pecuniary interest in a contract or proposed contract, with the AYCW, must disclose the nature and extent of that interest to the National Executive as required by the Act, and shall not vote or take part in deliberations with respect to that contract or proposed contract.
- 7.9.2 The member of the National Executive must also disclose the nature and extent of his or her interest in the contract at the next annual general meeting of the AYCW.

7.10 Casual Vacancies

- 7.10 The office of a National Executive member shall become vacant if the National Executive member:
- (i) dies;
 - (ii) is disqualified from being a committee member by the Act;
 - (iii) is the President or a delegate of a Member Movement that has been suspended or expelled from the AYCW under these Rules;
 - (iv) ceases to be a member of the relevant Member Movement;
 - (v) is of unsound mind or physically or mentally incapable;
 - (vi) is absent without apology for more than 2 meetings; or
 - (vii) resigns from office by notice in writing given to the National Secretary.
- 7.11 A casual vacancy of a National Executive member shall be filled in a manner as the National Executive shall direct.

8. ANNUAL GENERAL MEETINGS

8.1 Composition

The persons entitled to vote at an annual general meeting of the AYCW shall be:

- (i) National President;
- (ii) National Secretary;
- (iii) National Treasurer;
- (iv) One delegate appointed by each Member Movement who must be both a natural person and a member of that Member Movement.

8.2 Observers

The National Executive may invite any number of persons as observers who shall not be capable of exercising any right to vote.

8.3 Frequency of Annual General Meeting

- 8.3.1 The National Executive shall call an annual general meeting once in every calendar year in accordance with the Act and these Rules.



8.3.2 For convenience, an annual general meeting may be held immediately prior to a National Council meeting or a National Executive meeting.

8.4 Notice of Annual General Meeting

At least 21 days notice of any annual general meeting shall be given to each Member Movement.

8.5 Order of Business

The order of business at the meeting shall be:

- (i) the confirmation of the minutes of the previous annual general meeting;
- (ii) discuss any business arising from those minutes;
- (iii) receive and consider the financial statement required by s 26(6) of the Act;
- (iv) receive and consider the auditor's report;
- (v) the appointment of the auditor;
- (vi) disclosure of any conflict of interest of any National Executive member; and
- (vii) any other business requiring consideration by the AYCW in general meeting.

8.6 Proceedings at Annual General Meetings

8.6.1 A delegate from each of the Member Movements plus one shall constitute a quorum for the transaction of business at any annual general meeting.

8.6.2 The National President shall preside as chairperson at an annual general meeting of the AYCW.

8.6.3 If the National President is not present at the annual general meeting, or he or she is present but declines to take or retires from the chair, the delegates present may choose a National Executive member or one of their own number to be the chairperson of that annual general meeting.

8.7 Voting at Annual General Meetings

8.7.1 Each person entitled to vote at an annual general meeting of the AYCW shall be entitled to one vote.

8.7.2 A question for decision at any annual general meeting must be determined by a simple majority of 50% plus one of votes cast at the annual general meeting by those entitled to vote in person or by proxy at that meeting. In the event of equality of votes the National President shall have the casting vote in addition to a deliberative vote.

8.7.3 Unless a secret ballot is demanded by at least 3 persons present, a question for decision at an annual general meeting must be determined by a show of hands.



8.8 Secret Ballot at Annual General Meetings

If a secret ballot is demanded by at least 3 persons present, it must be conducted in a manner specified by the National President or other person presiding and the result of the secret ballot is the resolution of the meeting on that question.

9. SPECIAL GENERAL MEETINGS

9.1 Calling of Special General Meeting

The National Executive or the Office Bearers may, whenever they think fit, convene a special general meeting of the AYCW.

9.2 Notice of Special General Meeting

At least 21 days notice of any special general meeting shall be given to each Member Movement.

10. OFFICE BEARERS

10.1 Positions

10.1.1 The following positions are Office Bearers of the AYCW:

- (i) National President;
- (ii) National Secretary; and
- (iii) National Treasurer.

10.1.2 Each Office Bearer must be a member of a Member Movement.

10.1.3 Each Office Bearer shall hold office until the next meeting of the National Council.

10.2 Election of Office Bearers

10.2.1 Nominations of candidates for election as Office Bearers of the AYCW:

- (i) must be made in writing (and be similar to the form annexed to Schedule 1 of these Rules);
- (ii) the candidate must be nominated by a National Executive member or an Executive member of the candidate's Member Movement and seconded by same; and
- (iii) the nomination must be delivered to the National Secretary of the AYCW at least 7 days before the date fixed for the holding of the National Council meeting at which the election is to take place.

10.2.2 The Office Bearers will be elected by secret ballot at a meeting of the National Council



10.2.3 The secret ballot for the election of Office Bearers is to be conducted at the National Council in such usual and proper manner as the National Council may direct.

10.2.4 If insufficient nominations are received to fill all Office Bearer vacancies, the National Council shall determine the way in which the vacancies are to be filled.

11. PROXIES

11.1 Each person entitled to vote at a meeting is entitled to appoint a proxy by giving written notice (similar to the form annexed to Schedule 2 of these Rules) to the National Secretary no later than 7 days before the time of the relevant meeting in respect of which the proxy is appointed.

11.2 A proxy must be a natural person who is a member of a Member Movement.

11.3 The National Chaplain and the National Mentor cannot be appointed as proxies.

12. PUBLIC OFFICER

The National Executive must appoint a Public Officer as required by the Act, who must be a resident of the State of New South Wales.

13. NATIONAL CHAPLAIN

13.1 Role

The role of the National Chaplain includes:

- (i) providing pastoral support and spiritual direction for the AYCW and the Member Movements; and
- (ii) assisting individuals in their search for the meaning of life and a deepening of their faith.

13.2 Eligibility

The National Chaplain must be either a:

- (i) Priest;
- (ii) Deacon; or
- (iii) Brother or Sister Religious

of the Australian Catholic Church.



13.3 Appointment

The National Council shall appoint a National Chaplain who shall hold office until the next meeting of the National Council.

13.4 Voting

The National Chaplain shall not in his or her capacity as National Chaplain be capable of exercising any voting rights.

14. NATIONAL MENTOR

14.1 Role

The role of the National Mentor includes:

- (i) Assisting in the development of education programs for young workers; and
- (ii) Assisting individuals in their search for the meaning of life and a deepening of their faith.

14.2 Eligibility

The National Mentor may be any person who:

- (i) agrees to work towards fulfilling the objects of the AYCW;
- (ii) has an understanding of worker organisations and the history of the worker movements; and
- (iii) has an understanding of the economy and the basic mechanisms of society in relation to action.

14.3 Appointment

The National Council shall appoint a National Mentor who shall hold office until the next meeting of the National Council.

14.4 Voting

The National Mentor shall not in his or her capacity as the National Mentor be capable of exercising any voting rights.

15. ADVISORY COMMITTEES



15.1 Establishment

15.1.1 The National Executive shall have the power at any time to appoint, and to disband, Advisory Committees, except the Finance and Audit Committee which shall be a standing committee, and to appoint and remove their Chairperson.

15.1.2 Each Advisory Committee shall have its terms of reference determined by the National Executive.

15.2 Purpose

15.2.1 The principal purpose of an Advisory Committee shall be to provide recommendations to the National Executive.

15.2.2 No Advisory Committee, unless specifically authorised by the National Executive, shall be entitled to incur any expenditure outside budgetary allocations, or commit the AYCW, without prior sanction of the National Executive.

15.3 Composition

15.3.1 At least one member of the National Executive shall be appointed to each Advisory Committee by the National Executive, with a proxy to attend in his or her absence.

15.3.2 The National President shall be an ex-officio member of all Advisory Committees but is not entitled to vote.

15.4 Meetings

15.4.1 The frequency of meetings of an Advisory Committee may be determined by the Chairperson of such Advisory Committee or by the National Executive.

15.4.2 In the absence, from a meeting of an Advisory Committee, of the Chairperson of that Advisory Committee, the members present may elect one of their number to act as Chairperson of the meeting.

15.5 Minutes

Each Advisory Committee shall keep minutes of proceedings and all resolutions and recommendations shall be reported promptly to the National Executive.

16. FINANCE AND AUDIT COMMITTEE

16.1 Establishment & Composition

16.1.1 The Finance and Audit Committee shall be a standing Advisory Committee of the National Executive.



16.1.2 The National Executive shall annually appoint a Finance and Audit Committee consisting of a minimum of two National Executive members of which one is the National Treasurer (who shall be the Chairperson of the Finance and Audit Committee).

16.2 Duties

The responsibilities of the Finance and Audit Committee shall include the following:

- (i) the review and preparation of the annual budget and accounts for the approval of the National Executive;
- (ii) recommending the appointment of the external auditor;
- (iii) reporting on the financial performance of the AYCW; and
- (iv) any other matters referred to it by the National Executive.

16.3 Reports

The Finance and Audit Committee shall, once in every year, furnish to the National Executive, and present to the Annual General Meeting, an annual financial statement made up to the 31st December of the previous year, showing the financial position of the AYCW as audited by the AYCW's auditors.

17. COMMON SEAL

- 17.1 The AYCW shall have a common seal upon which its corporate name shall appear in legible characters.
- 17.2 The common seal must be kept in the custody or control of the Public Officer.
- 17.3 The common seal shall not be used without the express authorisation of the National Executive, and every use of the common seal shall be recorded in the minute book of the AYCW.
- 17.4 The affixing of the common seal shall be attested by the signatures of 2 members of the National Executive.

18. REGISTERS

18.1 Register of Member Movements

The National Secretary must keep a register of Member Movements containing:

- 18.1.1 the name and address of each Member Movement;



18.1.2 the date on which each Member Movement was admitted to the AYCW; and

18.1.3 if applicable, the date of, and reason(s) for, termination of membership.

18.2 Register of National Executive Members

The Public Officer must keep at his or her residential address a register containing:

18.2.1 the name and residential address of each person who is a member of the National Executive;

18.2.2 the date on which each member of the National Executive was elected or appointed to the National Executive; and

18.2.3 the date that each National Executive member ceased his or her position.

19. MINUTES

19.1 Proper minutes of all proceedings of general meetings, meetings of the National Council, National Executive and Advisory Committees shall be entered within one month after the relevant meeting in minute books kept by the National Secretary for that purpose.

19.2 The minutes kept pursuant to this rule must be confirmed at a subsequent meeting.

19.3 The minutes kept pursuant to this rule shall be signed by the person presiding at the meeting at which the proceedings took place or by the person presiding the next succeeding meeting at which the minutes are confirmed.

19.4 Where minutes are entered and signed they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointments made at a meeting shall be deemed to be valid.

20. CUSTODY OF BOOKS

20.1 Except as otherwise provided by these Rules, the National Secretary must keep in his or her custody or under his or her control all records, books and other documents relating to the AYCW.

20.2 The National Treasurer must keep in his or her custody or under his or her control all accounting records, statements, chequebooks and other financial documents and records of the AYCW.



21. INSPECTION OF BOOKS

The records, books and other documents of the AYCW must be open to inspection, free of charge, by a Member Movement at any reasonable hour.

22. NOTICES

22.1 Form of Notices

Any notice required to be given under these Rules must:

- (i) state the place, date and time of the meeting; and
- (ii) state the particulars and nature of the business to be considered at the meeting.

22.2 Form of Delivery

Any notice required to be given under these Rules must:

- (i) be delivered by post or by electronic mail to the secretary of each Member Movement at the postal address or electronic mail address notified in the register of Member Movements; and
- (ii) be delivered by post or by electronic mail to each member of the National Executive at the postal address or electronic mail address notified in the register of National Executive members.

22.3 Time of Receipt of Notices

22.3.1 A notice which is posted and correctly addressed, unless the contrary is proved, is deemed to have been given to the addressee at the time at which the letter would have been received in the ordinary course of post.

22.3.2 A notice which is sent by electronic mail to the correct electronic mail address is deemed to have been received on the day on which it is sent.

23. INSURANCE

The AYCW may effect and maintain insurance.

24. FUNDING

24.1 Funds - Source

24.1.1 The funds of the AYCW are to be derived from annual membership subscription fees, donations, sponsorship and such other sources as the National Executive determines.

24.1.2 All money received by the AYCW must be deposited as soon as practicable and without deduction to the credit of the AYCW's bank account.

24.1.3 The AYCW must, as soon as practicable after receiving any money, issue an appropriate receipt.

24.2 Funds – Management

24.2.1 The funds of the AYCW are to be used in pursuance of the Objects of the AYCW in such manner as the National Executive determines.

24.2.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the National Executive authorised by the National Executive to do so.

25. FINANCIAL REPORTING

25.1 Financial Year

The financial year of the AYCW shall be a period of 12 months commencing on 1 January and ending on 31 December of each year.

25.2 Accounts to be kept

The AYCW shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the AYCW in accordance with the Act.

25.3 Accounts to be laid before Member Movements

The accounts together with the auditor's report on the accounts and the National Executive's statement and report, shall be laid before Member Movements at the Annual General Meeting.

25.4 Annual Return

The annual return shall be lodged with the Director-General of the Department of Fair Trading within 6 months after the end of each financial year. It must be accompanied by a copy of the accounts, the auditor's report, the National Executive's statement and report.



26. AUDITOR

26.1 Appointment of Auditor

At each Annual General Meeting, the Member Movements shall appoint a qualified person to be auditor of the AYCW.

26.2 Term of Appointment

26.2.1 The auditor shall hold office until the next Annual General Meeting and is eligible for re-appointment.

26.2.2 If an appointment is not made at an Annual General Meeting, the National Executive shall appoint an auditor for the current financial year.

27. PROPERTY OF THE AYCW

27.1 Not for Profit Organisation

The AYCW shall not be carried on for the purposes of financial profit or gain for itself (unless such profit or gain is intended solely to and is applied to further the Objects of the AYCW) or of any of its individual members.

27.2 Prohibition Against Securing Profits For Members

The income and capital of the AYCW shall be applied exclusively to the promotion of the Objects of the AYCW and no portion shall be paid or distributed directly or indirectly to any individual member except as bona fide remuneration of a member for services rendered or expenses incurred on behalf of the AYCW.

28. APPLICATION OF SURPLUS PROPERTY

If after the winding up of the AYCW there remains any “surplus property” as defined in the Act, such surplus property shall not be paid or distributed among any of its individual members, but shall be given or transferred to some other organisation or organisations (as determined by a resolution of the AYCW in general meeting) having objects similar to the Objects of the AYCW, and whose constitution or rules shall prohibit the distribution of its or their income and property among its or their members.

29. WINDING UP

The AYCW may be wound up in the manner provided by the Act.



30. DISPUTE RESOLUTION

- 30.1 The dispute resolution procedure set out in this rule applies to disputes under these Rules between –
- (i) a Member Movement and another Member Movement;
 - (ii) a Member Movement and the AYCW.
- 30.2 The parties to the dispute must discuss the matter in dispute, and, if possible resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- 30.3 If the parties are unable to resolve the dispute, the parties may choose to discuss the dispute before an independent third person agreed to by the parties.

31. DISCIPLINING OF MEMBER MOVEMENTS

- 31.1 A complaint may be made to the National Executive by any person that a Member Movement:
- (i) has persistently refused or neglected to comply with a provision or provisions of these Rules; or
 - (ii) has persistently and wilfully acted in a manner prejudicial to the interests of the AYCW.
- 31.2 On receiving a complaint, the National Executive:
- (i) must cause a notice of the complaint to be served on the Member Movement concerned; and
 - (ii) must give the Member Movement at least 14 days from the time the notice is served within which to make submissions to the National Executive in connection with the complaint.; and
 - (iii) must take into consideration any submissions made by the Member Movement in connection with the complaint.
- 31.3 The National Executive may, by resolution, expel a Member Movement from the AYCW or suspend the Member Movement from membership of the AYCW 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.
- 31.4 If the National Executive expels or suspends a Member Movement, the National Secretary must, within 7 days after the action is taken, cause written notice to be given to the Member Movement of the action taken, of the reasons given by the National Executive for having taken that action.



32. INDEMNITY

Subject to any law, every:

- (i) Office Bearer; and
- (ii) National Executive member

in each case acting within the terms of authority granted to him or her by the AYCW, is indemnified out of the funds and other assets of the AYCW against all liability incurred as an Office Bearer or member of the National Executive of the AYCW including legal costs incurred in defending an action for a liability incurred as an Office Bearer or as a member of the National Executive.

33. AMENDMENTS

33.1 Amendment of Rules

33.1.1 The Rules may only be altered by a Special Resolution. This includes rescission or replacement by substitute rules.

33.1.2 The alteration shall be registered with the Director-General of the Department of Fair Trading, as required by the Act.

33.1.3 The registered rules shall bind the AYCW and every Member Movement.

33.2 Amendment of Objects

33.2.1 The Objects of the AYCW may only be altered by a Special Resolution.

33.2.2 The alteration shall be registered with the Director-General of the Department of Fair Trading, as required by the Act.

SCHEDULE 1

ELECTION AS AN OFFICE BEARER OF THE
AUSTRALIAN YOUNG CHRISTIAN WORKERS MOVEMENT INC (“AYCW”)
BY A MEETING OF THE NATIONAL COUNCIL

in accordance with **Rule 9.2**

NOMINATION FORM

Date _____

We, _____; and

(Names in block letters)

being members of a Member Movement, hereby nominate:

(Name in block letters)

for election as (National President / National Secretary / National Treasurer) of AYCW.

(delete inapplicable positions)

Signature of Proposer _____

Signature of Seconder _____

Reason for Nomination by Nominators (attach further information if insufficient room):

Reason for Acceptance by Nominee (attach further information if insufficient room):

Date _____

Signature of Nominee: _____



SCHEDULE 2

NOTICE OF PROXY

in accordance with **Rule 10.1**

I.....
(Name of Appointer in block letters)

hereby appoint
(Name of Proxy in block letters)

being a member of a Member Movement of the Australian Young Christian Workers Movement Inc
as my proxy to vote for me at the meeting of the

(National Council / National Executive / Advisory Committee)

(delete inapplicable meetings)

to be held on 20 and on any secret ballot which may be taken following a
demand therefore at that meeting or upon any resolution for which the use of proxies is specifically
provided.

Signature of the Appointer:

Date:

