

ACT CRITICAL INCIDENT STRESS MANAGEMENT INFORMATION SERVICE Inc.

CONSTITUTION

*(based in part on the Model Rules, ACT Associations Incorporation Regulations, Part III, Paragraph 15. Reprinted as at 31 December 1994)
Amended as at 31 July 2004, by General Meeting*

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PART I—PRELIMINARY

1. Interpretation

- (1) In these rules, unless a contrary intention appears—
 - “financial year” means the year ending on 30 June;
 - “member” means a member, however described, of the ACT CISM Information Service Incorporated;
 - “the Act” means the *Associations Incorporation Act 1991*;
 - “the Regulations” means the Associations Incorporation Regulations.
 - “CISM” refers to Critical Incident Stress Management, the model of critical incident and general support as outlined by Mitchell, J.T. and Everly, G.S. (1995) Critical Incident Stress Debriefing: An Operations Manual for the prevention of traumatic stress among Emergency Services and Disaster Workers. Chevron Publishing Corporation: Ellicott City, US.
 - “ACT CISM” or “ACT CISM Information Service” refers to the ACT Critical Incident Stress Management Information Service Incorporated.
- (2) In these rules—
 - (a) a reference to a function includes a reference to a power, authority and duty; and
 - (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty.
- (3) The provisions of the *Interpretation Act 1967* apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

PART II—MEMBERSHIP

2. Membership qualifications

A person is qualified to be a member if—

- (a) the person is a person referred to in paragraph 21 (2) (a) or (b) of the Act and has not ceased to be a member of the ACT CISM Information Service at any time after incorporation of the ACT CISM Information Service under the Act; or
- (b) the person—
 - (i) has been nominated for membership in accordance with subrule 3 (1); and
 - (ii) has been approved for membership of the ACT CISM Information Service by the Board of Management of the ACT CISM Information Service.

3. Nomination for membership

- (1) A nomination of a person for membership of the association—
 - (a) shall be made by a member of the ACT CISM Information Service in writing in the form set out in Appendix 1 to these rules; and
 - (b) shall be lodged with the Director Administration.
- (2) As soon as is practicable after receiving a nomination for membership, the Director Administration shall refer the nomination to at least three Board of Management members, who shall determine whether to approve or to reject the nomination.
- (3) Where the Board of Management determines to approve a nomination for membership, the Director Administration (or their delegate) shall as soon as practicable after that determination notify the nominee of that approval and request the nominee to provide the sum payable under these rules by a member as the first year's annual subscription, or process a payment already provided by the nominee and notify the nominee of their acceptance.
- (4) The Director Administration (or their delegate) shall, on payment by the nominee of the amounts referred to in subrule (3) within the period referred to in that subrule, enter the nominee's name in the register of members and, upon the name being so entered, the nominee shall become a member of the ACT CISM Information Service.

4. Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of the ACT CISM Information Service —

- (a) is not capable of being transferred or transmitted to another person; and
- (b) terminates upon cessation of the person's membership.

5. Cessation of membership

A person ceases to be a member of the ACT CISM Information Service 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 by annual subscription to the ACT CISM Information Service.

6. Resignation of membership

- (1) A member is not entitled to resign from membership of the ACT CISM Information Service except in accordance with this rule.
- (2) A member who has paid all amounts payable by the member to the ACT CISM Information Service may resign from membership of the association by first giving notice (being not less than 1 month or, if the committee has determined a shorter period, that shorter period) in writing to the Director Administration of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.
- (3) Where a person ceases to be a member, the Director Administration (or their delegate) shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

7. Subscriptions, Annual Code of Conduct etc.

- (1) The ACT CISM Information Service does not have a specific membership entry fee.
- (2) The annual subscription fee of the association is \$15, or if any other amount has been determined by resolution of the Board of Management that other amount.
- (3) The annual subscription fee is payable—
 - (a) except as provided by paragraph (b), before 1 July in each calendar year; or
 - (b) where a person becomes a member on or after 1 July in any calendar year, the full amount before 1 July in each succeeding calendar year.
 - (c) where a person becomes a member on or after 1 July in any calendar year, a pro-rata amount of the annual subscription fee, based on newsletter issues remaining to 1 July in each succeeding calendar year.

8. Members' liabilities

Members are not liable to contribute towards the payment of the debts and liabilities of the ACT CISM Information Service or the costs, charges and expenses of the winding up of the ACT CISM Information Service. Costs, charges and expenses of the winding up of the ACT CISM Information Service will be derived from the Association's assets.

9. Disciplining of members

- (1) Where the committee is of the opinion that a member—
 - (a) has persistently refused or neglected to comply with a provision of these rules; or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the ACT CISM Information Service, the committee may, by resolution—
 - (c) expel the member from the ACT CISM Information Service; or
 - (d) suspend the member from such rights and privileges of membership of the ACT CISM Information Service as the committee may determine for a specified period.
- (2) A resolution of the committee under subrule (1) is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than

- 28 days after service on the member of a notice under subrule (3), confirms the resolution in accordance with this rule.
- (3) Where the committee passes a resolution under subrule (1), the Director Administration shall, as soon as practicable, cause a notice in writing to be served on the member—
- (a) setting out the resolution of the committee and the grounds on which it is based;
 - (b) stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 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 of the following:
 - (i) attend and speak at that meeting, or nominate an advocate to do so. (rationale: inclusiveness);
 - (ii) submit to the committee at or prior to the date of that meeting written representations relating to the resolution.
- (4) Subject to section 50 of the Act, at a meeting of the committee mentioned in subrule (2), the committee shall—
- (a) give to the member, or their nominated delegate, mentioned in subrule (1) an opportunity to make oral representations;
 - (b) give due consideration to any written representations submitted to the committee by that member at or prior to the meeting; and
 - (c) by resolution determine whether to confirm or to revoke the resolution of the committee made under subrule (1).
- (5) Where the committee confirms a resolution under subrule (4), the secretary shall, within 7 days after that confirmation, by notice in writing inform the member of that confirmation and of the member's right of appeal under rule 10.
- (6) A resolution confirmed by the committee under subrule (4) does not take effect—
- (a) 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
 - (b) where within that period the member exercises the right of appeal, unless and until the ACT CISM Information Service confirms the resolution in accordance with subrule 10 (4).

10. Right of appeal of disciplined member

- (1) A member may appeal to the ACT CISM Information Service in general meeting against a resolution of the committee which is confirmed under subrule 9 (4), within 7 days after notice of the resolution is served on the member, by lodging with the Director Administration a notice to that effect.
- (2) Upon receipt of a notice under subrule (1), the Director Administration shall notify the committee which shall convene a general meeting of the association to be held within 21 days after the date on which the Director Administration received the notice or as soon as possible after that date.
- (3) Subject to section 50 of the Act, at a general meeting of the ACT CISM Information Service convened under subrule (2)—
 - (a) no business other than the question of the appeal shall be transacted;

- (b) the committee and the member, or their nominated delegate, 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 subrule 9 (4) should be confirmed or revoked.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under subrule 9 (4), that resolution is confirmed.

PART III—BOARD OF MANAGEMENT

11. Board of Management

The Board, subject to the Act, the Regulations, these rules, and to any resolution passed by the ACT CISM Information Service in general meeting—

- (a) shall control and manage the affairs of the ACT CISM Information Service;
- (b) may exercise all such functions as may be exercised by the ACT CISM Information Service other than those functions that are required by these rules to be exercised by the ACT CISM Information Service in general meeting; and
- (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the ACT CISM Information Service.

12. Constitution and membership

- (1) The Board of Management shall consist of -
 - (a) the Directors of ACT CISM Information Service; and
 - (b) 2 ordinary Board members;
 each of whom shall be elected pursuant to rule 13 or appointed in accordance with subrule (4).
- (2) The Directors of the ACT CISM Information Service shall be—
 - (a) the Director CISM Services;
 - (b) the Director Library Services; and
 - (c) the Director Administration; and
- (3) Each member of the Board of Management shall, subject to these rules, hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (4) In the event of a vacancy in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.
- (5) The Board of Management of the ACT CISM Information Service may employ, as required, salaried staff members, consultants and volunteers to meet the terms of services undertaken by the ACT CISM Information Service, in accordance with the policies of the ACT CISM Information Service.
- (6) Members, Ordinary Board Members, and Directors of the ACT CISM Information Service may serve as salaried employees or fee-for-service consultants of the ACT CISM Information Service, but if so serving must

abstain from voting on matters specifically related to the conditions of their employment at General, Annual General or Board meetings of the Association.

- (7) Members serving as volunteers for activities of the ACT CISM Information Service, Board Members, and employees of the ACT CISM Information Service shall sign the ACT CISM Information Service Code of Conduct (APPENDIX 3) on commencement of service.

13. Election of Board Members

- (1) Nominations of candidates for election as Directors of the ACT CISM Information Service or as ordinary board members—
- (a) shall be made in writing, signed by 2 members of the ACT CISM Information Service and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
 - (b) shall be delivered to the Director Administration of the ACT CISM Information Service not less than 7 days before the date fixed for the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee shall be deemed to be vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (6) The ballot for the election of Directors and ordinary Board members shall be conducted at the annual general meeting in such manner as the committee may direct.
- (7) A person is not eligible to simultaneously hold more than 1 position on the Board of Management.

14. Directors of Board of Management

- (1) The Director Administration of the ACT CISM Information Service shall:
- (a) as soon as practicable after being appointed as Director Administration notify ACT CISM Information Service of his or her address;
 - (b) The Director Administration shall keep minutes of all elections and appointments of office-bearers and ordinary committee members;
 - (c) The Director Administration shall keep minutes of the names of members of the committee present at a committee meeting or a general meeting;
 - (d) The Director Administration shall keep minutes of all proceedings at committee meetings and general meetings. The minutes of proceedings at a meeting shall be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.
 - (e) The Director Administration (or their delegate) shall collect and receive all moneys due to the ACT CISM Information Service and make all payments authorised by the ACT CISM Information Service;

- (f) The Director Administration (or their delegate) shall keep correct accounts and books showing the financial affairs of the ACT CISM Information Service with full details of all receipts and expenditure connected with the activities of the ACT CISM Information Service; and
 - (f) The Director Administration (or their delegate) shall arrange for an annual audit of accounts and books showing the financial affairs of the ACT CISM Information Service with full details of all receipts and expenditure connected with the activities of the ACT CISM Information Service.
 - (g) The Director Administration (or their delegate) shall be responsible for staff and volunteers involved in the administration activities of the ACT CISM Information Service.
 - (h) The Director Administration shall participate in training activities pertinent to their position on the Board, as outlined in the ACT CISM Information Service Annual Training Plan.
- (2) The Director CISM Services of the ACT CISM Information Service shall:
- (a) The Director CISM Services shall supervise CISM activities and CISM training activities of the ACT CISM Information Service, or if they are not qualified to do so, delegate that supervision to an appropriately qualified member selected by the Board of Management;
 - (b) The Director CISM Services (or their delegate) shall be responsible for staff and volunteers involved in the crisis intervention activities of the ACT CISM Information Service.
 - (c) The Director CISM Services shall coordinate the selection and activities of the CISM Team of the ACT CISM Information Service;
 - (d) The Director CISM Services shall seek and apply best practice in CISM Services, taking into consideration current research and in the interests of the service recipients;
 - (g) The Director CISM Services (or their delegate) shall be responsible for staff and volunteers involved in the crisis intervention activities of the ACT CISM Information Service; and
 - (e) The Director CISM Services shall participate in training activities pertinent to their position on the Board, as outlined in the ACT CISM Information Service Annual Training Plan.
- (3) The Director Library Services of the ACT CISM Information Service.
- (a) The Director Library Services shall be responsible for the ACT CISM Information Service Library, including the catalogue, library access, receipt of donations, and purchasing of resources within budget recommendations;
 - (b) The Director Library Services shall coordinate external requests for research support and the research activities of the ACT CISM Information Service.
 - (c) The Director Library Services shall be responsible for the coordination of community education and training services, and the ACT CISM Information Service Annual Training Plan.

- (d) The Director Library Services (or their delegate) shall be responsible for staff and volunteers involved in the library and education/training activities of the ACT CISM Information Service.
- (g) The Director Library Services (or their delegate) shall be responsible for staff and volunteers involved in education, library and promotional activities of the ACT CISM Information Service.
- (e) The Director Library Services shall participate in training activities pertinent to their position on the Board, as outlined in the ACT CISM Information Service Annual Training Plan.

15. Other Board Members

- (1) The ordinary Board of Management members of the ACT CISM Information Service shall
 - (a) assist in the promotional activities of the ACT CISM Information Service: including the website, newsletter, and other publications or promotional items of the Service; and
 - (b) undertake other duties allocated by the Board of Management, in accordance with the ACT CISM Information Service Strategic Plan.

16. Vacancies

- (1) For the purposes of these rules, a vacancy in the office of a member of the Board of Management occurs if the member—
 - (a) dies;
 - (b) ceases to be a member of the ACT CISM Information Service;
 - (c) resigns the office;
 - (d) is removed from office pursuant to rule 17;
 - (e) becomes an insolvent under administration within the meaning of the Corporations Law;
 - (f) suffers from mental or physical incapacity;
 - (g) is disqualified from office under subsection 63 (1) of the Act; or
 - (h) is absent without the consent of the Board of Management from all meetings of the committee Board of Management held during a period of 6 months.

17. Removal of Board Members

The ACT CISM Information Service in general meeting may by resolution, subject to section 50 of the Act, remove any member of the Board of Management from the office of member of the Board of Management before the expiration of the member's term of office.

18. Board of Management meetings and quorum

- (1) The Board of Management shall meet at least 3 times in each calendar year at such place and time as the committee may determine.
- (2) Additional meetings of the Board of Management may be convened by any member of the Board of Management.
- (3) Oral or written notice of a meeting of the Board of Management shall be given by the secretary to each member of the Board of Management at least 48 hours (or such other period as may be unanimously agreed upon by the members of the Board of Management 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 and no business

other than that business shall be transacted at the meeting, except business which the Board of Management members present at the meeting unanimously agree to treat as urgent business.

- (5) Any 3 members of the Board of Management constitute a quorum for the transaction of the business of a meeting of the Board of Management.
- (6) No business shall be transacted by the Board of Management unless a quorum is present and if within half an hour after the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.
- (8) At meetings of the Board of Management —
 - (a) the Director CISM Services will preside; or
 - (b) if the Director CISM Services is absent, 1 of the remaining Directors of the Board of Management may be chosen by the members present to preside.

19. Delegation by Board to sub-committee

- (1) The Board of Management may, by instrument in writing, delegate to 1 or more sub-committees (consisting of such member or members of the ACT CISM Information Service as the Board of Management thinks fit) the exercise of such of the functions of the committee Board of Management 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 of Management by the Act, by any other law of the Territory, or by resolution of the ACT CISM Information Service in general meeting.
- (2) A function, the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this 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 of Management may continue to exercise any function delegated, but shall keep the sub-committee informed of any resolutions or acts related to the sub-committee's delegated functions.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the Board of Management.
- (6) The Board of Management may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn as it thinks proper.

20. Voting and decisions

- (1) Questions arising at a meeting of the Board of Management or of any sub-committee appointed by the Board of Management shall be determined by a majority of the votes of members of the Board of Management or sub-committee present at the meeting.

- (2) Each member present at a meeting of the Board of Management or of any sub-committee appointed by the Board of Management (including the person presiding at the meeting) is entitled to 1 vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to subrule 18 (5), the Board of Management may act notwithstanding any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the Board of Management or by a sub-committee appointed by the Board of Management, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Board of Management or sub-committee.

PART IV—GENERAL MEETINGS

21. Annual general meetings—holding of

- (1) With the exception of the first annual general meeting of the ACT CISM Information Service, the ACT CISM Information Service shall, at least once in each calendar year and within the period of 5 months after the expiration of each financial year of the ACT CISM Information Service, convene an annual general meeting of its members.
- (2) The ACT CISM Information Service shall hold its first annual general meeting—
 - (a) within the period of 18 months after its incorporation under the Act; and
 - (b) within the period of 5 months after the expiration of the first financial year of the ACT CISM Information Service.
- (3) Subrules (1) and (2) have effect subject to the powers of the Registrar-General under section 120 of the Act in relation to extensions of time.

22. Annual general meetings—calling of and business at

- (1) The annual general meeting of the ACT CISM Information Service shall, subject to the Act, be convened on such date and at such place and time as the Board of Management thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be—
 - (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - (b) to receive from the committee reports on the activities of the ACT CISM Information Service during the last preceding financial year;
 - (c) to elect members of the Board of Management, including Directors; and
 - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members pursuant to subsection 73 (1) of the Act.
- (3) An annual general meeting shall be specified as such in the notice convening it in accordance with rule 24.
- (4) An annual general meeting shall be conducted in accordance with the provisions of this Part.

23. General meetings—calling of

- (1) The Board of Management may, whenever it thinks fit, convene a general meeting of the ACT CISM Information Service.
- (2) The Board of Management shall, on the requisition in writing of not less than 5 per cent of the total number of members, convene a general meeting of the ACT CISM Information Service.
- (3) A requisition 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 requisition;
 - (c) shall be lodged with the Director Administration; and
 - (d) may consist of several documents in a similar form, each signed by 1 or more of the members making the requisition.
- (4) If the Board of Management fails to convene a general meeting within 1 month after the date on which a requisition of members for the meeting is lodged with the Director Administration, any 1 or more of the members who made the requisition may convene a general meeting to be held not later than 3 months after that date.
- (5) A general meeting convened by a member or members referred to in subrule (4) shall be convened as nearly as is practicable in the same manner as general meetings are convened by the Board of Management and any member who thereby incurs expense is entitled to be reimbursed by the association for any reasonable expense so incurred.

24. Notice

- (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the ACT CISM Information Service, the secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent by pre-paid post to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the ACT CISM Information Service, the Director Administration shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in subrule (1) specifying, in addition to the matter required under that subrule, the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to subrule 22 (2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the Director Administration who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

25. General meetings—procedure and quorum

- (1) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.

- (2) 5 members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall constitute a quorum.

26. Presiding member

- (1) The Director CISM Services shall preside at each general meeting of the ACT CISM Information Service.
- (2) If the Director CISM Services is absent from a general meeting, the members present shall elect 1 of their number to preside at the meeting.

27. Adjournment

- (1) The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a general meeting is adjourned for 14 days or more, the Director Administration shall give written or oral notice of the adjourned meeting to each member of the ACT CISM Information Service stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subrules (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

28. Making of decisions

- (1) A question arising at a general meeting of the ACT CISM Information Service shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the ACT CISM Information Service, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the association, a poll may be demanded by the person presiding or by not less than 3 members present in person or by proxy at the meeting.
- (3) Where the poll is demanded at a general meeting, the poll shall be taken—

- (a) immediately in the case of a poll which relates to the election of the person to preside at the meeting or to the question of an adjournment; or
- (b) in any other case, in such manner and at such time before the close of the meeting as the person presiding directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

29. Voting

- (1) Subject to subrule (3), upon any question arising at a general meeting of the ACT CISM Information Service a member has 1 vote only.
- (2) All votes shall be given personally or by proxy but no member may hold more than 5 proxies.
- (3) In the case of an equality of votes on a question at a general meeting, the person presiding is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the ACT CISM Information Service unless all money due and payable by the member or proxy to the ACT CISM Information Service has been paid, other than the amount of the annual subscription payable in respect of the then current year.

30. Appointment of proxies

- (1) Each member shall be entitled to appoint another member as proxy by notice given to the Director Administration no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy shall be in the form set out in Appendix 2 to these rules.

PART V—MISCELLANEOUS

31. Funds—source

- (1) The funds of the association shall be derived from annual subscriptions of members, fee-for-service training and consultancy services, donations and grants, subject to any resolution passed by the ACT CISM Information Service in general meeting and subject to section 114 of the Act, such other sources as the Board of Management determines.
- (2) All money received by the ACT CISM Information Service shall be deposited as soon as practicable and without deduction to the credit of the ACT CISM Information Service bank account.
- (3) The ACT CISM Information Service shall, as soon as practicable after receiving any money, issue an appropriate receipt.

32. Funds—management

- (1) Subject to any resolution passed by the ACT CISM Information Service in general meeting, the funds of the ACT CISM Information Service shall be used in pursuance of the objects of the ACT CISM Information Service in such manner as the Board of Management determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 members of the Board of Management or employees of the ACT CISM Information Service, being

members of the Board of Management or employees authorised to do so by the Board of Management.

33. Alteration of objects and rules

Neither the objects of the ACT CISM Information Service referred to in section 29 of the Act nor these rules shall be altered except in accordance with the Act.

34. Common seal

- (1) The common seal of the ACT CISM Information Service shall be kept in the custody of the Director Administration.
- (2) The common seal shall not be affixed to any instrument except by the authority of the Board of Management and the affixing of the common seal shall be attested by the signatures either of 2 members of the Board of Management or of 1 member of the Board of Management and of the Director Administration.

35. Custody of books

Subject to the Act, the Regulations and these rules, the Director Administration shall keep in his or her custody or under his or her control all records, books, and other documents relating to the ACT CISM Information Service.

36. Inspection of books

The records, books and other documents of the ACT CISM Information Service shall be open to inspection at a place in the Territory, free of charge, by a member of the ACT CISM Information Service at any reasonable hour.

37. Service of notice

- (1) For the purpose of these rules, a notice may be served by or on behalf of the ACT CISM Information Service upon any member either personally or by sending it by post to the member at the member's address shown in the register of members.
- (2) Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, 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.

38. Surplus property

- (1) At the first general meeting of the ACT CISM Information Service, the ACT CISM Information Service shall pass a special resolution nominating—
 - (a) another association for the purpose of paragraph 92 (1) (a) of the Act; or
 - (b) a fund, authority or institution for the purpose of paragraph 92 (1) (b) of the Act,
 in which it is to vest its surplus property in the event of the dissolution or winding up of the ACT CISM Information Service.
- (2) An association nominated under paragraph (1) (a) must fulfil the requirements specified in subsection 92 (2) of the Act.

APPENDIX 1 Subrule 3(1) (Accepted dependent on Manual Banking acceptance)

**APPLICATION FOR MEMBERSHIP
ACT CISM INFORMATION SERVICE Inc.**
(incorporated under the Association Incorporation Act 1991)

I,(full name of applicant)

of(address)

a member ofPeer Support / CISM Team, or having the

following CISM experience

hereby apply to become a member of the above-named incorporated association. In the event of my admission as a member, I agree to be bound by the rules of the ACT CISM Information Service for the time being in force.

.....(Signature of applicant) Date

I,(full name)

a member of the ACT CISM Information Service, nominate the applicant, who is personally known to me, for membership of the ACT CISM Information Service.

.....(Signature of proposer) Date

I,(full name)

a member of the ACT CISM Information Service, second the nomination of the applicant, who is personally known to me, for membership of the ACT CISM Information Service.

.....(Signature of seconder) Date

MEMBERSHIP IS BY ANNUAL SUBSCRIPTION

The current subscription is \$22 (inc. GST. Subscribers receive the Annual Report, three newsletters per annum, and conference / course discounts.

Method of Payment (On payment, this application becomes a TAX INVOICE)

- Paypal** (accepts credit cards) via the Membership Page on our website.
- Cheque** (make payable to ACT CISM and post to ACT CISM Treasurer, GPO Box 1799, Tuggeranong ACT 2901)

ACT CRITICAL INCIDENT STRESS MANAGEMENT INFORMATION SERVICE Inc.

PO BOX 1799, TUGGERANONG ACT 2901

ABN

66 087 939 785

APPENDIX 2

Subrule 30 (2)

FORM OF APPOINTMENT OF PROXY

I,(full name)

of(address)

being a member of the ACT CISM Information Service Incorporated, hereby appoint:

.....(full name of proxy)

of(address)

being a member of that incorporated association, as my proxy to vote for me on my behalf at the general meeting of the ACT CISM Information Service (annual general meeting or other general meeting, as the case may be) to be held on the:

.....day of 19 and at any adjournment of that meeting.

*My proxy is authorised to vote in favour of/against (*delete as appropriate*) the resolution (*insert details*).

..... (Signature of member appointing proxy)

Date

NOTE: A proxy vote may not be given to a person who is not a member of the association.

**To be inserted if desired*

APPENDIX 3

ACT CISM INFORMATION SERVICE Inc. CODE OF CONDUCT

This code sets out principles of members' and employees' conduct required by the ACT CISM Information Service Inc. to safeguard:

- the rights and welfare of ACT CISM Information Service clients
- the integrity of the Critical Incident Stress Management Model.

1 Confidentiality

Members and employees must respect the confidentiality of information obtained from clients during activities of the ACT CISM Information Service. However in those unusual circumstances where failure to disclose may result in a clear risk to the client or to others, the member or employee may disclose information necessary to avert risk. Everyone must inform clients of the legal and other limits to confidentiality.

2 Respect

Members and employees must be sensitive to cultural, individual, status and role differences, including those due to age, gender, race, culture, religion, sexual orientation, disability, language, and socio-economic status. Members and employees must not act in a discriminatory manner nor condone discriminatory practices against other members, employees, clients or visitors of the ACT CISM Information Service on the basis of those differences.

3 Competence

Members and employees shall maintain appropriate skills and learning in their areas of service within the ACT CISM Information Service.

- (a) Members and employees must not misrepresent their competence or qualifications.
- (b) Members and employees must refrain from offering advice or services beyond their competence or qualifications
- (c) Members and employees involved in the CISM Team of the ACT CISM Information Service must attend Team meetings following CISM service provision and at least 50% of the Team's annual training plan.
- (d) The ACT CISM Information Service will offer opportunities to all members and employees for development and clinical supervision, so members and employees may maintain or achieve appropriate competence for those areas in which they are involved or employed.

4 Teaching and Public Speaking

Members and employees responsible for education, promotion and training services of the ACT CISM Information Service must ensure that these services are competently designed and delivered. Members and employees must ensure:

- (a) the information is current and accurate;
- (b) the presentation is objective;
- (c) requests for further information are answered expediently, either by the presenter or a referral provided; and
- (d) the presenter does not misrepresent their competence or qualifications.

I,(full name of member or employee)
hereby agree to abide by this code of conduct whilst providing services for the ACT
CISM Information Service.

.....(signature)(date)