Public Health Association
AUSTRALIA

PUBLIC HEALTH ASSOCIATION OF AUSTRALIA INCORPORATED

CONSTITUTION AND RULES

As amended: September 2012

Constitution:

- **Adopted AGM: 26th September 2001**
  - *To come into effect after AGM 2002.*

Amendments:

2003

- **Amended 27 March 2003 – Fees and**
  - *Subscriptions effective from 1 July 2003*

2006

- **Amended 30 January 2006**
  - *New Object added Section 3.1 (a)*
- **Amended April 2006**
  - *Membership Fees effective 1 July 2006*

2010

- **Amended March 2010**
  - *Membership effective 1 July 2010*
- **Amended Sept 2010**
  - *Life Membership (clause 11)*
  - *Vice-President (ATSI Rep) (clause 17 e)*
  - *Emails deemed as signatures (new clause 72)*
  - *Word 'Secretariat' changed to 'National Office'*
  - *Words 'Executive Director changed to 'Chief Executive Office', and*
  - *Board meetings to be held on the day / days preceding the annual Conference – these words removed (clause 35)*

2011

- **Amended September 2011**
  - *Period of grace for annual fees - Clause 9 (4)*

2012 **Amended September 2012**

- *'Health Equity Values Statement' clause added Clause 3.1 (2) – effective 12 September 2012*

PUBLIC HEALTH ASSOCIATION OF AUSTRALIA INCORPORATED

CONSTITUTION AND RULES

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PART I—PRELIMINARY

1. Name of association

The name of the Association is the **Public Health Association of Australia Incorporated**.

2. Interpretation

(1) In these rules, unless a contrary intention appears—

"affiliated organization" means an organisation which has become recognised by the Board under rule 69

"Association" means the Public Health Association of Australia Incorporated in the Australian Capital Territory;

"Board" means the body established under rule 16;

"branch" means a branch of the Association established under rule 49;

"by-laws" means the by-laws made by the Board;

"branch chapter" means a geographical sub-branch of a branch of the Association;

"Elected Officer" means one of the members referred to in rule 17(2);

"Chief Executive Officer" means the person appointed as Chief Executive Officer and Public Officer of the Association;

"financial year" means the year ending on 30 June;

"General Meeting" means a general meeting of members convened under Part IV Division 5, and Rule 58 in respect of Branches;

"member" means a person or organisation admitted to membership of the Association under rule 5;

"person" means a natural person, or an organisation whether or not incorporated

"rules" means the Constitution and Rules of the Association;

"Special Interest Group" means a group established under rule 62;

"special resolution" means a resolution passed by three quarters of the votes cast by members present, in person or by proxy, at a general meeting of the Association.

"the Act" means the *Associations Incorporation Act 1991* (ACT);

"the Regulations" means the *Associations Incorporation Regulations*.

(2) In these rules—

A reference to:

(i) one gender includes the other gender;

(ii) a statute, regulation or provision of a statute or regulation ("Statutory Provision") includes:

a. that Statutory provision as amended or re-enacted from time to time; and

b. a statute, regulation or provision enacted in replacement of that Statutory Provision.

(b) Headings are for convenience only and do not form part of this Constitution or affect its interpretation.

(c) "Including" and similar expressions are not words of limitation.

(d) Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.

3. Objects

3.1 The objects of the Association are:

(1) to make a strong contribution to public health policy by –

(a) advocating for the reduction in health inequality across the Australian and international communities.

(b) encouraging research and promoting knowledge relating to the problems, needs and development of public health, which may include study in the following areas:

(i) the distribution, determinants and significance of health, sickness and disabilities in communities,

(ii) the social, behavioural and biological sciences in relation to health and disease,

(iii) the impact of the physical and social environment on health, and the prevention and control of disease,

(iv) the economic, social and personal resources required for the optimum health of individuals,

(v) the health problems and needs of the community, and the distribution and utilisation of health resources,

(vi) the structure and organisation, and function, planning and management of health services and health information systems; and

(vii) the causes and likely remedies for a reduction of social and economic inequities in health status, especially the inequities between Indigenous and Non-Indigenous populations.

(c) promoting and providing a forum for the regular exchange of views and information, and developing policies, in relation to the areas set out in (a) above;

(d) promoting the development and education of workers engaged in these areas;

(e) promoting excellence in public health practice; and

(f) advocating the objects and policies of the Association.

(2) to support the following Health Equity Values Statement

(a) Health is a human right, a vital resource for everyday life, and a key factor in sustainability. Health equity and inequity do not exist in isolation from the conditions of society that underpin people's health. The health status of all people is impacted by the social, political, environmental and economic determinants of health. Specific focus on these determinants is necessary to reduce the unfair and unjust effects of conditions of living that cause poor health and disease.

(b) Equity in health, whether nationally or internationally, is about eliminating unnecessary, avoidable, and preventable health differences among and between population groups and communities. Social position is directly correlated with health, resulting in a 'social-health gradient' that affects all parts of society. The widening gap across the social gradient is of

increasing concern. Health inequities are underpinned by social inequities and are understood primarily at the level of populations rather than individuals.

(c) The PHAA believes that systematic differences in social equity and health impose a growing threat to the fabric of Australian society, to productivity and our sense of fairness. Health is created by universal quality health care but is primarily produced in families, schools and workplaces, in playgrounds and parks, in the air we breathe, the water we drink, and the food we eat

(d) The PHAA will act, and call for action, to address the social determinants of health in a concerted manner at all levels of government and by all relevant sectors and stakeholders. Together it is our responsibility to strengthen prevention and health promotion to focus on social deprivation and health inequities.

(3) to encourage and develop membership of the Association by promoting, maintaining and extending the interests of the Branches and Special Interest Groups of the Association and of any affiliated organizations.

3.2 To give effect to its objects, the Association may:

(a) hold periodical meetings of its members;

(b) receive subscriptions from members;

(c) apply for and accept money by way of grant, gift, bequest or otherwise;

(d) use sums of money out of the Association's funds for research, study and the promotion of health or health services;

(e) invest the moneys of the Association;

(f) receive, obtain and hold lands, securities and other property real or personal;

(g) execute any special trusts in connection with moneys or property held by the Association;

(h) apply the capital and income of the funds and property of the Association subject to the trusts (if any);

(i) publish and promote the publication of any printed material or produce and promote the production of any audio/visual material;

(j) enter into any arrangement or agreement with, become a member of, subscribe to, or affiliate with, any other organisation having objects consistent with those of the Association;

(k) borrow or lend money, or guarantee loans;

(l) procure property, assets, liabilities and engagements of any other association or company having objects consistent with those of the Association;

(m) procure, transfer or deal with copyrights, privileges, exemptions, certificates, licences, patents, trademarks and the like deemed necessary or convenient for the Association;

(n) insure against risks as appropriate;

(o) employ staff;

(p) grant pensions and allowances to employees, former employees or to dependants of such persons; and

(q) do all other lawful things necessary.

3.3 The objects of the Association may be carried out in Australia or elsewhere.

PART II—MEMBERSHIP

4. Membership qualifications

A person is qualified to be a member if–

(a) the person agrees with the objects of the Association; and

(b) has been approved for membership of the Association by the Board.

5. Application for membership

(1) Application for membership of the Association—

(a) shall be made in writing in the form set out in Appendix 1 to this Constitution and Rules; and

(i) if the applicant is a natural person, shall be signed and dated by the applicant;

(ii) if the applicant is an organisation, shall be signed under the common seal of the organisation or by a person or persons authorised by the organisation to sign the application; and

shall be lodged with the Chief Executive Officer of the Association.

(2) As soon as possible after receiving an application for membership and membership fees, the Chief Executive Officer shall decide whether to approve or reject the nomination. Where the Chief Executive Officer determines that it is necessary, the Chief Executive Officer shall refer an application to the Board.

(3) Where the Chief Executive Officer or the Board have approved an application for membership, the Chief Executive Officer shall as soon as practicable after that decision notify the applicant. Where the Chief Executive Officer or the Board have rejected an application for membership, the Chief Executive Officer shall as soon as practicable after that decision notify the applicant and return the fee.

(4) The Chief Executive Officer shall, on payment by the applicant of the amounts referred to in subrule (3) -

(a) within the period referred to in that subrule, enter the applicant's name in the Register of Members and provide the applicant with a copy of the Association's Constitution and Rules, and

(b) notify the relevant Branch and Special Interest Groups.

(5) Upon entry of the applicant's name in the Register of Members, the applicant shall become a member of the Association.

6. Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of the Association—

(a) is not capable of being transferred or transmitted to another person; and

(b) terminates upon cessation of the person's membership.

7. Cessation of membership

A person ceases to be a member of the Association if the person—

(a) dies or, in the case of a body corporate, is wound up;

(b) resigns from membership of the Association;

(c) is expelled from the Association; or

(d) fails to renew membership of the Association.

8. Resignation of membership

(1) A member is not entitled to resign from membership of the Association except in accordance with this rule.

(2) A member who has paid all amounts payable by the member to the Association may resign from membership of the Association by sending a written notice of resignation to the Chief Executive Officer.

(3) Where a person ceases to be a member, the Chief Executive Officer must remove the name of the member from the Register of Members.

9. Fee, subscriptions etc.

(1) The annual subscription for each category of members is as set out in paragraph A of Schedule 1 to these Constitution and Rules, or if any other amount has been determined by resolution of the Board, such other amount.

(2) Where the Board has determined to vary the annual subscription and any entrance fees, the Chief Executive Officer must notify members of the change to the amount within one month of the Board's determination.

(3) The annual subscription is due and payable-

(a) except as provided in paragraph (b), on 1 July in each calendar year; or

(b) where the person becomes a member on or after 1 July in any calendar year, in accordance with the formula set out in paragraph B of Schedule 1 to these Constitution and Rules.

(4) Where a member has not renewed membership of the Association by paying the annual subscription due in any financial year within two months from the due date (or a longer time determined by the Board under schedule 1 to these Constitution and rules), that person ceases to be a member and the Chief Executive Officer will remove the name of that person from the Register of Members.

10. Members' liabilities

The liability of a member 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 rule 9.

11. Life Membership

(1) The Board may admit as a Life Member of the Association any member who has rendered conspicuous service to the Association.

(2) Life Members are entitled to all the privileges of membership without payment of subscriptions or other fees.

PART III—EXPULSION OF MEMBERS

12. Expulsion of members

(1) The Board may resolve to expel a member from the Association if the member -

(a) has persistently refused or neglected to comply with a provision of these rules; or

(b) has acted in a manner detrimental to the interests of the Association.

(2) A resolution under subrule (1) is of no effect until the Board holds a further meeting to confirm the resolution.

(3) If the Board resolves to expel a member from the Association, the Chief Executive Officer must, as soon as possible, notify the member in writing —

(a) of the resolution of the Board and the grounds on which it is based;

(b) stating the date, place and time of the Board meeting to be convened to consider confirmation of the resolution;

(c) inviting the member to do either or both of the following:

(i) attend and speak at that meeting;

(ii) provide a written submission relating to the resolution to the Board before or at that meeting.

(4) Subject to section 50 of the Act (Natural justice to be observed), at a meeting of the Board mentioned in subrule (2), the Board must—

(a) give the member mentioned in subrule (1) an opportunity to speak in his or her own interests; and

(b) give reasonable consideration to the member's spoken defence, and to any written submission to the Board by that member in defence of his or her interests; and

(c) by resolution decide whether to confirm or to revoke the resolution made under subrule (1).

(5) Within 7 days after the Board meeting mentioned in subrule (2), the Chief Executive Officer must give the member written notice –

(a) of the Board's decision; and

(b) if the resolution is confirmed, the member's appeal rights under rule 13.

(6) A resolution to expel a member does not take effect—

(a) until the period within which the member is entitled to appeal against the resolution has expired without the member exercising the right of appeal; or

(b) if the member exercises the right of appeal within the period allowed under subrule 13(1), unless and until the Association confirms the resolution in accordance with subrule 13(4).

13. Right of appeal of expelled member

(1) Within 14 days after the member has been served with a notice confirming the Board's decision under subrule 12(1) to expel the member, he or she may appeal against the decision by giving the Chief Executive Officer written notice of appeal.

(2) On receiving a notice of appeal, the Chief Executive Officer must notify the Board and the Board must convene a General Meeting of the Association to be held within 45 days after the date on which the Chief Executive Officer received the notice.

(3) Subject to section 50 of the Act (Natural justice to be observed), at a General Meeting of the Association convened under subrule (2)—

(a) the appeal forms the only item of business;

(b) the Board and the member must be given the opportunity to present their arguments, by speech, in writing, or both; and

(c) the members present must vote by secret ballot on the question of whether to revoke or confirm the resolution made under subrule 12(4).

(4) A resolution passed by three-quarters of the votes cast by members present, in person or by proxy, is required to confirm the resolution.

(5) If a special resolution is not passed to confirm the resolution, the resolution is revoked.

14. Removal of expelled member's name from the Register

(1) Where a member is expelled under this Part, the Chief Executive Officer must –

(a) remove the name of the expelled member from the Register of Members; and

(b) record the name of the expelled member and the grounds for the expulsion in a Register kept for that purpose.

15. Re-admittance of expelled member

(1) A member who has been expelled once under this Part may, after 2 calendar years from the effective date of expulsion, re-apply for membership under rule 4.

(2) The application for re-admission must be accompanied by a statement explaining why the circumstances leading to the expulsion no longer exist and why those circumstances will not occur again.

(3) A member expelled twice from the Association will not be re-admitted as a member.

PART IV—NATIONAL MANAGEMENT

DIVISION 1 – THE BOARD

16. Powers of the Board

The Board, subject to the Act, the Regulations, these rules, and to any resolution passed by the Association in General Meeting—

(a) will govern the affairs of the Association;

(b) may exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Constitution and Rules to be exercised by the Association in General Meeting; and

(c) has power to perform all such acts and do all such things as appear to the Board to be necessary or desirable for the proper management of the affairs of the Association.

17. Constitution and membership

(1) The Board will consist of—

(a) the Elected Officers of the Association elected by and from the whole membership;

(b) 2 Representatives elected by and from the Convenors of all the Special Interest Groups; and

(c) 1 Representative elected by and from the Presidents of the NSW, ACT, QLD, and VIC Branches;

(d) 1 Representative elected by and from the Presidents of the SA, NT, WA and TAS Branches;

(e) the Chief Executive Officer, ex-officio.

(2) The Elected Officers of the Association will be—

(a) the President;

(b) the Vice-President, Policy

(c) the Vice-President, Development; and

(d) the Vice-President, Finance.

(e) the Vice President, Aboriginal and Torres Strait Islander Peoples (who is a person of Aboriginal or Torres Strait Islander descent).

(3) Each Elected Officer shall, subject to these rules, hold office from the end of the Annual General Meeting at which their election is declared until the end of the second Annual General Meeting held thereafter.

(4) Each Elected Officer -

(a) may be re-elected and occupy the same office for a maximum of two consecutive terms;

(b) subject to subrule (4)(a) may serve up to four consecutive terms in any configuration of positions.

(5) Each Representative Member shall, subject to these rules, hold office as Representative Member for one calendar year.

(6) Each Representative Member may be re-elected and may serve up to four consecutive terms in any configuration of Representative Member positions.

(7) The office of any Elected Officer or Representative Member becomes vacant if she or he:

(a) resigns the office in writing;

(b) ceases to be a member of the Association;

(c) becomes of unsound mind; or

(d) becomes bankrupt;

and the Board will appoint a member to fill a vacant office for the balance of the term of the previous officer or member. The appointment of a Representative Member under this sub-rule will occur following consultation with the relevant Branch President's group or Special Interest Group Convenors.

(8) An employee of the Association is not eligible for election to any elected position on the Board. An employee must not stand for election without first resigning any employed position with the Association.

18. Election of Elected Officers

(1) The Chief Executive Officer will call for nominations for positions of Elected Officers at least 60 days before the Annual General Meeting in any year the term of office of any Elected Officer expires.

(2) The notice of the call for nominations will specify-

(a) the position or positions to be filled; and

(b) the date by which the nominations must be received, being not less than 19 days or more than 21 days after the date on the notice.

(3) Each nomination will be—

(a) in writing,

(b) signed by 2 members of the Association;

(c) include the written consent of the candidate;

(d) indicate the position or positions for which the candidate is nominated; and

(e) be received by the Chief Executive Officer no later than 5.00pm on the date specified in subrule (2)(b).

(4) If only one candidate is nominated to any office that nominated candidate will be deemed to be elected.

(5) If no nominations are received for an office further nominations will be called for and will be received at the Annual General Meeting.

(6) If more than one candidate is nominated to any office a ballot will be conducted in accordance with the by-laws or in such manner as the Board may direct.

(7) A person is not eligible to simultaneously hold more than 1 position on the Board.

19. **President**

Subject to this Constitution and Rules, the role of the President is –

(a) to act as the spokesperson for the Association;

(b) to chair the Annual General Meeting, General Meetings, and meetings of the Board including meetings with Branch Presidents and Special Interest Group Convenors; and

(c) perform such other duties as are determined by the Board.

20. **Vice-Presidents**

(1) The Vice-Presidents will have common responsibilities for the management of the Association plus the following additional responsibilities -

(a) the Vice President (Finance) will be responsible for the financial management of the Association and will ensure that—

(i) all money due to the Association is collected and received and all payments authorised by the Association are made; and

(ii) correct accounts and books are kept showing the financial affairs of the Association including full details of all income and expenditure connected with the activities of the Association.

(b) the Vice-President (Policy) will be responsible for the Association's policy development.

(c) the Vice-President (Development) will be responsible for the membership of the Association.

(d) the Vice-President Aboriginal and Torres Strait Islanders will be responsible for advising the Board on matters that have impact on Aboriginal and Torres Strait Islander peoples.

21. Election of Representative Members

(1) Election to the positions of Representative Members of the Board will take place within 45 days of the Association's Annual General Meeting.

(2) The Chief Executive Officer will call for nominations for the positions of Representative Members.

(3) Each nomination will be—

(a) in writing,

(b) include the written consent of the candidate;

(c) indicate the position or positions for which the candidate is nominating.

(4) If only one candidate is nominated to any position of Representative Member that nominated candidate will be deemed to be elected.

(5) If more than the required number of candidates nominate for election within any group of relevant Branch Presidents or Special Interest Group Convenors a ballot will be conducted within that group.

(6) In the event of a tied election, within one week of receiving notification of the tie the Chief Executive Officer will determine the election by the drawing of lots.

22. **Minutes**

(1) The President will appoint a member of the Board to keep minutes of—

(a) all elections and appointments of Elected Officers and Representative Board members;

(b) the names of members of the Board present at a Board meeting or a General Meeting; and

(c) all proceedings at Board meetings and General Meetings.

(2) Minutes of proceedings at a meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.

23. Removal of Board members

The Association in General Meeting may by resolution, subject to section 50 of the Act (Natural justice to be observed), remove any member of the Board from the office of Member of the Board before the expiration of the member's term of office.

24. Board meetings and quorum

(1) The Board must meet at least 3 times in each calendar year at such place and time as the Board may determine.

(2) The Chief Executive Officer must convene a meeting of the Board if the President or two Board members so request.

(3) Oral or written notice of a meeting of the Board shall be given by the Chief Executive Officer to each member of the Board at least 48 hours (or such other period as may be unanimously agreed upon by the members of the Board) before the time appointed for the holding of the meeting.

(4) Notice of a meeting given under subrule (3) shall specify the general nature of the business to be transacted at the meeting.

(5) Any 4 voting members of the Board constitute a quorum for the transaction of the business of a meeting of the Board.

(6) No business will be transacted by the Board unless a quorum is present.

(7) At meetings of the Board the President or in the absence of the President, a Vice-President, shall preside.

(8) Any member may attend any in-person meetings of the Board as an observer.

(9) The President may at his or her absolute discretion -

(a) exclude the Chief Executive Officer from any Board discussions at any time;

(b) exclude from any Board meeting, a member attending as an observer.

25. Delegation by Board

(1) The Board may, by instrument in writing, delegate to or confer on any Board member, sub-committee of 1 or more members of the Association, the Chief Executive Officer or any employee or agent of the Association, such of the functions of the Board as are specified in the instrument, other than—

(a) this power of delegation; and

(b) a function which is a function imposed on the Board by the Act, by any other law of the Territory, or by resolution of the Association in General Meeting.

(2) A function which has been delegated may, while the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.

(3) A delegation under this rule may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.

(4) Notwithstanding any delegation under this rule, the Board may continue to exercise any function delegated.

(5) Any act or thing done in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done by the Board.

(6) The Board may, by instrument in writing, revoke wholly or in part any delegation under this rule.

26. Voting and decisions

(1) Questions arising at a meeting of the Board will be determined by a majority of the votes of members of the Board present at the meeting.

(2) Subject to subrule (3), each Board member present at a meeting of the Board (including the person presiding at the meeting) is entitled to 1 vote.

(3) The Chief Executive Officer as an *ex officio* non-voting member of the Board is not entitled to a vote at any meeting of the Board.

(4) If at a meeting of the Board equal votes are cast for and against a resolution, that resolution is lost.

(5) Subject to there being a quorum, the Board may act notwithstanding any vacancy on the Board.

(6) Any act or thing done, or purporting to have been done, by the Board is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Board.

DIVISION 2—NATIONAL OFFICE

27. Registered Office

(1) The registered office of the Association must be located in the Australian Capital Territory.

(2) The National Office of the Association will be located in the Association's registered office.

28. Chief Executive Officer

(1) The Board will appoint a person to be the Chief Executive Officer and Public Officer of the Association on terms and conditions determined by the Board.

(2) The Chief Executive Officer will be an *ex-officio* non-voting member of the Board.

(3) The Chief Executive Officer will, no later than one month after being appointed, notify the Registrar-General of Incorporated Associations of her or his appointment and residential address.

(4) Subject to this Constitution and Rules, and to any directions of the Board, the duties of the Chief Executive Officer will be to –

(a) manage the National Office;

(b) act generally on behalf of the Association;

(c) be subject to the direction and control of the Board and give effect to all decisions of the Board and general meetings;

(d) be in attendance, unless prevented by illness, incapacity, leave or other sufficient reason, at all Board and General Meetings and keep, or cause to be kept, minutes of the proceedings of the meetings, where necessary;

(e) report to the Board on the election of Elected Officers and Representative Members;

(f) perform all acts and take all necessary steps for the promotion and future benefit and advantage of the Association and its members.

(5) The Board shall cause to be kept by the Chief Executive Officer –

(a) a proper record of the business transacted at all meetings of the Association or the Board;

(b) the Register of Members, and registers of affiliated bodies and expelled members, their postal addresses, and keep such registers at the National Office.

(6) The Chief Executive Officer shall cause to be issued –

(a) notices of all resolutions, decisions, amendments of and under these Rules and of all meetings connected with the Association; and

(b) all notices and returns required to be given by the Association under the Act.

29. Common seal

(1) The common seal of the Association will be in the form of a rubber stamp, inscribed with the name of the Association encircling the words "Common Seal".

(2) The common seal will be kept in the custody of the Chief Executive Officer.

(3) The common seal must not be affixed to any document without the specific authority of the Board and the affixing must be attested by the signatures of two members of the Board.

30. Custody of books

Subject to the Act, the Regulations and these rules, the Chief Executive Officer must keep in his or her custody or under his or her control all records, books, and other documents relating to the Association.

31. Inspection of books

Members may inspect the records, books and other documents of the Association free of charge at the Association's registered office in Canberra at reasonable times determined by the Board.

DIVISION 3—MEETINGS WITH BRANCHES AND SPECIAL INTEREST GROUPS

32. Meetings with Branch Presidents

The Board will meet with Branch Presidents twice per calendar year at six monthly intervals to consider State-based issues.

33. Meetings with Special Interest Group Convenors

The Board will meet with Special Interest Group Convenors twice per calendar year at six monthly intervals to consider Special Interest Group and policy issues.

34. Conduct of Meetings

All meetings under this Division may be conducted in-person, by telephone conference or other electronic means.

DIVISION 4—ANNUAL STRATEGIC PLANNING MEETING

35. Annual Strategic Planning Meeting

The Board, Branch Presidents and Special Interest Group Convenors will attend a combined meeting once in each calendar year.

DIVISION 5—GENERAL MEETINGS

36. Annual general meetings—holding of

The Association must, at least once in each calendar year and within the period of 5 months after the expiration of each financial year of the Association, convene an Annual General Meeting of its members.

37. Annual general meetings—calling of and business at

(1) Subject to rule 36, the Annual General Meeting of the Association will be convened on a date and at a place and time determined by the Board.

(2) In addition to any other business which may be transacted at the Annual General Meeting, the ordinary business of the Annual General Meeting is—

(a) to confirm the minutes of the previous Annual General Meeting and of any General Meeting held since that meeting;

(b) to receive and consider reports (including financial statements) from the Board, Branches, Special Interest Groups, the Auditor, and the Chief Executive Officer of the Association on the activities of the Association during the preceding financial year;

(c) to receive and deal with the report of the Chief Executive Officer on the election of Elected Officers and the Representative Members under Rules 18 and 21; and

(d) to appoint the Auditor.

(3) The Annual General Meeting may transact special business provided written notice of that business is given to members at least 14 days before the meeting.

(4) The Annual General Meeting shall be specified as such in the notice convening it in accordance with rule 39.

(5) An Annual General Meeting will be conducted in accordance with the provisions of this Division.

38. General meetings—calling of

(1) The Chief Executive Officer must convene a General Meeting of the Association when directed to do so by the Board.

(2) If 20 members request it, the Board will direct the Chief Executive Officer to convene a General Meeting of the Association.

(3) A request of members for a General Meeting—

(a) must be in writing;

(b) must state the reason for and purpose of the meeting;

(c) must be signed by the members making the request;

(d) must be lodged with the Chief Executive Officer.

(4) The Board must convene a General Meeting within 3 months after the date on which a request of members for the meeting is lodged with the Chief Executive Officer.

39. Notice

(1) The Chief Executive Officer must notify the members of the place, day and time of the meeting and the business to be transacted.

(2) Notice must be in writing and given not less than 28 days before the meeting.

(3) No business other than that specified in the notice convening a General Meeting will be transacted at the meeting except, in the case of an Annual General Meeting, business which may be transacted pursuant to subrule 37(3).

(4) Any member requiring special business to be transacted at a General Meeting must give written notice of that business to the Chief Executive Officer not less than 21 days before the meeting.

40. General meetings—procedure and quorum

(1) No item of business will be transacted at any General Meeting unless a quorum of twenty members is present at the commencement of such business.

(2) If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting will be dissolved.

41. Presiding member

The President, or in the absence of the President, a Vice-President, will preside at each General Meeting of the Association.

42. Making of decisions

(1) A motion put to a General Meeting of the Association is determined on a show of hands and that result must be recorded in the minutes.

(2) The number of votes cast for and against a motion on a show of hands does not need to be recorded and the minute record is deemed conclusive evidence of the result.

(3) A majority of members present, in person or by proxy, at a General Meeting may call for a formal poll on a motion at any time before or on the declaration of the results of the show of hands by the meeting chairperson.

(4) A formal poll is by secret ballot conducted by a Returning Officer appointed by the meeting.

43. Voting

(1) At a General Meeting of the Association each member will be entitled to one vote.

(2) Subject to subrule (3), all votes shall be given personally or by proxy.

(3) Where twenty members present at the meeting request that the vote on a matter or matters of business be restricted to those in attendance, the request must be recorded in the minutes of the meeting and all votes on the item or items must be given personally.

(4) If equal votes are cast for and against a resolution at a General Meeting that resolution is lost.

44. Appointment of proxies

(1) A member may, by notice in the form set out in Appendix 2 to these rules, appoint a proxy to vote at a General Meeting on the member's behalf, but a notice not received at the place specified in the notice convening the meeting or at the office of the Association at least 48 hours before the meeting is invalid.

DIVISION 6—FINANCIAL MANAGEMENT

45. Funds—source

(1) The funds of the Association shall be derived from entrance fees and annual subscriptions of members, grants, gifts, bequests, donations and, subject to any resolution passed by the Association in General Meeting and subject to section 114 of the Act, such other sources as the Board determines.

(2) All money received by the Association, including Branches, Chapters and Special Interest Groups, must be deposited as soon as possible and without deduction to the credit of a bank account of the Association designated by the Board.

(3) A separate account must be established for each gift fund administered by the Association. All monies received as donations to a gift fund must be paid into the account established for the purposes of the fund.

(4) The Association shall, as soon as possible after receiving any money, issue an official receipt.

46. Funds—management

(1) Subject to any resolution passed by the Association in General Meeting, the funds of the Association must be applied solely towards the promotion of the objects of the Association in such manner as the Board determines and no portion is to be paid or transferred to any member.

(2) Nothing in subrule (1) prevents payment to an employee or member of the Association of:

(a) remuneration in return for services actually rendered or goods supplied in the ordinary course of business;

(b) interest at a mutually agreed rate on money lent to the Association;

(c) a reasonable and proper rent for premises let to the Association; or

(d) the reimbursement of expenses actually incurred on Association business or on behalf of the Association.

(3) All cheques drawn on the Association's accounts must be signed by any 2 members of the Board or employees of the Association, authorised to do so by the Board.

(4) Nothing in rules 45 and 46 shall be taken to prevent the Committee from investing the funds of the Association in accordance with rule 3.2.

47. Financial year

The financial year of the Association is the period beginning on the first day of July in each year and ending on the thirtieth day of June following.

48. Audit

(1) At each Annual General Meeting of the Association, the members present must appoint a person who is not a member nor the Public Officer of the Association to be the Auditor of the Association.

(2) The person appointed holds office until the conclusion of the next Annual General Meeting and is eligible for re-appointment.

(3) If an Auditor is not appointed at an Annual General Meeting or the office becomes vacant, the Board must appoint a person who is not a member nor the Public Officer as Auditor of the Association for the current financial year and that person is eligible for re-appointment.

(4) Once at least in each financial year the accounts of the Association, including the accounts of Branches and Special Interest Groups, must be examined by the Auditor and a report provided to each Annual General Meeting.

(5) The report of the Auditor must state:

(a) whether she or he has obtained all necessary information;

(b) whether the accounts are properly drawn up to show a true and fair view of the financial position of the Association according to the information at her/his disposal and the explanations given as shown by the books of the Association; and

(c) whether the Constitution and by-laws relating to the administration of the funds of the Association have been observed.

(6) The Chief Executive Officer must ensure that a list of all the accounts, books and records of the Association, including those of Branches and Special Interest Groups, is delivered to the Auditor.

(7) The Auditor:

(a) has the right of access to the accounts, books, records, vouchers, and documents of the Association including those of Branches and Special Interest Groups;

(b) may require from the employees of the Association information and explanations necessary to perform her or his duties;

(c) may employ persons to assist her/him in investigating the accounts of the Association; and

(d) may, in relation to the accounts and subject to the approval of the Board, question any member of the Board or any employee of the Association.

(8) The Chief Executive Officer must cause to be filed all financial statements and other information required under the Act.

PART V—BRANCHES

49. Formation of Branches

(1) Members resident within any State or Territory of Australia may, with the consent of the Board, establish a Branch of the Association in that State or Territory.

(2) There will be no more than one Branch of the Association in each State or Territory.

(3) Any member wishing to establish a Branch must apply to the Board and provide the following information –

(a) the name of the proposed Branch;

(b) the names and signed agreement of five members prepared and eligible to form an interim Branch Committee; and

(c) the names and signed statement of support of fifteen other eligible members.

(4) The Board is not bound to agree to establish the Branch and is not required to give reasons for its decision.

(5) Where a Branch is established each member of the Association whose address in the Register of Members is within the area of a Branch will be a member of that Branch. No member may be a member of more than one Branch at the same time.

50. Branch Powers

(1) Subject to the approval of the Board or at the Board's direction, the Branch may –

(a) hold periodical meetings of members of its Branch;

(b) apply for and accept money by way of grant, gift, bequest or otherwise;

(c) publish and promote the publication of any printed material or produce and promote the production of any audio/visual material;

(d) enter into any arrangement or agreement with, become a member of, subscribe to, or affiliate with, any other organisation having objects consistent with those of the Association;

(e) establish chapters;

(f) receive capitation payments from the Association;

(g) insure against all risks; and

(h) do all other lawful things necessary for the good management of the Branch.

51. Capitation

(1) The Board will determine from time to time the amount of capitation to be paid to each Branch. These moneys will be paid in two instalments each year – by end October for subscriptions received between 1 April and 30 September and by end April for membership subscriptions received between 1 October and 31 March.

(2) Capitation will be at a rate of 10% of individual membership subscriptions.

(3) No capitation will be paid to Branches in respect of corporate members.

52. Branch Officers

(1) The Branch Officers shall be -

(a) the Branch President; and

(b) no less than 5 or more than 10 Committee Members.

53. Election of Branch Officers

(1) Branch Officers are elected by and from the members of the Branch.

(2) The Branch President holds office from the end of the Branch Annual General Meeting at which her or his election is declared until the end of the Branch Annual General Meeting two years later.

(3) A person holding the office of Branch President may be re-elected to that office but that person is not eligible for any further re-election until at least 12 months after that person's second term as Branch President.

(4) Committee Members hold office from the end of the Branch Annual General Meeting at which their election is declared until the end of the following Branch Annual General Meeting.

(5) The Branch Officers must elect, from their number, officer-bearers including a Treasurer and a Secretary.

(6) The positions of any Branch Officer becomes vacant if that officer –

(a) resigns the office in writing;

(b) ceases to be a member of the Association;

(c) becomes of unsound mind; or

(d) becomes bankrupt.

(7) The Branch Committee may appoint a member to fill a vacant position for the balance of the term of the previous officer.

54. Branch President

(1) The Branch President is the spokesperson for the Branch and chairs the Branch General Meetings including the Annual General Meeting, and meetings of the Branch Committee.

(2) If the Branch President is absent a member chosen by and from the Branch Officers present will chair that meeting.

(3) The Branch President will be eligible to be nominated for and to vote in the election of the Branch President chosen to represent her or his Branch on the Board.

55. Branch Treasurer

The Branch Treasurer under the supervision of the Branch Committee is responsible for the financial management of the Branch and for providing financial statements to the Board.

56. Branch Secretary

(1) The Branch Secretary is responsible for –

(a) recording details of the Branch's business;

(b) producing and distributing the minutes of Branch meetings;

(c) ensuring Branch compliance with the Constitution and Rules;

(d) producing (with the Branch President) the Branch's annual report and providing it to the Board; and

(e) maintaining Branch membership records.

57. Branch Committee

(1) The Branch Committee will consist of –

(a) the Branch Officers who have voting rights; and

(b) any Branch members who are co-opted by the Branch Officers. Co-opted members have no voting rights.

(2) An elected officer of the Branch Committee has one vote.

(3) If, at a Branch Committee Meeting, equal votes are cast for and against a motion, that motion is lost.

(4) The quorum for a Branch Committee meeting is one half of the number of the elected Branch Committee.

(5) The Branch Committee manages the affairs of the Branch, subject to these Constitution and Rules.

(6) The Branch Secretary must convene a meeting of the Branch Committee at least once in each quarter and when requested by the Branch President or a quorum of the Branch Committee.

(7) The Branch Committee may select members to represent the Branch on other bodies.

58. Branch General Meetings

(1) The Branch Secretary must convene a Branch General Meeting when directed to do so by the Branch Committee, the Board or on receiving a request signed by not less than 10 members specifying the reason for the meeting.

(2) The Branch Secretary must notify the members of the place, day and time of the meeting and the business to be transacted. Notice must be in writing and given 28 days before the meeting.

(3) The Branch meeting quorum for a Branch General Meeting is 5 members or 5% of the membership of the Branch, whichever is the greater up to a maximum of 20 members.

(4) A motion put to a Branch General Meeting is determined by a show of hands of members present.

(5) The chair of the meeting must declare the result of a show of hands and the Branch Secretary must record that result in the minutes.

(6) The Branch Secretary does not have to record the number of votes cast for and against a motion on a show of hands and the minute record is deemed conclusive evidence of the result.

(7) A majority of members present at a Branch General Meeting may call for a formal poll on a motion at any time before or on declaration of the result of the show of hands by the chair of the meeting.

(8) A formal poll is by secret ballot conducted by the Branch Secretary.

(9) A member voting on a show of hands or in a formal poll is entitled to one vote.

(10) If equal votes are cast for and against a motion at a Branch General Meeting that motion is lost.

(11) A member may by notice in the form at Appendix 3 to these rules appoint a proxy to vote at a Branch General Meeting on the member's behalf but a notice not received by the Branch Secretary before the beginning of the meeting is invalid.

59. Branch Annual General Meetings

(1) The Branch must, in each financial year, hold an Annual General Meeting.

(2) The procedures for a Branch Annual General Meeting are as prescribed in rule 57 for a Branch General Meeting.

(3) The ordinary business of an Annual General Meeting is –

(a) to confirm the minutes of the previous Annual General Meeting and of any Branch General Meeting held since that meeting;

(b) to receive and consider reports (including financial statements) from the Branch Committee, chapters and the Association's auditors on the activities of the Branch during the preceding financial year; and

(c) to receive and deal with the report of the Branch Secretary on the election of Branch Officers.

(4) The Annual General Meeting may transact special business provided written notice of that business is given to members by the Branch Secretary at least 21 days before the Annual General Meeting.

60. Branch Chapters

(1) Members wishing to establish a Chapter must apply to the relevant Branch Committee supplying the following information –

(a) the name of the proposed Chapter;

(b) the names and signed agreement of 3 members in the Chapter area, prepared and eligible to form the interim Chapter Committee; and

(c) the names and signed statement of support of twelve other members in the Chapter area.

(2) On receiving an application to establish a Chapter, the Branch Committee will pay particular attention to the viability of the proposed Chapter and recommend to the Board whether or not the Chapter should be established giving reasons for the recommendation.

(3) The Board will consider each application to establish a Chapter including the recommendation of the Branch Committee.

(4) The Board is not bound to approve the application to establish a Chapter and is not required to give reasons for its decision.

(5) Where the Board approves the application, the Branch may establish the Chapter.

61. Report to Board

(1) Branches must provide an annual report and financial statements for the financial year to the Board no later than 14 days after the end of the financial year.

(2) An audited report must be provided to the Board by 15 September.

PART VI—SPECIAL INTEREST GROUPS

62. Formation of Special Interest Groups

(1) Members of the Association may, with the consent of the Board, establish Special Interest Groups of the Association.

(2) The purpose of Special Interest Groups is to provide a framework for members with a particular interest, to develop their professional skills, exchange views and information, guide the career aspirations of junior members and ensure the special interest contributes to the affairs of the Association through the development of policy.

(3) Members wishing to establish a Special Interest Group must apply to the Board and supply the following information -

(a) the name of the proposed Special Interest Group;

(b) a statement of the objectives of the Special Interest Group;

(c) the names and signed agreement of five members prepared and eligible to form the interim committee; and

(d) the names and signed statement of support of fifteen other members who intend to join the Special Interest Group if it is established.

(4) The Board is not bound to agree to establish the Special Interest Group and is not required to give reasons for its decision.

(5) A person applying for membership of any Special Interest Group must be -

(a) a member of the Association; and

(b) in addition to any entrance fee and the annual subscription, must pay the Special Interest Group membership subscription.

62 Special Interest Group Powers

(1) Subject to the approval of the Board or at the Board's direction, the Special Interest Group may -

(a) hold periodical meetings of its members;

(b) apply for and accept money by way of grant, gift, bequest or otherwise;

(c) publish and promote the publication of any printed material or produce and promote the production of any audio/visual material;

(d) do all other lawful things necessary for the good management of the Special Interest Group.

64. Meetings

All meetings of a Special Interest Group are open to all members of the Association, except that attendance at the Special Interest Group Annual General Meeting may be restricted to members of that group only.

65. Management

(1) At the Annual General Meeting of the Special Interest Group, members of a Special Interest Group will appoint from among its members a Convenor and Committee members.

(2) The Convenor will be the point of contact and spokesperson for the Group and will, with the support of the Committee, manage the activities of the Group.

(3) The Special Interest Group Committee will be made up of the Convenor and a minimum of four other ordinary Committee members.

(4) The Convenor will be eligible to be nominated for and to vote in the election of the 2 Special Interest Group Convenors to represent all Special Interest Groups on the Board.

(5) Each Special Interest Group must provide an annual report and financial statement to the Board no later than fourteen days after the end of the financial year.

(6) An audited financial statement must be provided to the Board by 15 September.

PART VII—CONDUCT OF BALLOTS FOR ELECTED POSITIONS

66. Conduct of ballots

Where a ballot is required for election of candidates to elected positions within the Association, its Branches and Special Interest Groups, the ballot will be conducted in accordance with the by-laws or in such manner as the Board may direct.

67. Disputed Elections

(1) Any member who is either a voter or a candidate at an election may lodge a complaint about the conduct or validity of an election.

(2) A complaint under subrule (1) may be lodged at any time during the conduct of the ballot and up to 7 days after the relevant Annual General Meeting at which the ballot was declared.

(3) Any complaint under subrule (1) must:

(a) be in writing;

(b) specify clearly the nature of the compliant or invalidity;

(c) be received by the Chief Executive Officer no later than 5:00 pm on the seventh day after the relevant Annual General Meeting; and

(d) be forwarded immediately to the President of the Association.

(4) If the President of the Association, after consulting with the Chief Executive Officer, considers there has been an irregularity or impropriety likely to have caused gross unfairness to any candidate or to have altered the results of the election the complaint will be referred to the Board, otherwise the President will dismiss the complaint.

(5) Where a complaint is referred to the Board the Board shall consider and determine the complaint.

(6) In considering the complaint, the Board -

(a) must give the complainant and any member whose election is challenged an opportunity to give and call evidence on their own behalf and to question any person giving evidence and to request the production of documents relating to the election;

(b) must receive a statement from the Chief Executive Officer as to the substance of the complaint.

(7) The Board shall determine the complaint in one of the following three ways -

(i) by dismissing the complaint;

(ii) by setting aside the result complained against and declaring another member or members elected; or

(iii) by directing the Chief Executive Officer to cause a new election to be conducted as nearly as possible according to these rules, such election to be conducted not less than 65 days after the Board has determined the complaint.

(8) If the complaint is dismissed, the Board will circulate to all members a short statement of reasons for dismissing the complaint.

(9) The decision of the Board on any complaint about the conduct or validity of an election is final.

PART VIII—GENERAL

68. Journal

(1) The Association will publish a Journal.

(2) The Board will appoint a member or members of the Association to be the Editor of the Journal.

(3) The term of the appointment will be 4 years but may be renewed at the discretion of the Board.

(4) The Board will appoint members of the Association to an Editorial panel to assist and advise the Editor.

(5) The Board may appoint members to the Editorial Panel on the recommendation of the Editor.

69. Affiliated Organisations

(1) Organizations having objects consistent with the objects of the Association may be recognised as affiliated organizations. An affiliated organisation may represent itself as being affiliated with the Association.

(2) An application for recognition as an affiliated organisation is considered by the Board, which may grant or refuse affiliation. The Board may withdraw affiliation at any time after which the organisation is not entitled to represent itself as being affiliated with the Association.

70. Alteration of objects and rules

The Association in General Meeting may, by resolution passed by at least three-quarters of the votes cast by its members in person or by proxy, alter its objects and rules.

71. Service of notice

(1) For the purpose of this Constitution and Rules, a notice may be served by or on behalf of the Association upon any member either personally or by sending it by email, facsimile or by pre-paid post to the member at the address shown in the Register of Members.

(2) Where a document is sent to a person -

(a) by properly addressing, prepaying and posting to the person a letter containing the document, the document will be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post;

(b) by facsimile transmission the document will be deemed to have been received when the sender's facsimile machine reports that the facsimile has been successfully transmitted and received by the remote machine.

72. Signatures

Where communication is received by a known email from a member that requires the signature of that member with regard to administrative matters for the Association the email may be deemed by the Chief Executive Officer of the Association to qualify as a signature.

PART IX—WINDING UP

73. Winding up of Special Interest Groups

(1) The Board may wind up or dissolve a Special Interest Group when, following consultation with members of the relevant Special Interest Group, the Board is satisfied that the Special Interest Group is no longer performing a useful purpose and there is no prospect of doing so.

(2) If on winding-up or dissolution of the Special Interest Group there remains any Special Interest Group property after satisfaction of all debts and liabilities, it must be transferred to the Association as soon as possible.

(3) The Special Interest Group Committee or other Members must do all things necessary to facilitate the transfer of Special Interest Group property to the Association.

74. Winding-up of Branches

(1) The Board may wind up or dissolve a Branch when, following consultation with members of the relevant Branch, the Board is satisfied that the Branch is no longer performing a useful purpose and there is no prospect of doing so.

(2) If on winding-up or dissolution of the Branch there remains any Branch property after satisfaction of all debts and liabilities, it must be transferred to the Association as soon as possible.

(3) The Branch Committee or other Members must do all things necessary to facilitate the transfer of Branch property to the Association.

75. Winding-up of Association

(1) If on the winding up of the Association there remains any property after satisfaction of all debts and liabilities, it must be transferred to some other organisation having objects consistent with the objects of the Association.

(2) That organisation must —

(a) prohibit the distribution of its income or property among its members at least to the extent imposed under rule of this Constitution and Rules; or

(b) be an organisation recognised by the Federal Commissioner of Taxation under the *Income Tax Assessment Act* 1936 (Cth); and

(c) be determined by the members of the Association in General Meeting by a resolution passed by at least three quarters of the votes of members cast by its members in person or by proxy.

SCHEDULE 1

Rule 9

FEES AND SUBSCRIPTIONS

A. The Annual subscriptions of the Association (March 2010) are as follows:

(1)	For members whose gross annual income is above $75,000	$260.00
(2)	For members whose gross annual income is between $65,000-$75,000	$210.00
(3)	For members whose gross annual income is below $65,000	$150.00
(4)	An associate membership with restricted benefits (newsletters and electronic mailing lists only)	$100.00
(5)	A full-time or part-time student membership with restricted benefits ** (newsletter, electronic mailing list and access to members only section of website)	$45.00
(6)	Aboriginal Health Worker ** (newsletter, electronic mailing list and access to members only section of website)	$45.00
(7)	For corporate members which are "not-for-profit" government organizations	$665.00
(8)	For corporate members which are "not-for-profit" community-based organisations	$360.00
(9)	For corporate members which are "for-profit" (commercial) organisations	$910.00
(10)	For membership of a Special Interest Group, the annual subscription fee plus an additional amount of $10.00	$10.00

****SIG membership is free on an ongoing basis for all students and Aboriginal Health workers, and to new members for their first year of membership**

(All above prices are inclusive of GST)

B. Where a person is admitted to membership during any financial year, the applicant shall pay the subscription for that financial year (except for student subscriptions which are calendar year) calculated as follows:

(1) If the application (except for student membership) is approved by the Board during the first six months of a financial year – the annual subscription for that financial year;

(2) If the application (except for student membership) is approved by the Board during the seventh, eighth, ninth or tenth month of a financial year – one half of the annual subscription for that financial year;

(3) If the application (except for student membership) is approved by the Board during the eleventh or twelfth month of a financial year – NIL, but the applicant will be required at that time to pay the annual subscription for the following financial year.

(4) Student Membership is for calendar year (January to December), If application is approved by the Board from the seventh month for the calendar year, the applicant will be required to pay half the annual/

C. The subscription due in each year for the income ranges specified above relate to the member's category and projected gross income at the beginning of that financial year.

APPENDIX 1 Subrule 5 (1)

APPLICATION FOR MEMBERSHIP

PUBLIC HEALTH ASSOCIATION OF AUSTRALIA INCORPORATED

(incorporated under the *Associations Incorporation Act 1991*)

I, ...…….....
(*full name of applicant*)

of .....…….....
(*address*)

.....……..... hereby apply to become
(*occupation*)

a member of the abovenamed incorporated association.

In the event that I am admitted as a member, I agree to be bound by the Constitution and Rules and By-laws of the Association as amended from time to time.

…….....
(*Signature of applicant*)

Date .....

APPENDIX 2 Subrule 44(1)

PROXY VOTING FORM

GENERAL MEETINGS

I, ...…….

(*full name*)

of .....……...

(*address*)

being a member of the Public Health Association of Australia Incorporated

hereby appoint .....…….....

(*full name of proxy*)

of .....…….....

(*address*)

OR failing him/her

……..

(*full name of proxy*)

of .....……...

(*address*)

being a member of the Public Health Association of Australia Incorporated , as my proxy to vote for me on my behalf at the Annual (or Special) General Meeting of the Association (as the case may be) to be held on the ……..… day of …….…… 20…… and at any adjournment of that meeting.

....…….....

(*Signature of member appointing proxy*)

Date .....

NOTE: *A member may by notice in the form prescribed in the Constitution and Rules appoint a proxy to vote at a General Meeting on the member's behalf but a notice not received by the Branch Secretary before the beginning of the meeting is invalid.*

APPENDIX 3 Subrule 58(11)

PROXY VOTING FORM

BRANCH GENERAL MEETINGS

I, ...…….

(*full name*)

of .....……...

(*address*)

being a member of the Public Health Association of Australia Incorporated

hereby appoint .....…….....

(*full name of proxy*)

of .....…….....

(*address*)

OR failing him/her

……..

(*full name of proxy*)

of .....……...

(*address*)

being a member of the Public Health Association of Australia Incorporated , as my proxy to vote for me on my behalf at the Annual (or Special) General Meeting of the Branch (as the case may be) to be held on the …… day of …..…… 20… and at any adjournment of that meeting.

....…….....

(*Signature of member appointing proxy*)

Date .....

NOTE: *A member may by notice in the form prescribed in the Constitution and Rules appoint a proxy to vote at a General Meeting on the member's behalf but a notice not received at the place specified in the notice convening the meeting, at least 48 hours before the meeting is invalid.*