



CONSTITUTION

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PART I: PRELIMINARY

1.1 Interpretation

Where a reference is made to the "Act" it means the *Associations Incorporation Act 1991* (ACT).

1.2 Name of the Organisation

This organisation shall be known as "Women's Centre for Health Matters", hereinafter referred to as "WCHM".

PART 2: OBJECTIVES

2.1 Objectives of the Organisation

2.1.1 To improve the health and wellbeing of women in the ACT and surrounding regions, working within a social determinants of health ¹ framework, by focussing on areas of possible disadvantage and using research, community development and health promotion with the following aims:

- a) To provide women with access to reliable and broad ranging health related information which allows informed choices to be made about each woman's own health and wellbeing
- b) To identify the unmet health and wellbeing needs of women
- c) To foster the optimum provision of women's health care by encouraging co-operation and co-ordination among existing services
- d) To advocate for change in health related services to ensure responsiveness to women's needs
- e) Through the application of a health promotion framework with the social determinants model of health, to prevent illness, disease and injury and promote independence, health and wellbeing using a variety of interventions
- f) To identify and respond to the health issues of the women of the ACT and surrounding regions and to inform the public, health service providers, policy makers and funders about these issues.
- g) To be informed by, and encourage the validation of, women's experiences of health and ill-health.
- h) To empower women and communities through the use of information and educational resources to act on health matters.
- i) To work to improve women's health and wellbeing through participation, collaboration and partnerships with women, the community, women's services and other organisations.

¹ The World Health Organisation (2008) cites the social determinants of health as the "the conditions in which people are born, grow, live, work and age, including the health system". They are the "economic and social conditions that shape the health of individuals, communities and jurisdictions as a whole. They also determine the extent to which a person possesses the physical, social and personal resources to identify and achieve personal aspirations, satisfy needs and cope with the environment. Social determinants of health are about the quantity and quality of a variety of resources that a society makes available to its members. (Raphael, D. (Ed.). (2008). *Social Determinants of Health: Canadian Perspectives* (2nd ed.). Toronto: Canadian Scholars' Press Incorporated)

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- 2.1.2 Unless otherwise specified, the term "health" shall be taken to mean the World Health Organisations' definition of health, namely that 'health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity'.²
- 2.1.3 Unless otherwise specified, the term "health promotion" shall be taken to mean the areas identified under the Ottawa Charter for Health Promotion³ (World Health Organisation 1986) which outlined the prerequisites for health, along with three foundation practices: advocacy, enabling and mediating, particularly between competing interests, and described the health promotion action areas as building healthy public policy; creating supportive environments, strengthening community action, developing personal skills and the re-orienting of health services.

PART 3: MEMBERSHIP

3.1. Eligibility for Membership

- 3.1.1 Women, men and organisations who indicate a commitment to the Mission, Vision, Values and Objectives of WCHM are eligible for membership. Men and organisations are non voting as referenced in subsection 5.5.2.
- 3.1.2 Employees of WCHM are deemed to be members of WCHM with no voting rights. Members who become employees will become members with no voting rights for the duration of their employment.
- 3.1.3 No fees are payable for any category of membership.
- 3.1.4 An individual or organisation is qualified to be a member if they have met the conditions of section 3.2.
- 3.1.5 The Board has the power to bestow life membership to a member who has demonstrated significant contribution to WCHM over time.

3.2 Nominations for Membership

- 3.2.1 Applications for membership shall be in writing on a form provided by WCHM.

² World Health Organisation @ <http://www.who.int/about/definition/en/print.html>. Accessed 17 July 2010

³ The Ottawa Charter for Health Promotion is a 1986 document produced by the World Health Organisation, which was launched at the first international conference for health promotion that was held in Ottawa, Canada. It still represents consensus agreement on good health promotion practice. The Charter identifies the prerequisites for health, methods to achieve health promotion through advocacy, enabling and mediation, as well as five key action areas.

- 3.2.2 An application by an individual shall be signed by the applicant. An application by an organisation shall be signed by a person authorised by that organisation to do so.
- 3.2.3 Each application shall be lodged with the WCHM Public Officer and the applicant's name will be recorded in the register of members kept by the Public Officer.
- 3.2.4 All applicants for membership who sign an agreement to the terms and conditions of membership are immediately accepted as members of WCHM.
- 3.2.5 Membership must be renewed annually by 1 July and no later than 30 September.

3.3 Membership Entitlements Not-transferable

Any right, privilege or obligation, which a person has as a member of WCHM, is not transferable to another person and terminates when membership ceases but does not exclude or limit the operation of Section 5.6, Appointment of Proxies.

3.4 Resignation and Termination

- 3.4.1 Any member may resign from WCHM. The resignation must be in writing to the Chair of the Board.
- 3.4.2 A member may be removed in accordance with the provisions of the Act that relate to disciplining of members.
- 3.4.3 A member ceases to be a member in the event of:
 - a) Death
 - b) Revocation of membership under subsections 3.4.2, 3.6 and 3.7
 - c) Resignation of membership in writing to the Chair of the Board
 - d) Proven activity which fundamentally opposes the Mission, Vision, Values and Objectives of WCHM, as determined by the Board
 - e) Failure to renew membership of WCHM, or
 - f) Dissolution of WCHM.
- 3.4.4 Where membership is ceased, the Public Officer will record the date membership ceased in the register of members.

3.5 Member Obligations

All members of WCHM shall be subject to the provisions of the Constitution.

3.6 Disciplining of Members

- 3.6.1 Where the Board is of the opinion that a member:
 - a) Has persistently refused or neglected to comply with a provision of these rules, or

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- b) Has persistently and willfully acted in a manner prejudicial to the interests of WCHM

The Board may, by resolution:

- a) Expel the member from WCHM, or
- b) Suspend the member from the rights and privileges of membership of WCHM for a specified period.

3.6.2 A resolution of the Board is of no effect unless the Board, at a meeting held not earlier than fourteen (14) days and not later than twenty eight (28) days after service on the member of a notice confirms the resolution in accordance with this rule.

3.6.3 Where the Board passes a resolution under sub-section 3.6.1, the Chair shall, as soon as practicable, cause a notice in writing to be served on the member:

- a) Setting out the resolution of the Board and the grounds on which it is based
- b) Stating that the member may address the Board at a meeting to be held not earlier than fourteen (14) days and not later than twenty eight (28) days after service of the notice
- c) Stating the date, place and time of that meeting, and
- d) Informing the member that the member may do either or both:
 - i. Attend and speak at that meeting, or
 - ii. Submit to the Board at or prior to the date of that meeting written representations relating to the resolution.

3.6.4 Subject to section 50 of the ACT 1991 Associations Act, at a meeting of the Board mentioned in sub-section 3.6.2, the Board shall:

- a) Give to the member mentioned in sub-section 3.6.1 an opportunity to make oral representation/s
- b) Give due consideration to any written representations submitted to the Board by that member at or prior to the meeting, and
- c) By resolution determine whether to confirm or to revoke the resolution of the Board made under sub-section 3.6.1.

3.6.5 Where the Board confirms a resolution under sub-section 3.6.4, the Chair shall, within seven (7) days after that confirmation, by notice in writing inform the member of that confirmation and of the member's right of appeal under section 3.7

- a) A resolution confirmed by the Board under sub-section 3.6.4 does not take effect:
 - i) Until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period, or
 - ii) Where within that period the member exercises the right of appeal, unless and until the Association confirms the resolution in accordance with sub-section 3.6.4.

3.7 Right of Appeal of Disciplined Member

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- 3.7.1 A member may appeal to the Association in general meeting against a resolution of the Board which is confirmed under sub-section 3.6.1, within seven (7) days after notice of the resolution is served on the member, by lodging with the Chair a notice to that effect.
- 3.7.2 Upon receipt of a notice under sub-section 3.6.1, the Chair shall notify the Board which shall convene a general meeting of WCHM to be held within 21 days after the date on which the Chair received the notice or as soon as possible after that date.
- 3.7.3 At a general meeting of WCHM convened under sub-section 3.7.2:
- a) No business other than the question of the appeal shall be transacted
 - b) The Board and the member shall be given the opportunity to make representations in relation to the appeal orally or in writing, or both, and
 - c) The members present shall vote by secret ballot on the question of whether the resolution made under sub-section 3.6.1 should be confirmed or revoked.
- 3.7.4 If the meeting passes a special resolution in favour of the confirmation of the resolution made under sub-section 3.6.2, that resolution is confirmed.

PART 4: THE BOARD

4.1 Powers and Duties of the Board

- 4.1.1 The Board shall oversee the administration and business of WCHM as specified in this Constitution.
- 4.1.2 The Board will appoint the Executive Director of WCHM and may be involved in the appointment of other staff as appropriate.
- 4.1.3 The Board may sign, draw, accept, endorse/discount, execute, buy, sell, negotiate, transfer and deal howsoever in cheques, bills of exchange, promissory notes, bonds, debentures, bills of lading, warrants, coupons or other negotiable instruments or transferable securities of whatever nature or kind for and on behalf of WCHM, but not restricted by the foregoing generalities.
- 4.1.4 The Board may do all other lawful things that are necessary to achieve the objects of WCHM.
- 4.1.5 The Board sets the strategic direction of WCHM to reflect the Objectives as stated in Part 2, the requirements of members and is responsible for the development of policy, the public persona of WCHM, the administration of finances and, ultimately, all facets of its day-to-day operation.

4.2. Board Composition

- 4.2.1 The Board shall comprise between five and ten women who are elected individual members of WCHM.

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- 4.2.2 WCHM Executive Director will be an ex-officio member of the Board.
- 4.2.3 The Board may appoint up to three ex-officio non-voting Board members to meet specific requirements of WCHM. Such Board members are not required to be members of WCHM.

4.3. Board Vacancies

- 4.3.1 A vacancy on the Board occurs if a member of the Board:
- a) Dies
 - b) Ceases to be a member of WCHM
 - c) Resigns from the Board
 - d) Is removed from the Board by a general meeting of WCHM, or
 - e) Is absent from three consecutive Board meetings without apology.
- 4.3.2 The Board may co-opt individual members of WCHM to any position on the Board which falls vacant any time prior to the Annual General Meeting at which that vacancy will expire.
- 4.3.3 When there are three or more vacancies a Special General Meeting may be called to fill Board positions in accordance with section 5.7.
- 4.3.4 In the event that Board membership drops below the Board quorum a special general meeting must be called by the remaining Board members specifically to elect up to five members to serve until the second Annual General Meeting after the special meeting. Such a special meeting will be held in accordance with section 5.7.

4.4 Eligibility for the Board

- 4.4.1 To be eligible to stand for membership of the Board voting members must be current, individual members of WCHM.
- 4.4.2 The returning officer shall consider the eligibility of all nominations and shall reject any nomination that is not in accordance with this constitution.

4.5 Nominations for the Board

- 4.5.1 Nominations for all positions to be filled at the Annual General Meeting shall close seven days prior to the Annual General Meeting at which the election is to take place.
- 4.5.2 Each nomination shall be:
- a) made in writing by an individual member using the required WCHM Board Nomination Template (see Appendix B), and
 - b) endorsed by a nominator and seconder who are current individual members of WCHM.

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The nomination form must be signed by the person nominated and delivered to the WCHM Public Officer no less than seven days before the date fixed for the Annual General Meeting at which the election is to take place.

- 4.5.3 If insufficient nominations to fill all positions are received, the Chair may, at the Annual General Meeting, re-open nominations for such time or times as are appropriate to allow further nominations from those eligible.
- 4.5.4 Each nomination shall be made in writing by an individual member using the required WCHM Board Nomination Template (see Appendix B) and endorsed by a seconder who is a current member of WCHM. The nomination form must be signed by the person nominated and delivered to the WCHM Public Officer no less than seven days before the date fixed for the Annual General Meeting at which the election is to take place.
- 4.5.5 If insufficient nominations to fill all positions are received, the Chair may, at the Annual General Meeting, re-open nominations for such time or times as are appropriate to allow further nominations from those eligible. A member may nominate for the Board which requires the Chair to call for a seconder to support such a nomination.

4.6 Elections for the Board

- 4.6.1 Candidates must be nominated as set out in section 4.5. Each year up to five individual members will be elected to the Board.
- 4.6.2 If the number of candidates is less than or the same as the number of vacancies, the nominees will be taken to have been elected.
- 4.6.3 In the event of insufficient nominations being received, nominations may be filled from the floor pursuant to subsection 4.5.3 of this Constitution, or appointments may be made by the Board to fill any vacancy. Any member so appointed shall hold office subject to the terms of subsection 4.8.
- 4.6.4 If the number of nominations exceeds the vacancies, then a secret ballot will be held.
- 4.6.5 The returning officer shall consider the eligibility of all members wishing to vote, in accordance with the constitution.

4.7 Office Bearers

- 4.7.1 Once elected the Board will select from its members, by a majority vote, a Chair, Deputy Chair and Treasurer and any other office bearers it deems appropriate.
- 4.7.2 A Board member cannot hold more than one office bearing position on the Board at one time.

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4.8 Board Member Tenure

- 4.8.1 Each elected Board member will hold office from immediately after the Annual General Meeting at which they are elected until the second Annual General Meeting of WCHM after their election, that is, for a two-year term.
- 4.8.2 Should a Board member resign before completion of tenure, a replacement Board member may be co-opted to replace that member for the remaining period of tenure of the outgoing Board member.
- 4.8.3 With the exception of the WCHM Executive Director, no members of the Board may retain their position for more than three consecutive terms.
- 4.8.4 Ex-officio Board members will serve until the Annual General Meeting following their appointment or until the Board deems that their involvement is no longer required, whichever is the sooner.

4.9 Board Sub-Committees

- 4.9.1 The Board may at any time appoint a sub-committee of the Board as it may think fit and shall prescribe in writing the powers and functions thereof.
- 4.9.2 The Board may co-opt as members of a sub-committee such persons as it thinks fit, whether or not these persons are members of WCHM, but a person so co-opted who is not a member is not entitled to vote.
- 4.9.3 A sub-committee which has been delegated to perform a function may meet as often as necessary to perform this function whilst their delegation stands.
- 4.9.4 Notwithstanding any delegation under this section, the Board may continue to exercise any function delegated.
- 4.9.5 Sub-committees shall report to each meeting of the Board.

4.10 Board Meetings

- 4.10.1 The Board shall meet in person at least six times in each calendar year, or more often if required to conduct the business of WCHM.
- 4.10.2 At least 48 hours notice must be given for any Board meeting. Any five members of the Board may call a meeting of the Board.
- 4.10.3 The procedure for the running of a meeting shall be the same as for a general meeting.
- 4.10.4 A quorum for meetings of the Board is five.

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- 4.10.5 Where necessary, questions arising at meetings of the Board will be decided by a majority of the votes of members present at the meeting.
- 4.10.6 Each Board member is entitled to one vote, but in the event of a tie the Chair may exercise a casting vote.
- 4.10.7 The Board may pass a resolution out-of-session by any means it deems appropriate if the majority of members provide written (including electronic) agreement to the resolution to the Chair of the meeting.

PART 5: GENERAL MEETINGS

5.1 Holding of Annual General Meeting

- 5.1.1 The Annual General Meeting of the members shall be held between 1 July and 30 November each year.
- 5.1.2 Members shall be given notice of fourteen clear days before such meeting. Such notice shall be deemed to be given if published in the public notices column of The Canberra Times newspaper.
- 5.1.3 A request of members for a general meeting:
- a. Shall state the purpose or purposes of the meeting
 - b. Shall be signed by the members making the request
 - c. Shall be lodged with the Public Officer, and
 - d. May consist of several documents in a similar form, each signed by one or more of the members making the request.

5.2 Business of Annual General Meeting

The business of the Annual General Meeting shall:

- (a) Receive and adopt the minutes of the previous Annual General Meeting
- (b) Receive and adopt reports from the Chair and Treasurer in respect of the running of business from the preceding year ending 30 June
- (c) Receive and adopt an audited financial statement and balance sheet for the preceding year ended 30 June
- (d) Elect a Board
- (e) Appoint an auditor for the following year
- (f) Appoint a public officer for the following year
- (g) Decide on an annual membership fee (if any)
- (h) Discuss and resolve other business of which due notice has been given, and
- (i) Discuss any item of business that any member has submitted notice of to the Executive Director seven days prior to the Annual General Meeting (or any general meeting). Such an item of business shall be included by the Chair in the agenda.

5.3 Quorum at Annual General Meeting

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- 5.3.1 A quorum at the annual general meeting is 10 members who are present at the meeting.
- 5.3.2 If at the Annual General Meeting there is no quorum within thirty minutes of the time appointed for the meeting, the meeting shall be adjourned for a period of seven days.
- 5.3.3 If there is no quorum within thirty minutes of the time appointed for such an adjourned meeting, the meeting may then proceed despite the absence of quorum.

5.4 Adjournment

- 5.4.1 The person chairing an Annual General Meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting to another time and place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 5.4.2 Where an Annual General Meeting is adjourned for 14 days or more, the Public Officer shall give written or oral notice of the adjourned meeting to each member of WCHM stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 5.4.3 Except as provided in subsections 5.4.1 and 5.4.2, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

5.5 Procedures and Voting at the Annual General Meeting

- 5.5.1 The Chair shall chair all general meetings, including the Annual General Meeting. Should the Chair not be present, The Deputy Chair will chair. In the event that neither the Chair or Deputy Chair are present a member of the Board shall chair. If there are no members of the Board present the members shall elect a member to take the chair.
- 5.5.2 At the Annual General Meeting:
 - (a) Only individual women members shall be entitled to one vote each
 - (b) Organisational members are not entitled to vote, and
 - (c) Men who are members are not entitled to vote.
- 5.5.3 All votes shall be given personally or by proxy.
- 5.5.4 A member or proxy is not entitled to vote at any WCHM general meeting unless membership is current.
- 5.5.5 Voting shall be by show of hands except that:
 - (a) Any meeting may, by show of hands, require any other vote to be by secret ballot, and

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- (b) In the event of a tied vote, the Chair shall have both a deliberative and a casting vote.

5.5.6 Any matter requiring a decision at a general meeting, including the Annual General Meeting, shall be decided by motion and each motion shall have a proposer and a seconder. A motion shall be declared carried if it receives the approval of a simple majority of those present and entitled to vote.

5.5.7 The Board may draw up standing orders that deal with the conduct of debate and procedure at the annual general meeting.

5.6 Appointment of Proxies

5.6.1 Each voting individual member shall be entitled to appoint another individual member as proxy by notice given to the Chair no later than twenty four (24) hours before the time of the meeting in respect of which the proxy is appointed.

5.6.2 The notice appointing the proxy shall be in the form set out in Appendix A to these rules.

5.7 Holding of Special General Meetings

5.7.1 A Special General Meeting of members shall be called at the request of:

- (a) The Chair
- (b) Any five members of the Board
- (c) At the written request, lodged with the Public Officer, of ten current members of WCHM, or
- (d) Pursuant to subsections 4.3.3 or 4.3.4.

5.7.2 Such meeting shall be held within thirty days of such request and all members shall be notified in writing not less than fourteen clear days before such meeting.

5.7.3 All requests shall indicate the nature of the business and shall be signed by the members making the request.

5.8 Business of Special General Meetings

5.8.1 A Special General Meeting may only be called for the following reasons:

- (a) To amend the constitution
- (b) To fill any casual vacancies if not already filled under subsection 4.3.2, and
- (c) To discuss any matters affecting the general running of WCHM and notified to the members as in subsection 5.7.3.

5.8.2 Only those matters of which notice has been given under subsection 5.7.3 may be discussed at a special general meeting.

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5.9 Quorum at Special General Meetings

Section 5.3 relating to quorums at Annual General Meetings applies in relation to Special General Meetings also.

5.10 Procedures and Voting at Special General Meetings

Section 5.5 relating to procedures and voting at Annual General Meetings applies also in relation to Special General Meetings.

PART 6: FINANCIAL GOVERNANCE

6.1 Financial Year

The financial year of WCHM shall be from 1 July to 30 June every year.

6.2 Auditor

6.2.1 A duly qualified auditor shall be appointed at the annual general meeting to audit the accounts of WCHM for the following year as per Section 5.2 (e).

6.2.2 The auditor shall examine the accounts of WCHM at least once each financial year.

6.2.3 The auditor shall certify as to the correctness of the accounts of WCHM and shall report thereon to the members present at the annual general meeting.

6.3 Non-profit Clause

The income and property of WCHM, however derived, shall be applied solely towards the promotion of the objects and purposes of WCHM and no portion shall be paid or distributed directly or indirectly to the members of the organisation except as bona fide remuneration for services rendered or bona fide expenses incurred on behalf of the organisation.

6.4 Financial Procedures

6.4.1 True accounts shall be kept of:

- (a) All sums of money received and expended by WCHM, and
- (b) The credits, liabilities and property of WCHM.

6.4.2 The Treasurer shall ensure that all records of expenditure connected with the operations and business of WCHM are accurately kept.

6.4.3 The Treasurer shall ensure that all monies paid to WCHM are officially receipted.

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- 6.4.4 The Board shall open the necessary bank accounts in the name of WCHM into which all moneys received shall be paid by the Treasurer as soon as possible after receipt thereof.
- 6.4.5 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two members of the Board, or employees of WCHM who are members of the Board, or employees authorised to do so by the Board.
- 6.4.6 All signatories shall be authorised by the Board.
- 6.4.7 Subject to any resolution passed by WCHM in general meeting, the funds of WCHM shall be used for the objects of WCHM in such manner as the Board determines.
- 6.4.8 WCHM shall maintain a separate account for the purposes of:
 - (a) receiving donations and gifts of money;
 - (b) Receiving interest derived from donations and gifts; and
 - (d) Payment of reasonable costs of managing donations or a gift fund.

6.5 Dissolution of WCHM

- 6.5.1 Subject to subsection 6.5.2, WCHM shall be wound up only in accordance with the Act.
- 6.5.2 Upon the winding up of WCHM, the assets of WCHM remaining after payment of the debts and liabilities of WCHM and the costs, charges and expenses of the winding up shall not be paid to or distributed among the members of WCHM. Such assets may, subject to the provisions Act, by resolution carried by a majority of the members of WCHM be distributed to such associations or organisations having objects and purposes similar to WCHM and which has rules prohibiting the distribution of its assets and income to its members.
- 6.5.3 If WCHM is wound up, or the endorsement of the Association as a Deductible Gift Recipient is revoked, any money which was received as a result of Deductible Gift Recipient status remaining in any account or gift fund at the time after the payment of the organisation's liabilities must be transferred to another organisation who is endorsed as deductible gift recipients and to which income tax deductible gifts can be made.

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PART 7: MISCELLANEOUS

7.1 Enactment of Constitution

This constitution shall be deemed to have come into force and be of full effect when the same is approved by two thirds majority of members present and entitled to vote at an Annual General Meeting or Special General Meeting.

7.2 Amendments to Constitution

7.2.1 This shall be the only constitution of WCHM and shall not be altered, varied, added to or repealed unless presented by a motion at an Annual General Meeting or Special General Meeting and passed by a majority of at least three quarters or 75% of the votes of those who are entitled to vote and who vote in person at the general meeting or by proxy.

7.2.2 Proposed constitutional amendments must be distributed to all members of WCHM at least 21 days prior to the general meeting where they are to be voted upon.

7.3 Common Seal

7.3.1 The common seal of WCHM shall be in the form of a rubber stamp inscribed with the name of WCHM encircling the words "common seal".

7.3.2 The common seal of WCHM shall not be affixed to any document except by the authority of the Board and the affixing thereof will be attested by the signatures of two members of the Board, only one of whom may be a member of staff.

7.3.3 The common seal shall remain in the custody of the Public Officer.

7.4 Inspection of Books

The records, books and other documents of WCHM shall be open to inspection at a place in the Australian Capital Territory, free of charge, by a member of WCHM at any reasonable hour, except to the extent that the Board determines that the records deal with personal information or information provided to WCHM in confidence.

7.5 Intellectual Property

The intellectual property of all products created by WCHM shall belong to and be vested in WCHM unless other arrangements are made under specific contracts.

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7.6 Funds Source

- 7.6.1 The funds of WCHM shall be derived from government funding, donations, gifts, and, subject to any resolution passed by WCHM in general meeting and subject to the section 114 of the Act, such other sources as the Board determines.
- 7.6.2 All money received by WCHM shall be deposited as soon as practicable and without deduction to the credit of WCHM's bank account.
- 7.6.3 WCHM shall, as soon as practicable after receiving any money, issue an appropriate receipt.

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APPENDIX A



Women's Centre for Health Matters Incorporated
PO Box 385
Mawson ACT 2607

Ph: (02) 6290 2166
Fax: (02) 6286 4742

Email: admin@wchm.org.au

Website: www.wchm.org.au

PROXY VOTING FORM

FOR THE ANNUAL GENERAL MEETING

DATE:

VENUE:

I	
Of	
Being a member of the Women's Centre for Health Matters (WCHM) Inc do hereby appoint the Chair	
Or (insert member name)	
being a member of WCHM, as my proxy to vote on my behalf on any resolutions that form part of WCHM's next Annual General Meeting.	
Signature:	
Date:	

This form must be lodged at the WCHM office (see above address/facsimile number) no later than: (insert date/time)

WCHM Inc Location: Building One, Pearce Community Centre, Collett Place, Pearce ACT 2607

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APPENDIX B



2010 – 2011 Nomination Form – Board of Directors

Name:

Address: _____

Tel (work) _____ Home: _____

Mobile: _____ Email: _____

Age: Under 18 18-30 30-55 55+

Why are you interested in being a board member? (Please also attach a brief biography that can be circulated to members and used at the AGM and election).

I _____, a current member,

(nominator)

herby nominate

_____, also a current member

(the nominee)

for a position on the Board of Directors of the Women’s Centre for Health Matters Inc.

I have an interest in the following position:

Convenor Treasurer Board Member

Nominator

Seconder

(print full name)

(print full name)

I _____ agree to accept the nomination.

(signature of nominee)

Date:

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Please post to: PO Box 385 Mawson, ACT, 2607 or Fax: 6286 4742

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