

**AUSTRALIAN SENIOR HUMAN  
RESOURCES ROUNDTABLE  
(ASHRR)**

**CONSTITUTION AND RULES**

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**CONSTITUTION AND RULES**

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## **PART 1: STATEMENT OF OBJECTS**

1. Developing an ongoing partnership between practitioners and researchers of HR.
2. Raising the performance and standing of HR in Australian organisations with particular emphasis on clarifying HR's contribution in value added terms.
3. Encouraging innovation and original research in HR.
4. Raising the standard of HR training and development of HR professionals and line managers responsible for HR.
5. Facilitating practitioner involvement in HR education.

In addition, it is envisaged that over time ASHRR will:

- provide access to robust and disciplined research to a wider segment of the HR community, and
- influence public debate on HR issues by raising the standard of information of relevance to policy. This information can be communicated using a wide range of approaches including direct representations to Governments as appropriate.

## **PART 2 : PRELIMINARY**

### **Interpretation**

1. (1) In these Rules, except so far as the context or subject matter otherwise indicates or requires -

Ordinary Member means the name of the organisation that has applied for and been accepted as a member of ASHRR.

Associate Member means the name of an individual who has applied for and been accepted as a member of ASHRR.

Honorary Member means the name of an individual who has been granted honorary membership status as a member of ASHRR.

Special general meeting means a general meeting of ASHRR other than an annual general meeting.

- (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 duty, a reference to the performance of the duty.

## **PART 3: MEMBERSHIP**

### **Membership Qualifications**

2. An organisation/individual is qualified to be an Ordinary/Associate Member of ASHRR if, but only if , the organisation/individual has not ceased to be an member at any time ; or the organisation/individual -
  - (a) has been nominated for membership of ASHRR as provided by Rule 3; and
  - (b) has been approved for membership of ASHRR by the Committee of ASHRR.

### **Nomination for Membership**

3. (1) A nomination of an organisation/ individual for Ordinary/Associate Membership of ASHRR -
  - (a) shall be made by an applicant for Ordinary/Associate Member of ASHRR in writing in the form set out in Appendix I to these Rules ; and
  - (b) shall be lodged with the Executive Officer of ASHRR.
- (2) As soon as practicable after receiving a nomination for Ordinary/Associate Membership, the Executive Officer shall refer the nomination to the Committee that shall determine whether to approve or reject the nomination.

- (3) Where the Committee determines to approve a nomination for membership, the Executive Officer shall, as soon as practicable after the determination, notify the nominees of that approval and request the nominee to pay within the period of 28 days after receipt by the nominee of the notification of the sum payable under Rule 8.
- (4) The Executive Officer shall, on payment by the nominee of amounts referred to in Clause (3), enter the nominee's name in the register of members and, upon the name being so entered, the nominee organisation or individual becomes a member of ASHRR.

### **Cessation of Membership**

4. An organisation or individual ceases to be a member of ASHRR if -
  - (a) the organisation/individual resigns that membership ; or
  - (b) the organisation/individual is expelled from ASHRR.

### **Membership Entitlements Not Transferable**

5. A right, privilege of obligation which an organisation or person has by reason of being a member of ASHRR -
  - (a) is not capable of being transferred or transmitted to another organisation or person; and
  - (b) terminates upon cessation of the membership of an organisation or person.

### **Resignation of Membership**

6.
  - (1) A member of ASHRR is not entitled to resign that membership except in accordance with this Rule.
  - (2) A member of ASHRR who has paid all amounts payable by the

member to ASHRR in respect of the member's membership may resign from membership of ASHRR by first giving notice (being not less than 1 month or not less than such other period as the Committee may determine) in writing to the Executive Officer 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 member of ASHRR ceases to be a member pursuant to Clause (2), and in every other case where a member ceases to hold membership, the Executive Officer shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

### **Register of Members**

7. (1) The Executive Officer of ASHRR shall establish and maintain a register of members specifying the name and address of each Ordinary and Associate Member together with the date on which the organisation or individual became a member.
- (2) The register of members shall be kept at the principal place of administration of ASHRR and shall be open for inspection, free of charge, by any member of ASHRR at any reasonable hour.

### **Fees**

8. (1) The membership fees of ASHRR shall be determined by the Committee from time to time. Unless otherwise decided by the Committee, the membership fee for Associate Members will be 10% of the membership fee for Ordinary Members.
- (2) A member of ASHRR shall pay to ASHRR the amount of the fees determined under Clause 8 (1). Unless otherwise decided by a resolution of the Committee, pro-rata membership fees shall not be refundable in circumstances of a member resigning during the course of a membership year.

## **Members' Liability**

9. The liability of a member of ASHRR to contribute towards the payment of debts and liabilities of ASHRR or the costs, charges and expenses of the winding up of ASHRR is limited to the amount, if any, unpaid by the member in respect of membership of ASHRR as required by Rule 8.

## **Disciplining of Members**

10. (1) Where the Committee is of the opinion that a member of ASHRR -
- (a) has persistently refused or neglected to comply with a provision or provisions of these Rules ; or
  - (b) has persistently and wilfully acted in a manner prejudicial to the interests of ASHRR,
- the Committee may, by resolution -
- (c) expel the member from ASHRR ; or
  - (d) suspend the member from membership of ASHRR for a specified period.
- (2) A resolution of the Committee under Clause 1 above is of no effect unless the Committee, at a meeting held not earlier than 14 days and not later than 28 days after service of the member a notice under Clause (3), confirms the resolution in accordance with this Rule.
- (3) Where the Committee passes a resolution under Clause (1), the Executive Officer 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 informing the member that the member may do either or both of the following:
    - (i) attend and speak at that meeting
    - (ii) submit to the Committee at or prior to the date of that meeting written representations relating to the resolution.
  
- (4) At a meeting of the Committee held as referred to in Clause (3), the Committee shall -
  - (a) give the member an opportunity to make oral representations ;
  - (b) give due consideration to any written representations submitted to the Committee by the member at or prior to the meeting ; and
  - (c) by resolution determine whether to confirm or revoke the resolution.
  
- (5) Where the Committee confirms a resolution under Clause (4), the Executive Officer shall, within 7 days after that confirmation, by notice in writing inform the member of the fact and of the member's right of appeal under Rule 11.
  
- (6) A resolution confirmed by the Committee under Clause (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 ASHRR confirms the resolution pursuant to Rule 11(4).

### **Right of Appeal of Disciplined Member**

- 11. (1) A member may appeal to ASHRR in general meeting against a resolution of the Committee which is confirmed under Rule 10 (4), within 7 days after notice of Resolution being served on the member, by lodging with the Executive Officer a notice to that effect.

- (2) Upon receipt of a notice from a member under Clause 1, the Executive Officer shall notify the Committee which shall convene a general meeting of ASHRR to be held within 21 days after the date the Executive Officer received the notice.
  
- (3) At a general meeting of ASHRR convened under Clause (2) -
  - (a) no business other than the question of the appeal shall be transacted ;
  - (b) the Committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both ; and
  - (c) the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
  
- (4) If at the general meeting ASHRR passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

### **PART III THE COMMITTEE**

#### **Powers etc of the Committee**

12. The Committee shall be called the Executive Committee and, subject to these Rules and to any resolution passed by ASHRR in general meeting -
- (a) shall control and manage the affairs of ASHRR ;
  - (b) may exercise all such functions as may be exercised by ASHRR other than those functions that are required by these Rules to be exercised by a general meeting of members of ASHRR ; 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 ASHRR.

#### **Constitution and Membership**

13. (1) The Committee shall consist of -
- (a) the office-bearers of ASHRR ; and
  - (b) a number of Ordinary/Associate/Honorary Members as determined from time to time by general meetings of ASHRR each of whom shall be elected at Annual General Meetings of ASHRR pursuant to Rule 14.
- (2) The office-bearers of ASHRR shall be-
- (a) the Chairperson ;
  - (b) the Executive Officer.
- (3) Office-bearers of the Committee shall, subject to these Rules, hold office until the conclusion of the second Annual General Meeting following the date of the member's election, but are eligible for re-election at that time.

- (4) One-half of the members of the Committee shall, subject to these Rules, hold office until the conclusion of the Annual General Meeting following the date of the member's election, but are eligible for re-election at that time.

The remaining half of the Committee shall, subject to these Rules, hold office until the conclusion of the second Annual General Meeting following the date of the member's election, but are eligible for election at that time.

- (5) In the event of a casual vacancy occurring in the membership of the Committee, the Committee may appoint a member of ASHRR 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 appointment.

### **Election of Members**

14. (1) Nominations of candidates for election as office-bearers of ASHRR or as Ordinary/Associate Members of the Committee -
- (a) shall be made in writing, signed by 2 members of ASHRR and accompanied by written consent of the candidate (which may be endorsed on the form of nomination) ; and
- (b) shall be delivered to the Executive Officer not less than 7 days before the date fixed for holding 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 casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed 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 office-bearers and Ordinary/Associate Members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.
- (7) A nomination of a candidate for election under this Clause is not valid if that Candidate has been nominated for election to another office at the same election.

### **Executive Officer**

- 15. (1) The Executive Officer of ASHRR, shall as soon as practicable after being appointed as Executive Officer, lodge notice with ASHRR of his or her address.
- (2) It is the duty of the Executive Officer to keep minutes of -
  - (a) all appointments of office-bearers and members of the Committee;
  - (b) the names of the members of the Committee present at a Committee meeting or general meeting ; and
  - (c) all proceedings at Committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting shall be signed by the Chairperson of the Meeting or by the Chairperson of the next succeeding meeting.
- (4) It is also the duty of the Executive Officer to ensure that -
  - (a) all money due to ASHRR is collected and received and that all payments authorised by ASHRR are made; and
  - (b) correct books of accounts are kept showing the financial affairs of ASHRR including full details of all receipts and expenditure connected with the activities of ASHRR.

## **Casual Vacancies**

16. For the purpose of these Rules, a casual vacancy in the office of a member of the Committee occurs if the member -
- (a) dies
  - (b) ceases to be a member of ASHRR
  - (c) becomes an insolvent under administration within the meaning of the Corporations Law, or ;
  - (d) resigns office by notice in writing given to the Executive Officer ;
  - (e) is removed from office under Rule 18 ;
  - (f) becomes a mentally incapacitated person ; or
  - (g) is absent without consent of the Committee from all meetings of the Committee held during a period of 6 months.

## **Removal of Member**

17. (1) ASHRR in general meeting may by resolution remove any member of the Committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) Where a member of the Committee to whom a proposed resolution referred to in Clause (1) relates, makes representations in writing to the Executive Officer or Chairperson (not exceeding a reasonable length) and requests that the representations be notified to members of ASHRR, the Executive Officer or Chairperson may send a copy of the representations to each member of ASHRR or, if they are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

## Meetings and Quorum

18. (1) The Committee shall meet at least 2 times in each period of 12 months at such place and time as the Committee may determine. Subject to the approval of all office-bearers and committee members, meetings may be conducted via tele-conferences or electronic mail. In such cases, the minutes of the meeting shall be signed by all participating members of the Committee as a correct record of proceedings
- (2) Additional meetings of the Committee may be convened by the Chairperson or by any Member of the Committee.
- (3) Oral and written notice of a meeting of the Committee shall be given by the Executive Officer to each member of the Committee at least 48 hours (or such other period as may be unanimously agreed upon by members of the Committee) before the time appointed for the holding of the meeting.
- (4) Notice of meeting given under Clause (3) shall specify the general nature of the business to be transacted at the meeting and no other business than that business shall be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 3 members of the Committee constitute a quorum for the transaction of the transaction of the business of a meeting of the Committee.
- (6) No business shall be transacted by the Committee 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 stands adjourned to the same place and the same hour of the same day of the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- (8) At a meeting of the Committee, the Chairperson shall preside. In the absence of the Chairperson, a Deputy Chairperson duly elected by members of the Committee present shall preside.

### **Delegation by Committee to Sub-Committees**

19. (1) The Committee may, by instrument in writing, delegate to one or more Sub-Committees (consisting of such member or members of ASHRR as the Committee thinks fit ) the exercise of such of the functions of the Committee as are specified in the instrument, other than -
- (a) this power of delegation ; and
  - (b) a function which is a duty imposed on the Committee by any statute or law.
- (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 section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time and circumstances, as may be specified in the instrument of delegation.
- (4) Notwithstanding any delegation under this Rule, the Committee may continue to exercise any function delegated.
- (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 Committee.
- (6) The Committee 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.

## **Voting and Decisions**

20. (1) Questions arising at a meeting of the Committee or at any Sub-Committee appointed by the Committee shall be determined by a majority of the votes of members of the Committee or Sub-Committee present at the meeting.
- (2) Each member present at the 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 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 Rule 19 (5) the Committee act notwithstanding any vacancy on the Committee.
- (4) Any act or thing done or suffered, or purporting to be done or suffered, by the Committee or by a Sub-Committee appointed by the Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or Sub-Committee.

## **PART IV GENERAL MEETINGS**

### **Annual General Meeting - Holding Of**

21. (1) With the exception of the first Annual General Meeting of ASHRR, ASHRR shall at least once each calendar year and within the period of 6 months after the expiration of each financial year of ASHRR, convene an Annual General Meeting of its members.
- (2) ASHRR shall hold its first Annual General Meeting within the period of 3 months after the expiration of the first financial year of ASHRR.

### **Annual General Meetings - Calling Of and Business At**

22. (1) The Annual General Meeting of ASHRR shall be convened on such date and at such place and time as the Committee thinks fit.
- (2) In addition to any other business which may be transacted at the 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 special general meeting held since that meeting;
  - (b) to receive from the Committee reports upon the activities of ASHRR during the last preceding financial year;
  - (c) if appropriate, to elect office bearers of ASHRR and Ordinary Members of the Committee.
- (3) An Annual General Meeting shall be specified as such in the notice convening it.

### **Special General Meetings - Calling Of**

23. (1) The Committee may, whenever it thinks fit, convene a special general meeting of ASHRR.
- (2) The Committee shall, on the requisition in writing of not less than 5 per cent of the total number of members, convene a special general meeting of ASHRR
- (3) A requisition of members for a special general meeting -
- (a) shall state the purpose or purposes of the meeting ;
  - (b) shall be signed by the members making the requisitions ;
  - (c) shall be lodged with the Executive Officer ; and
  - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the Committee fails to convene a special general meeting to be held within 1 month after the date on which a requisition of members for the meeting is lodged with the Executive Officer, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in Clause (4) shall be convened as early as is practicable in the same manner as general meetings are convened by the Committee and any member who thereby incurs expense is entitled to be re-imbursed by ASHRR for any expense so incurred.

### **Notice**

24. (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of ASHRR, the Executive Officer 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 ASHRR, the Executive Officer 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 Clause (1) specifying, in addition to the matter required under Clause (1), 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 Rule 23 (2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the Executive Officer who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

## **Procedure**

25. (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) Five 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 of the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
  - (a) if convened upon the requisition of members, is to be dissolved,
  - (b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the 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 of the time appointed for the commencement of the meeting, the member's present ( being not less that 3 ) shall constitute a quorum.

### **Presiding Member**

26. (1) The Chairperson or, in the Chairperson's absence, the elected Deputy Chairperson, shall preside as Chairperson at each general meeting of ASHRR.
- (2) If the Chairperson is absent from the general meeting or is unwilling to act and the elected Deputy Chairperson is unwilling to act, the members present shall elect another of their number to preside as Chairperson of the meeting.

### **Adjournment**

27. (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members 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 Executive Officer shall give written or oral notice of the adjourned meeting to each member of ASHRR 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 Clauses (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.

### **Making of Decisions**

28. (1) A question arising at a general meeting of ASHRR 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 Chairperson 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 ASHRR, 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 ASHRR, a poll may be demanded by the Chairperson or by not less than 3 members present in person or by proxy at the meeting.
- (3) Where a 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 Chairperson of 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 Chairperson directs,

and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on the matter.

### **Special Resolution**

29. A resolution of ASHRR is a special resolution if it is passed by a majority which comprises not less than three-quarters of such members of ASHRR as, being entitled under these Rules so to do, vote in person or by proxy at a general meeting of which not less than 21 days ' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these Rules.

### **Voting**

30. (1) Upon any question arising at a general meeting of ASHRR a member has one 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 Chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of ASHRR unless all money due and payable by the member or proxy to ASHRR has been paid, other than the amount of the annual subscription payable in respect of the then current year.

### **Appointment of Proxies**

- 31. (1) Each member shall be entitled to appoint another member as proxy by notice given to the Executive Officer 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**

### **Insurance**

32. ASHRR shall effect and maintain insurances as determined appropriate by the Committee from time to time. The University of Sydney provides public liability cover for any activities etc, which are conducted on University premises. Insurance will therefore be provided for public liability cover for off-site activities and for travel insurance required by office-bearers or members travelling on ASHRR business in the absence of cover provided by the University, by current employers or from other sources.

### **Funds - Source**

33. (1) The funds of ASHRR shall be derived from membership fees, donations and, subject to any resolution passed by ASHRR in general meeting, such other sources as the Committee determines.
- (2) All money received by ASHRR shall be deposited as soon as practicable and without deduction to the credit of a bank account held by the University of Sydney and/or other investment account(s) held by ASHRR.
- (3) ASHRR shall, as soon as practicable after receiving any money, issue an appropriate receipt.

### **Funds - Management**

34. (1) Subject to any resolution passed by ASHRR in general meeting, the funds of ASHRR shall be used in pursuance of the objects of ASHRR in such a manner as the Committee determines.
- (2) All cheques, drafts, bills of exchange promissory notes and other negotiable instruments shall be signed by an office-bearer and/or a person authorised to do so by the Committee.

### **Alteration of Objects and Rules**

35. The Statement of Objects and these Rules may be altered, rescinded or added to only by a special resolution of ASHRR.

### **Custody of Books etc**

36. Except as otherwise provided by these Rules, the Executive Officer shall keep in his or her custody or under his or her control all records, books and other documents relating to ASHRR.

### **Inspection of Books etc**

37. The records, books and other documents of ASHRR shall be open to inspection, free of charge, by a member of ASHRR at any reasonable hour.

### **Service of Notices**

38. (1) For the purpose of these Rules, a notice may be served by or on behalf of ASHRR 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 purpose 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

**APPENDIX 1.**

( Rule 3 (1).)

**MEMBERSHIP APPLICATION FORM**

-----  
(Full name of representative of applicant for Ordinary Membership)

-----  
(Job Title)

-----  
(Name and address of organisation) (State/Postcode)

-----  
(Phone Number) (Fax Number) (E-mail Address)

I, hereby make application for Ordinary Membership of ASHRR. In the event of this application being successful, I agree that my organisation will be bound by the Rules of ASHRR for the time being in force.

-----  
(Signature) (Date)

-----  
(Name of ASHRR member proposing applicant)

-----  
(Signature) (Date)

-----  
(Name of ASHRR member seconding applicant)

-----  
(Signature) (Date)

**APPENDIX 2.**

(Rule 32 (2) )

**APPOINTMENT OF PROXY FORM.**-----  
(Full name of representative of member organisation)  
----------  
(Name and address of member organisation)

(State/Postcode)

being a member of ASHRR hereby appoint,

-----  
(Full name of proxy)  
----------  
(Address)  
-----

being a nominated representative of a member of ASHRR, as my proxy to vote for me on behalf of our organisation at the general meeting of ASHRR ( 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 resolution. *(insert details if desired)*.

-----  
(Signature of representative of member organisation appointing proxy)-----  
(Date)

Note: A proxy vote may only be given to a representative of an ASHRR member.