



Shelter Tasmania Inc.
Constitution

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SHELTER TASMANIA (INC.) CONSTITUTION

1 NAME

- 1.1 The name of the Association shall be SHELTER TASMANIA (INCORPORATED): hereinafter referred to as "the Association".

2 INTERPRETATION

- 2.1 In this constitution the following expression to the following meaning:
- 2.1.1 'Executive' means the office holders of the Association in accordance with clause 15.2.
 - 2.1.2 "Special Resolution" means a resolution passed by a three quarters majority of the members of the Association present at any Annual General Meeting, Special General Meeting or Shelter Management Committee Meeting.
 - 2.1.3 "Management Committee" means the Management Committee as referred to in Clause 15.
- 2.2 In these Rules, expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, facsimile, electronic mail and other modes of representing or reproducing words in a visible form.

3 OFFICE

- 3.1 The office of the Association will be determined by the Management Committee.

4 OBJECTIVES

- 4.1 The Objectives of the Association are to:
- 4.1.1 Provide support to enable individuals to access affordable, safe and secure long-term housing that they identify as appropriate to their needs by:
 - 4.1.1.1 The promotion of access to housing of a quality that enhances people's health, well-being, dignity and life opportunities.
 - 4.1.1.2 The promotion and support of consumers and community participation in decision making in relation to their housing and to promote access to avenues of appeal across all housing tenures.
 - 4.1.1.3 Promoting opportunities for members of the community to access housing provision free from discrimination as a result of age, gender, ethnicity, health status, religion, sexual orientation or disability.
 - 4.1.1.4 Participation in and/or implementing programs designed to contribute to the alleviation or elimination of homelessness and related issues.

- 4.1.2 To educate the community about issues relating to housing and homelessness by:
 - 4.1.2.1 Promoting the benefits of public and community housing in the community and across all spheres of government.
 - 4.1.2.2 Creating opportunities to support and coordinate non-government organisations and agencies with similar interests and objectives to the Association.
- 4.1.3 Provide a structure that enables the members to inform policy development in a manner that is consistent with the objectives and vision of the Association and also reflects the needs of homeless people and people who live in poverty or on low incomes.

5 POWERS OF THE ASSOCIATION

- 5.1 In addition to the basic objects of the Association, as stated in Clause 4, the objects, purposes and powers of the Association shall be deemed to include:
 - 5.1.1 the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes and powers of the Association;
 - 5.1.2 the buying, selling and supplying of, and dealing in goods of all kinds; the construction, maintenance and alteration of buildings or works necessary or convenient;
 - 5.1.3 the accepting of any gift, whether subject to a special trust or not, for one or more of the objects or purposes and powers of the Association;
 - 5.1.4 the taking of such steps from time to time as the Management Committee or the members at a General Meeting may deem expedient for the purpose of procuring contributions to the funds of the Association, whether by way of donations, subscriptions, government funding or otherwise;
 - 5.1.5 the printing and publishing of such newspapers, periodicals, books, leaflets, or other documents as the Management Committee or the members in general meeting may think desirable for the promotion of the objects and purposes of the Association;
 - 5.1.6 the borrowing and raising of money in such manner and on such terms as the Management Committee may think fit or as may be approved or directed by resolution passed at a general meeting;
 - 5.1.7 subject to the provisions of the *Trustee Act 1898*, the investment of any monies of the Association not immediately required for any of its objects or purposes or powers in such manner as the committee from time to time determine;

- 5.1.8 the making of gifts, subscriptions, or donations to any of the funds, authorities, or institutions to which section 78A of the *Income Tax Assessment Act 1936* of the Commonwealth relates;
- 5.1.9 the establishment and support, or aiding in the establishment and support, of associations, institutions, funds, trusts, schemes and conveniences calculated to benefit servants or past servants of the Association and their dependants and the granting of pensions, allowances, or other benefits to servants or past servants of the Association and their dependants, and the making of payments towards insurance in relation to any of those purposes;
- 5.1.10 the establishment and support, or aiding in the establishment or support, or any other association formed for any of the basic objects of the Association;
- 5.1.11 the purchase or acquisition, and undertaking, of all or part of the property, assets, liabilities and engagements of any association with which the Association may at any time become amalgamated in accordance with the provisions of the Act and the rules of the Association; and
- 5.1.12 the doing of all such other lawful things as are incidental or conducive to the attainment of the basic objects of the Association or of any of the objects and purposes specified in the foregoing provisions of this sub-clause.

6 APPLICATION FOR MEMBERSHIP

- 6.1 The Association shall have the following categories of membership:
 - 6.1.1 Organisational membership – which shall be offered to organisations that support the objectives of the Association. Organisations shall, at the time of application, nominate one (1) primary representative and one (1) alternate representative to act on their behalf. Organisations shall be responsible for advising the Association in writing of any changes to nominated representatives.
 - 6.1.2 Individual membership – which shall be offered to individuals who support the objectives of the Association.
 - 6.1.3 Honorary life membership – which may be offered to any person who has rendered outstanding services consistent with the objectives of the Association.
 - 6.1.4 Associate membership – which shall be offered to government instrumentalities whose roles include the direct provision, funding or regulation of housing or housing related services, and to employees of such instrumentalities. Associate members shall not be entitled to nominate for Management Committee positions or to vote at general meetings.
 - 6.1.5 Applications shall be made in writing to the Public Officer, on the form prescribed.

7 RIGHTS OF MEMBERSHIP

- 7.1 Members of the Association other than Associate Members will be entitled to:

- 7.1.1 Vote at all General Meetings of the Association;
- 7.1.2 Nominate for positions in the Management Committee; and
- 7.1.3 All members will be entitled to receive State Shelter Newsletters and other publications as shall be determined by the Management Committee.

8 ACCEPTANCE OF MEMBERSHIP

- 8.1 The Management Committee shall have the right to accept or refuse membership to any organisation or individual.
- 8.2 Upon approval by the Management Committee the Applicant's name shall be entered in the Membership Register. In the event that an application is refused, the Management Committee shall advise the applicant in writing stating reasons for that refusal.
- 8.3 An applicant who is refused membership may ask for that refusal to be reconsidered in the following way:
 - 8.3.1 By applying in writing to the Management Committee asking for a review of the refusal and;
 - 8.3.2 That application to the Management Committee must state the reasons why the Application should be accepted.
- 8.4 The Management Committee must reconsider the Application for membership and reply to the applicant in writing within 21 days of receipt of notice to review the application stating either:
 - 8.4.1 That the application for membership has been accepted; or
 - 8.4.2 That the application has been refused and stating reasons for that refusal.

9 MEMBERSHIP FEES

- 9.1 The membership fees of the Association shall be those determined from time to time by the Management Committee.
- 9.2 If membership fees are not paid within three (3) calendar months of nomination or renewal of membership, then such members shall be deemed unfinancial and be removed from the list of members. Membership fees are due and payable prior to the commencement of the Annual General Meeting.
- 9.3 Any member who has been deemed unfinancial under Rule 9.2 will lose all rights of membership until such time as their membership fees are paid.
- 9.4 The Treasurer shall ensure that written advice of annual membership renewal is received by all members prior to their last day of financial membership.
- 9.5 The Management Committee may waive part or all of membership fees to applicants identified as experiencing financial hardship.
- 9.6 New members can apply to join the Association at any time throughout the year.
- 9.7 New members applying after 1 January in any year shall pay 50% of the annual membership fee.

10 INCOME & PROPERTY

- 10.1 The income and property of the Association, however derived, shall be applied solely towards the promotion of the objectives of the Association and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus or otherwise, to any member of the Association.
- 10.2 Nothing in the provision of the foregoing rule prevents the payment in good faith to a employee or member of the Association of:
 - 10.2.1 remuneration in return for services actually rendered to the Association by the employee or member or for goods supplied to the Association by employee or member in the ordinary course of business;
 - 10.2.2 a reasonable and proper sum by way of rent for premises let to the Association by the employee or member; or
 - 10.2.3 repayment of out-of-pocket expenses by member or employee.
- 10.3 For any payment exceeding Ten Dollars (\$10.00) to be made under 10.2.3 the member or employee must produce receipt documentation.

11 ACCOUNTS & FINANCE

- 11.1 The financial records of the Association shall consist of receipt books, ledgers, journals, cheque books and other such books including computer records, as are deemed necessary by the Management Committee to show the current financial position of the Association.
- 11.2 The Executive Committee shall once in each year ensure that proper accounts of income and expenditure and balance sheets be kept.
- 11.3 The books of accounts shall be kept at such a place as the Executive Committee shall think fit.
- 11.4 The Executive Committee will adopt appropriate procedures for financial matters in the running of the Association.

12 AUDITOR

- 12.1 An auditor who shall not be a member of the Association or a member of the Management Committee, shall be appointed annually at the Annual General Meeting.
- 12.2 If a casual vacancy occurs in the office of the auditor during the course of a financial year, the Management Committee may appoint a person as auditor and that person shall hold office until the next succeeding Annual General Meeting.
- 12.3 The auditor may only be removed by special resolution at a General Meeting.
- 12.4 If the auditor is removed under the above Clause, the General Meeting must appoint a new auditor.

13 AUDIT OF ACCOUNTS

- 13.1 Once at least in each financial year of the Association the accounts of the Association shall be examined by the auditor.

- 13.2 The auditor shall certify as to the correctness of the accounts of the Association and shall report thereon to the members present at the Annual General Meeting.
- 13.3 In this report, and certifying to the accounts, the auditor shall state:
- 13.3.1 whether she/he has obtained the information required by her/him;
 - 13.3.2 whether, in his/her opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association according to the information at his/her disposal and the explanations given to her/him and as shown by the books of the Association; and
 - 13.3.3 whether the rules relating to the administration of the Association's funds have been observed.
- 13.4 A member of the Executive must cause to be delivered to the auditor a list of the accounts, books and records of the Association.
- 13.5 The auditor:
- 13.5.1 has a right to access to the accounts, books, records, vouchers and documents of the Association;
 - 13.5.2 may require from the employees or Executive Officer such information and explanation as may be necessary for the performance of his/her duties as auditor;
 - 13.5.3 may employ persons to assist her/him in investigating the accounts of the Association; and
 - 13.5.4 may in relation to the accounts of the Association, examine any member or employee of the Association.

14 NON PROFIT

- 14.1 The income and property shall be applied solely towards the promotion of the Objects of the Association. No portion of the income or property of the Association shall be paid, transferred or distributed directly or indirectly to the members of the Association provided that nothing shall prevent the payment in good faith or remuneration to any officer or employee of the Association or to any person or group other than a member of the Association in return for services rendered to the Association.
- 14.2 Notwithstanding Rule 14.1 of this Constitution, members of the Association incurring reasonable expense in carrying out the Association business may be reimbursed from time to time with the approval of the Management Committee.
- 14.3 For any payment to be made pursuant to Rule 14.2 the member must provide receipt documentation before the Management Committee can make a reimbursement.

15 MANAGEMENT STRUCTURE

- 15.1 The governance functions of the Association shall be the responsibility of the Management Committee (also referred to as the "Committee").
- 15.2 The Management Committee shall comprise up to twelve (12) members of the Association elected at the Annual General Meeting, plus the Executive Officer,

who shall serve in an *ex officio* capacity. The Association shall endeavour to ensure that at least one of the Management Committee members is a person who has experience representing low income tenants.

15.3 The Executive, which shall be elected by the Committee as soon as practical after each AGM, shall comprise five (5) Office Bearers: the Chair, Deputy Chair, Secretary, Treasurer and Public Officer; plus the Executive Officer, who shall serve in an *ex officio* capacity.

15.3.1 The Executive has power to conduct the business of Shelter Tasmania in the interval between meetings of the Management Committee and deal with issues delegated by the Management Committee. The Executive shall report back at the next Management Committee meeting.

15.3.2 The quorum of the Executive shall be three (3) members.

15.4 Committee members shall be elected for two-year terms, with six (6) Committee positions being declared vacant each year. The first Committee elected after the adoption of this rule shall determine which of its number shall serve only initial one year terms. The Committee may determine this by consensus or by conducting a ballot at its first meeting following the relevant Annual General Meeting.

15.5 The Committee shall meet as often as may be required to conduct the business of the Association and not less than six times each year, one of which shall coincide with the Annual General Meeting and two other such meetings shall coincide with General Meetings of the Association.

15.6 The Management Committee will comprise of at least the Executive, the Executive Officer and two (2) other members of the Association but the Management Committee must not exceed a total of twelve (12) people and their proxies. The Association will endeavour to ensure that one of the Committee members be a person who has experience in representing low income tenants.

15.7 The quorum of Committee meetings shall be six, or, in the event of temporary vacancies on the Committee, no fewer than half of the remaining members. The Committee shall endeavour to hold face-to-face meetings wherever possible, but shall have the capacity to meet via teleconference or videoconference if required.

15.8 Committee members upon election or nomination to the Committee shall not, in their capacity as Committee Members, act as representatives of other organisations. Should there be a conflict of interest that affects their ability to do so it is expected that committee members notify Shelter Management Committee and stand down for that time.

15.9 The Chair or two other Members of the Committee shall have the power to call a meeting of the Committee. Notice of meetings shall be given at the previous Committee meeting or by seven days written notice distributed to all Committee Members, or in an emergency by such other notice as shall be ratified by the Committee.

- 15.10 For the purpose of these Rules, a Shelter Management Committee position becomes vacant if the occupant:
- 15.10.1 dies;
 - 15.10.2 becomes bankrupt;
 - 15.10.3 becomes of unsound mind;
 - 15.10.4 resigns his/her office by writing under his/her hand;
 - 15.10.5 ceases to be resident in the State; or
 - 15.10.6 fails, without leave granted by the Management Committee, to attend three consecutive meetings of the Association.
- 15.11 Vacancies unfilled or arising in the Executive or other Committee Members may be filled by the Committee by co-opting members until the next Annual General Meeting.
- 15.12 The Committee may function validly notwithstanding any vacancies so long as its number is not reduced below four.

16 FUNCTIONS

- 16.1 The function of the Committee and the Executive Officer shall be to govern the operation of the Association consistent with the objects of the Association and with decisions taken by members at General Meetings.
- 16.2 The Committee may appoint sub-Committees of members for specific purposes and may depute to them such powers and duties as the Committee may determine. Sub-Committees shall meet as they see fit and shall report to the Committee. There must be at least one Committee Member on any sub-Committee.
- 16.3 The Executive Committee and the sub-Committees of the Association may co-opt members and non-members of the Association to their Committees as required.
- 16.4 Minutes shall be kept and proper entries made therein of all business attended to at every meeting of the Management Committee.
- 16.5 The Committee may enact by-laws including governance and other policies as it sees fit.

17 ANNUAL GENERAL MEETING

- 17.1 The Association shall, in each year, hold an Annual General Meeting.
- 17.2 The Annual General Meeting shall be held on such a day as determined at an ordinary Shelter Management Meeting, or failing this, as determined by the Executive Committee.
- 17.3 The Annual General Meeting shall be in addition to any other Management Meetings held in the same year.
- 17.4 The Annual General Meeting shall be specified as such in the notice convening it.
- 17.5 The ordinary business of the Annual General Meeting shall be:
- 17.5.1 to confirm the minutes of the last Annual General Meeting;

- 17.5.2 to receive from the Executive, auditor and employees of the Association reports upon the transactions of the Association during the last preceding financial year;
 - 17.5.3 to elect the committee of the Association; and
 - 17.5.4 to appoint an auditor.
- 17.6 The Annual General Meeting may transact special business of which notice is given in accordance with these Rules.

18 SPECIAL GENERAL MEETINGS

- 18.1 The Executive Committee shall convene at least two ordinary Meetings in each financial year (in addition to to the Annual General Meeting).
- 18.2 The general affairs of the Association shall be reported to members of the Association by the Committee at Shelter Management Meetings.
- 18.3 The Committee shall, on requisition in writing of no fewer than ten members, convene a Special General Meeting of the Association.
- 18.4 A requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the requisitionists and delivered to the Chair or the Public Officer with a receipt obtained showing the date of delivery of the requisition, and may consist of several documents in the like form, each signed by one or more of the requisitionists.
- 18.5 If the Executive does not cause a Special General Meeting to be held within twenty-one days from the date on which a requisition is deposited at the office of the Association, the requisitionists may convene the meeting.
- 18.6 A Special General Meeting convened by requisitionists in pursuance of these Rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Executive, and all reasonable expenses shall be refunded by the Association to the persons incurring them.
- 18.7 The Chair may for the purposes of an Appeal by a member against expulsion from the Association convene a Special General Meeting without the need for requisitions from members.

19 NOTICES OF MEETINGS

- 19.1 The Chair of the Association shall give five (5) clear days notice in writing of an ordinary General Meeting to members of the Association, specifying the nature of the business to be transacted thereat.
- 19.2 The Public Officer of the Association shall ensure a notice be inserted in at least one daily newspaper published in the State an advertisement, giving at least Ten (10) clear days notice, for the holding of an Annual General Meeting and the nature of the business to be transacted thereat.
- 19.3 All notices of meeting must specify the place, day and date and time for the holding of the meeting.

20 QUORUMS

- 20.1 No item of business shall be transacted at a Shelter Management Meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.

- 20.2 Five members personally present (being members entitled under the Rules to vote thereat) constitute a quorum for the transaction of the business of a Special General Meeting.
- 20.3 Ten members personally present (being members entitled under these Rules to vote thereat) constitute a quorum for the transaction of business at an Annual General Meeting.
- 20.4 If within 30 minutes after the appointed time for the commencement:
 - 20.4.1 of an ordinary or Special General Meeting a quorum is not present the meeting shall be dissolved; and
 - 20.4.2 of an Annual General Meeting a quorum is not present, the meeting will be dissolved and the Executive Committee must call another Annual General Meeting within three weeks according to the procedure laid down for ordinary Management Committee Meetings.
- 20.5 The quorum and procedure at any subcommittee shall be as provided by the Management Committee which appoints such subcommittee.
- 20.6 For the purposes of a quorum at a Management Meeting, Executive Meeting or subcommittee meeting, but not including an Annual General Meeting, a member shall be regarded as being personally present if he/she may participate in its proceedings by telephone conference call, or some similar electronic provision.

21 CHAIRING OF MEETINGS

- 21.1 The Chair shall preside as Chairperson at each Shelter Management Meeting or, in his/her absence, the Deputy Chair, otherwise the members present shall elect one of their number to so preside.
- 21.2 Minutes shall be taken of each meeting by the Secretary or a person appointed at the beginning of the meeting.
- 21.3 The Chairperson 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 thereat other than the business left unfinished at the meeting at which the adjournment took place.
- 21.4 Where a meeting is adjourned for 14 days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.
- 21.5 Except as provided in the foregoing rule, it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

22 DECISION MAKING

- 22.1 A question arising at meetings of the Association shall be determined on a show of hands and unless before or on the declaration of the result a poll is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried, or carried unanimously, or carried by a particular majority, or lost, and an entry to that effect in the minutes for the meeting is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, the resolution.

- 22.2 Upon any question arising at a Shelter Management Meeting of the Association, voting is confined to currently financial members, each of whom has one vote only.
- 22.3 All votes may be given personally or in writing or by proxy.
- 22.4 In the case of an equality of voting on a motion the Chairperson shall have the casting vote.
- 22.5 If at a meeting a poll on any question is demanded it shall be taken at that meeting in such manner as the Chairperson may direct, and the result of the poll shall be deemed to be the resolution of the meeting on that question.

23 DISCLOSURE OF PECUNIARY INTERESTS:

- 23.1 Any member of the Association who has any direct or indirect pecuniary interest in a contract or proposed contract made by or in the contemplation of the Association shall not take part in any deliberations or decision of the Association with respect to that contract.
- 23.2 Clause 23.1 (does not apply in respect of a pecuniary interest that exists only by virtue of the fact –
 - 23.2.1 that the member of the Committee is an employee of the incorporated Association; or
 - 23.2.2 that the member of the Committee is a member of a class of persons for whose benefit the Association is established.
- 23.3 Where a member of the Committee of an incorporated Association discloses a pecuniary interest in a contract or proposed contract in accordance with this section, or his interest is not such as need be disclosed under this section –
 - 23.3.1 the contract is not liable to be avoided by the Association on any ground arising from the fiduciary relationship between the member and the incorporated Association; and
 - 23.3.2 the member is not liable to account for profits derived from the contract.
- 23.4 An Association shall cause every disclosure made under this section by a member of the Committee to be recorded in the minutes of the meeting of the Committee at which it is made.
- 23.5 A member of the Committee of an incorporated Association who has any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the Committee, shall not take part in any deliberations or decision of the Committee with respect to that contract.
- 23.6 Rules 23.5 does not apply in respect of a pecuniary interest that exists only by virtue of the fact that the member of the Committee is a member of a class of persons for whose benefit the Association is established.

24 FINANCIAL YEAR

- 24.1 The financial year is the period beginning on 1st July in each year, and ending on the 30th June next following.

25 DISPUTES

- 25.1 A dispute between a member of the Association in their capacity as a member, and the Association, shall be heard before and resolved by a Shelter Management Meeting,
- 25.2 The dispute shall not be heard before, or resolved by a Shelter Management Meeting, unless notice in writing giving details of both sides of the dispute from both the member and the Association is supplied to all members at least seven (7) days prior to the date of the meeting.
- 25.3 At a Shelter Management Meeting convened for the purpose of hearing and resolving the dispute
 - 25.3.1 no business other than the question of the dispute shall be transacted;
 - 25.3.2 the member who is in dispute with the Association shall be given ample opportunity to be heard.
- 25.4 No motion calling for the expulsion of the member in dispute with the Association shall be debated by the Executive Committee under this rule.

26 EXPULSION OF MEMBERS

- 26.1 A member of the Association may be expelled from the Association if, following a recommendation from the Management Committee, a Management Committee Meeting determines that the individual has been guilty of conduct grossly detrimental to the interests of the Association.
 - 26.1.1 No motion calling for the expulsion of a member can be determined by a Management Committee Meeting unless:
 - 26.1.2 notice in writing of the motion, together with the details of the allegations made against the member are supplied to the member at least fourteen (14) days prior to the meeting.
 - 26.1.3 notice of the motion in writing is supplied to all members of the Association at least fourteen (14) days prior to such meeting
- 26.2 At the Management Meeting convened for the purpose of this rule:
 - 26.2.1 no business other than the question of the expulsion shall be transacted;
 - 26.2.2 details of the grounds of the expulsion and the reasons for the expulsion shall be placed before the meeting;
 - 26.2.3 the member to be expelled shall be given an opportunity to be heard; and
 - 26.2.4 the member will be expelled if a majority of members present vote to expel the member.
- 26.3 Where the Association expels a member from the Association the Public Officer of the Association shall, without undue delay, cause to be served on the member a notice in writing: either personally or by sending it through the post in a pre-paid letter addressed to the member at his/her usual or last-known place of abode.
 - 26.3.1 stating that the Association has expelled the member; and
 - 26.3.2 specifying the grounds for the expulsion.

27 WINDING UP

- 27.1 The Association may be wound up voluntarily whenever at least twenty one days written notice of such a resolution has been given to all members of the Association and all members of the Management Committee, and has been duly passed subject to the voting procedure, except that the majority shall be three quarters (75%) of those present and voting at a Special General Meeting of the Association duly convened for that purpose requiring that the Association be so wound up.
- 27.2 In the event of the Association being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be returned to Housing Tasmania as per Shelter Tasmania Funding Agreement or if allowable under the Service Agreement to another organisation with similar purpose as decided by special resolution which is not carried on for the profit or gain of its individual members.

28 SEAL

- 28.1 The seal of the Association shall be in the form of a rubber stamp, inscribed with the name of the Association encircling the word 'Seal'.
- 28.2 The seal of the Association shall not be affixed to any instrument except by the authority of the Executive, and the affixing thereof shall be attested by the signatures either of two members of the Executive or of one member of the Executive and such other person as the Association may appoint for that purpose, and that attestation is sufficient for all purposes that the seal was affixed by authority of the Association.
- 28.3 The seal shall remain in a safe place in the office of the Association or at a place determined by the Management Committee.

29 AMENDMENT OF CONSTITUTION

- 29.1 These Rules can only be amended by Special Resolution passed at a duly convened General Meeting; but where twenty one (21) days notice shall be given to members.
- 29.2 Upon any change to the Rules the Public Officer must give notice to the Commissioner for Corporate Affairs in the prescribed form within one (1) month of change.
- 29.3 The change to the Rules will only come into effect upon the receipt of the notice of the change by the Commissioner for Corporate Affairs.