

RULES OF INCORPORATION

WODONGA STUDENT ASSOCIATION INCORPORATED

THE STUDENT ASSOCIATION OF LA TROBE UNIVERSITY ALBURY-WODONGA CAMPUS

Part 1 - Preliminary

1. Name

The name of the incorporated association is WODONGA STUDENT ASSOCIATION INCORPORATED. in these rules called "the Association"

2. Purposes

The purposes of the association are to provide services, activities and facilities for the members and guests of the association and operate within the University and broader community.

3. Financial year

The financial year of the Association is each period of 12 months ending on 31st December

4. Definitions

(1) In these rules, unless the contrary intention appears:

University means La Trobe University Albury/Wodonga Campus

Committee means the Committee of Management of the Association

Financial year means the year ending on 31st December

General Meeting means a general meeting of members convened in accordance with Rule 21.

Member means a currently enrolled student of La Trobe University (Albury/Wodonga Campus)

Ordinary Member of the Committee means a member of the Committee who is not an officer of the Association under Rule 23

The Act means the Associations Incorporation Reform Act 2012.

The Regulations means regulations under the Act.

(2) Alteration of the Rules

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

Part 2 - Powers of Association

5. Powers of Association

(1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.

(2) Without limiting subrule 5.1, the Association may -

- (a)** Acquire, hold and dispose of real or personal property;
- (b)** Open and operate accounts with financial institutions;
- (c)** Invest its money in any security in which trust monies may lawfully be invested;
- (d)** Raise and borrow money on any terms and in any manner it thinks fit;
- (e)** Secure the repayment of money raised or borrowed, or the payment of a debt or liability;
- (f)** Appoint agents to transact business on its behalf;
- (g)** Enter into any other contract it considers necessary or desirable

(3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes

6. Not for profit organisation

(1) The Association must not distribute any surplus, income or assets directly or indirectly to its members

(2) Subrule (1) does not prevent the Association from paying a member -

- (a)** reimbursement for expenses properly incurred by the member; or
- (b)** For goods or services provided by the member-

If this is done in good faith on terms no more favourable than if the member was not a member

Part 3 - Members, Disciplinary Procedures and Grievances

Division 1 - Membership

7. Minimum number of members

The Association must have at least 5 members

8. Who is eligible to be a member

- (1) Any student enrolled at La Trobe University (Albury-Wodonga Campus) is eligible for membership.
- (2) Members of the classes of persons listed under section 8 (3) of these rules

8. Membership

- (1) Subject to sections 12 and 14 of these rules, each person who is currently enrolled as a La Trobe University (Albury-Wodonga campus) student is a member of the Association
- (2) Only members have the right to vote

Honorary Members

- (3) Authorised staff of the Association or any member of the committee of the Association may elect any person who belongs to the following classes of persons to be an honorary member of the Association
 - (a) Staff of Wodonga Student Association Inc., Wodonga Institute of TAFE and La Trobe University Albury/Wodonga Campus.
 - (b) Staff and students from other Tertiary Institutions (or other campuses of La Trobe University or Wodonga Institute of TAFE) visiting the campus for the purpose of educational, sporting, cultural activity, conference, function or meeting.
 - (c) Immediate family of staff and students of this campus.
 - (d) Graduates, their visitors and distinguished guests and speakers in the occasion of each graduation ceremony.
 - (e) Previous graduates of this campus visiting the campus for the purpose of educational, cultural activity, conference, function or meeting.
 - (f) Special guests of an official occasion, such as a speaker at a conference.
- (4) An honorary member shall not have the right to vote or stand for election
- (5) The entrance fee is nil
- (6) The annual subscription is nil

9. General rights of members

- (1) A member of the Association who is entitled to vote has the right -
 - (a) To receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - (b) To submit items of business for consideration at a general meeting; and
 - (c) To attend and be heard at general meetings; and
 - (d) To vote at a general meeting; and
 - (e) To have access to the minutes of general meeting
 - (f) To inspect the register of members

(2) A member is entitled to vote if -

- (a) The member is a member other than an honorary member; and
- (b) More than 10 business days have passed since he or she became a member of the Association; and
- (c) The member's membership rights are not suspended for any reason

10 Rights not transferrable

The rights of a member are not transferrable and end when membership ends

11 Ceasing membership

(1) The membership of a person ceases on resignation, expulsion, discontinuing as an enrolled student, or death.

12 Resigning as a member

- (1) A member of the Association may resign from the Association by giving a request in writing to the secretary, and upon receipt by the secretary of the resignation, the member shall cease to be a member.
- (2) The Association shall keep a register containing the name and student number of each member of the Association who resign under the clause 12.1. Any member may inspect such a register at the office.

13 Register of members

(1) Wodonga Student Association Inc must have a register of current members that includes:

- (a) The member's name
- (b) The member's address
- (c) The date of becoming a member
- (d) The member's student number (if not an honorary member)

(2) A member may inspect the register of members at the office of Wodonga Student Association Inc. Inspection of the register is subject to sections 58 and 59 of the Act.

Division 1 - Disciplinary action

14 Disciplinary action

(1) The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member -

- (a)** Has failed to comply with these Rules; or
- (b)** Refuses to support the purposes of the Association; or
- (c)** Has engaged in conduct prejudicial to the Association

(2) Before disciplinary action is taken against a member, the Secretary must give written notice to the member -

- (a)** Stating that the Association proposes to take disciplinary action against the member; and
- (b)** Stating the grounds for the proposed disciplinary action; and
- (c)** Specifying the date, place and time of the meeting at which the Committee intends to consider the disciplinary action, and
- (d)** Advising the member that he or she may do one or both of the following:
 - i.** Attend the disciplinary meeting and address the Committee at that meeting
 - ii.** Give a written statement to the Committee at any time before the disciplinary meeting
- (e)** Setting out the member's appeal rights under this Division

(3) This notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

15 Decision of Committee

(1) At the disciplinary meeting, the Committee must

- (a)** Give the member an opportunity to be heard; and
- (b)** Consider any written statement submitted by the member

(2) After complying with subrule (1), the Committee may -

- (a)** Take no further action against the member; or
- (b)** Subject to subrule (3) -
 - i.** Reprimand the member; or
 - ii.** Suspend the membership rights of the member for a specified period; or
 - iii.** Expel the member from the Association

(3) The Committee may not fine the member

(4) The suspension of membership rights or the expulsion of a member by the Committee under this rule takes effect immediately after the vote is passed.

16 Appeal rights

(1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 15 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion

(2) The notice must be in writing and given -

- (a)** To the Committee immediately after the vote to suspend or expel the person is taken; or
 - (b)** To the Secretary not later than 48 hours after the vote
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must -
 - (a)** Specify the date, time and place of the meeting; and
 - (b)** State -
 - i. The name of the person against whom the disciplinary action has been taken; and
 - ii. The grounds for taking that action; and
 - iii. That at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

17 Conduct of disciplinary appeal meeting

- (1) At a disciplinary appeal meeting -
 - (a)** No business other than the question of the appeal may be conducted; and
 - (b)** The Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - (c)** The person whose membership has been suspended or who has been expelled must be given an opportunity to be heard
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked
- (3) A member may not vote by proxy at the meeting
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

Division 3 - Grievance procedure

18 Disputes and Mediation

(1) The grievance procedure set out in this rule applies to disputes under these Rules between –

- (a) A member and another member; or
- (b) A member and the Committee;
- (c) A member and the Association

(2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

(3) The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

(4) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

(5) The mediator must be –

- (a) A person chosen by agreement between the parties; or
- (b) In the absence of agreement –
 - (i) In the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
 - (ii) In the case of a dispute between a member and the Committee or the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria

(5) A member of the Association can be a mediator

(6) The mediator cannot be a member who is a party to the dispute; has a personal interest in the dispute, or is biased in favour of or against any party

(7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation

(8) The mediator, in conducting the mediation, must

- (a) Give the parties to the mediation process every opportunity to be heard; and
- (b) Allow due consideration by all parties of any written statement submitted by any party; and
- (c) Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process

(9) The mediator must not determine the dispute

(10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

Part 4 - General meetings of the Association

19 Annual general meetings

- (1) The Association shall in each calendar year convene an annual general meeting of the Association to be held within 5 months after the end of the financial year
- (2) The Committee may determine the date, time and place of the annual general meeting
- (3) The annual general meeting shall be specified as such in the notice convening it.
- (4) The ordinary business of the annual general meeting shall be;
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meetings held since that meeting
 - (b) to receive from the Committee reports upon the transactions of the Association during the last preceding financial year;
- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules

20 Special general meetings

- (1) All general meetings other than the annual general meeting shall be called special general meetings
- (2) The Committee may, whenever it thinks fit, convene a special general meeting of the Association
- (3) No business other than that set out in the notice may be conducted at the meeting
- (4) The Committee shall, on the requisition in writing of members and in accordance with subrule 5, representing not less than 30 members, convene a special general meeting of the Association.
- (5) The requisition for a special general meeting shall state the business to be considered at the meeting and shall be signed by the members making the requisition and be given to the secretary. It may consist of several documents in a like form each signed by one or more of the members making the requisition.
- (6) If the Committee does not cause a special general meeting to be held within one month after the date on which the requisition is received by the Secretary, the members making the requisition, or any of them, may convene a special general meeting to be held not later than 3 months after that date. Only business stated in the request may be considered.
- (7) A special general meeting convened by members in pursuance of these rules shall be convened in the same manner or as nearly as possible as that in which those meetings are convened by the Committee.

21 Notice of general meetings

- (1) At least 14 days (10 academic days) notice shall be given to the members of an annual general meeting, such notice appearing in at least one official publication and/or official noticeboard. At least 21 days (15 academic days) notice shall give given to the members of any general meeting at which a special resolution is to be proposed.
- (2) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- (3) A member desiring to bring any business before a meeting may give notice of that business in writing to the secretary, who shall include that business in the notice calling the next general meeting after the receipt of the notice.

22 Proceedings at meetings

- (1) All business that is transacted at a special general meeting and all business that is transacted at the annual meeting with the exception of that specially referred to in these rules as being the ordinary business of the annual general meeting shall be deemed to be special business.
- (2) 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 when the meeting is considering that item.
- (3) Thirty (30) members personally present (being entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting
- (4) 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 next week at the same time and (unless another place is specified by the chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the 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 be a quorum.
- (5) The President, or in his absence, the Vice-President, shall preside as Chairman at each general meeting of the Association
- (6) If the President and the Vice-President are absent from a general meeting, the members present shall elect one of their number to preside as Chairman at the meeting.
- (7) The Chairman of a general meeting at which a quorum is present may, with the consent of 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
- (8) Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.
- (9) Except as provided in sub-clauses (13.1) and (13.2), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
- (10) A question arising at a general meeting of the Association 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 chairman that a resolution has, on the show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
- (11) Upon any question arising at a general meeting of the Association, a member has one vote only.
- (12) All votes shall be given personally or by proxy.
- (13) In the case of an equality of voting on a question, the chairman of the meeting is entitled to exercise a second or casting vote.
- (14) If at a meeting a poll on any question is demanded by not less than three members, it shall be taken at that meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be the resolution of the meeting on that question
- (15) A poll that is demanded on the election of a Chairman or on any question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.
- (16) A member is not entitled to vote at any general meeting unless all moneys due and payable by him to the Association have been paid.
- (17) Each member shall be entitled to appoint another member as his proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (18) The notice appointing the proxy shall be in the form set out in Appendix 2.

Part 5 - Committee

23 Committee of management

- (1) The affairs of the Association shall be managed by a Committee of Management constituted as provided in Rule 24 and shall be called the Student Executive.
- (2) The Committee:
 - (a) shall control and manage the business and affairs of the Association;
 - (b) may, subject to these rules, regulations and the Act, exercise all such powers and function that are required by these rules to be exercised by general meetings of the members of the Association; and
 - (c) subject to these rules, regulations and the Act, has the power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.
- (3) All members of the Association are eligible to stand for election to the Student Executive, except those employed by the Wodonga Student Association, or permanent and contract employees of La Trobe University Albury-Wodonga.
- (4) Committee members of Wodonga Student Association must disclose any casual employment with Wodonga TAFE or La Trobe University.
- (5) The officers of the Association shall be:
 - (a) President
 - (b) Vice-President
 - (c) Treasurer
 - (d) Secretary
 - (e) Residents and social networking officer
 - (f) La Trobe Representative
 - (g) Entertainment Officer
 - (h) Sports and Recreation Officer
 - (i) Wellbeing Officer
 - (j) Publications Officer
- (6) The current committee is eligible for re-election. The election will be held in Semester 2
- (7) In the event of a casual vacancy in any office referred to in sub-clause (1), the Committee shall hold a bi-election. If vacancies fall at the end of the academic year or during mid-year exams or holidays, or leading up to mid-semester or end of year – when there is inadequate time to hold an election within semester, another member from within the committee may vacate their current position to hold the vacant position. An election will then be held for the position that the committee member has vacated as soon as possible during term time. All committee positions conclude at the end of the calendar year.
- (8) The Committee shall consist of:
 - (a) the officers of the Association,
 - (b) the Liaison Officer appointed by the Association, being a non-voting member; and
 - (c) the Returning Officer appointed by the Association, being a non-voting member.
- (10) Each ordinary member of the Committee shall, subject to these rules, hold office until the general elections next after the date of his appointment but is eligible for re-appointment.
- (11) In the event of a casual vacancy occurring in the office of an ordinary member 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 end of calendar year

24 Election of officers and vacancies

(1) Nominations of candidates for election as officers of the Association

- (a)** shall be made in writing by the candidate, shall include the candidate's contact details, be signed by two members of the Association, and be accompanied by the written consent of the candidate.
 - (b)** shall be delivered to Wodonga Student Association offices, in person by the candidate, prior to the advertised close of nomination time, which shall be no less than 4 days before the date fixed for the election
 - (c)** every member (excluding honorary members) of the Association, who is enrolled at La Trobe University Albury-Wodonga campus, is eligible to be nominated for election to any position or officer of the Association
 - (d)** The term of office for the newly elected committee will be for the upcoming calendar year
 - (e)** From date of election until end of the current calendar year, the newly elected committee will have an induction and changeover period with current committee
 - (f)** A member can only nominate for one of the positions of the officers of the Association
- (2) If insufficient nominations are received to fill all vacancies on the Committee, the candidates shall be deemed to be elected and further nominations shall be received during an advertised period
- (3) If the number of nominations received is equal to the number of vacancies on the Committee, the candidates nominated shall be deemed to be elected
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- (5) The ballot for the election of officers and ordinary members of the Committee shall be conducted during general elections in such usual and proper manner as the Committee may direct
- (6) Every member (excluding honorary members) of the Association, who is enrolled at La Trobe University Albury-Wodonga campus, is entitled to vote in respect of the election of every officer in the committee
- (7) Voting shall be by secret ballot and be conducted by optional preferential system of election
- (8) In the event of a tie, the tied candidates shall draw straws to determine the outcome.
- (9) For the purposes of these rules, the office of an officer of the Association or of an ordinary member of the Committee becomes vacant if the officer or member:
- (a)** ceases to be a member of the Association
 - (b)** becomes as insolvent under administration within the meaning of the Companies (Victoria) Code; or
 - (c)** resigns his office by notice in writing given to the secretary
- (10) Advertising of elections must be for at least 14 days (10 academic days) in semester time

25 Proceedings of the Committee

- (1) The Committee shall meet at least 12 times in each year at such place and such times as the Committee may determine.
- (2) Special meetings of the Committee may be convened by any 6 members of the Committee.
- (3) Notice shall be given to members of the Committee of any special meeting specifying the general nature of business to be transacted and no other business shall be transacted at such a meeting.

- (4) Half plus one members of the Committee constitutes a quorum for the transaction of the business of a meeting of the committee. (For example, with 10 committee members, 6 is the quorum)
- (5) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the day in the following week unless the meeting was a special meeting in which case it lapses
- (6) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee. The member -
 - (a) Must not be present while the matter is being considered at the meeting; and
 - (b) Must vote on the matter
- (7) Subrule (6) does not apply to a material personal interest
 - (a) That exists only because the member belongs to a class of persons for whose benefit the Association is established; or
 - (b) That the member has in common with all, or a substantial proportion of, the members of the Association
- (8) At meetings of the Committee
 - (a) the President or in his absence the Vice-President shall preside; or
 - (b) if the President and the Vice-President are absent, such one of the remaining members of the Committee as chosen by the members present shall preside.
- (9) Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- (10) Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (11) Each committee member will be advised of committee meetings by telephone, e-mail, or by other means previously arranged, at a reasonable time before the meeting.
- (12) Subject to subrule (4) the Committee may act notwithstanding any vacancy on the Committee.
- (13) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.
- (14) For the purpose of subrule (14), a committee member participating in a committee meeting as permitted under subrule (14) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

25 Secretary

- (1) The secretary of the Association shall keep minutes of the resolutions and proceedings of each general meeting and each committee meeting together with a record of the names of persons present at committee meetings.

26 Removal of a member of the Committee

- (1) The Association in general meeting may by resolution remove any member of the Committee before the expiration of his term of office and appoint another member in his stead to hold office until the expiration of the term of the first-mentioned member
- (2) Where the member to whom a proposed resolution referred to in sub-clause (1) makes representations in writing to the secretary or President of the Association (not exceeding a reasonable length) and request that they be notified to the members of the Association, the secretary or the President may send a copy of the representations to each member of the Association or, if they are not so sent, the member may require that they be read out at the meeting.

Part 6 - Financial matters

27 Source of funds

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest, and any other sources approved by the Committee.

28 Management of funds

- (1) The Association must open accounts with a financial institution from which all expenditure of the Association is made and into which all the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association
- (3) The Committee may authorise the Treasurer or a staff person employed by the Association to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) With the approval of the Committee, the Treasurer or a staff person employed by the Association may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

29 Financial records

- (1) The Association must keep financial records that -
 - (a) Correctly record and explain its transactions, financial position and performance; and
 - (b) Enable financial statements to be prepared as required by the Act
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer or a staff person employed by the Association must keep in his or her custody, or under his or her control -
 - (b) The financial records for the current financial year; and
 - (c) Any other financial records as authorised by the Committee

30 Financial statements

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met
- (2) Without limiting subrule (1), those requirements include -
 - (a) The preparation of the financial statements;
 - (b) If required, the review or auditing of the financial statements;
 - (c) The certification of the financial statements by the Committee;
 - (d) The submission of the financial statements to the annual general meeting of the Association;
 - (e) The lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

Part 7 - General matters

31 Seal

- (1) The Common Seal of the Association shall be kept in the custody of the secretary.
- (2) The Common Seal shall not be affixed to any except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures either of two members of the Committee or of one member of the Committee and of the Public Officer of the Association.

32 Notices

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

33 Winding up or cancellation

- (1) In the even of the winding up or the cancellation of the incorporation of the Association, the assets of the Association shall be disposed of in accordance with the provisions of the Act.

34 Custody of records

- (1) Except as otherwise provided in these rules, the secretary or a staff person employed by the Association shall keep in his custody or under his control all documents and securities of the Association.

35 Requirements under the liquor control act

Notwithstanding any other provision of these rules:

- (1) The club shall not make any payment of any amount to an officer or servant of the club by way of commission or allowance from the receipts of the club for the sale or disposal of liquor
- (2) A visitor to the club must not be supplied with liquor in the club premises unless:
 - (a) the visitor is a guest in the company of a member of the club and is introduced to the Club by a member in accordance with the Rules of the Club; or
 - (b) unless such supply is in accordance with the terms of a limited licence granted under the Liquor Control Act 1987

(3) A person shall not:

- (a) be admitted as an honorary member of the club;
- (b) be exempted from the obligation to pay the ordinary subscription for the membership of the club

unless the person is of a class specified in these Rules and the admission or exemption is in accordance with these rules.

- (4) The Club shall provide a register which shall be used for the keeping of records of guests.

AIMS AND OBJECTIVES

WODONGA STUDENT ASSOCIATION INC.

- 1.1** To represent and safeguard the interests of all members at all levels of university decision-making
- 1.2** To ensure that the Association's members are regarded as mature adults, responsible for their actions and treated accordingly
- 1.3** To uphold the principles of equal opportunity and, wherever possible, protect members from discrimination of any form
- 1.4** To promote the social, education and cultural welfare of members, and encourage communication amongst members
- 1.5** To protect the general welfare of members and further the services available to them
- 1.6** To promote a good social and working relationship between members and staff
- 1.7** To be accountable to constituent members
- 1.8** To provide services, facilities and activities conducive to the welfare of members
- 1.9** To co-operate with other Student Associations or Student Unions to promote, encourage and co-ordinate activities and interests of members generally, insofar as such activities and interests accord with the aims and objectives of this Association

FORM FOR APPOINTMENT OF PROXY

I _____ of _____ being a member of Wodonga Student Association hereby appoint _____ of _____ being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the general meeting of the Association (annual general meeting or special general meeting, as the case may be) to be held on the _____ day of _____, 20____ and at any adjournment of that meeting.

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

Signed

The ____ day of _____ 20____