



**Constitution**

**of the**

**Environmental  
Management Systems  
Association Inc**

**November 2008**

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## Part 1 Preliminary

### 1.1 Definitions

In this Constitution:

*Note* A definition applies except so far as the contrary intention appears (see Legislation Act, s 155).

***Communication technology*** means any method of communication, and includes radio, telephone, closed circuit television or other electronic means or telecommunications device for audio or audio-visual communication and transmission of written, printed or audio material by post, courier, email or any other means.

***financial year*** means the year ending on 30 June.

***member*** means a member, however described, of the association.

***ordinary committee member*** means a member of the committee who is not an office-bearer of the association as mentioned in section 12 (1) (a).

***secretary*** means the person holding office under this Constitution as secretary of the association or, if no such person holds that office, the public officer of the association.

**the Act** means the Associations Incorporation Act 1991.

**the regulation** means the Associations Incorporation Regulation 1991.

### 1.2 Application of Legislation Act 2001

The *Legislation Act 2001* applies to this Constitution in the same way as it would if it were an instrument made under the Act.

## **Part 2            Objects**

The objects for which the Association is established are to:

- (a) further the exchange of information about environmental management systems
- (b) improve the adoption of environmental management systems practices in Australia, and
- (c) create an environmental management systems community of practice.

## **Part 3            Membership**

### **3.1            Membership qualifications**

A person is qualified to be a member if—

- (a) the person is a person mentioned in the Act, section 21 (2) (a) or (b) and has not ceased to be a member of the association at any time after incorporation of the association under the Act; or
- (b) the person—
  - (i) has nominated for membership in accordance with section 5 (1); and
  - (ii) the committee of the association has not decided that the person's nomination be not approved under section 5(2).

### **3.2            Nomination for membership**

- (a) A person may nominate to become a member in a manner determined by the Committee.
- (b) The committee may decide not to approve a nomination for membership, within 28 days after the nomination.
- (c) The secretary must, on payment by the nominee of any fees payable under this Constitution ensure the nominee's name is In the register of members and, on the name being so entered, the nominee becomes a member of the association.

### **3.3            Membership entitlements not transferable**

A right, privilege or obligation that a person has because of being a member of the association—

- (a) cannot be transferred or transmitted to another person; and
- (b) terminates on cessation of the person's membership.

### **3.4            Cessation of membership**

A person ceases to be a member of the association if the person—

- (a) dies or, for a corporation, is wound up; or
- (b) resigns from membership of the association; or
- (c) is expelled from the association; or
- (d) fails to renew membership of the association.

### **3.5 Resignation of membership**

- (1) A member is not entitled to resign from membership of the association except in accordance with this section.
- (2) A member who has paid all amounts payable by the member to the association may resign from membership of the association by first giving notice (of not less than 1 month or, if the committee has determined a shorter period, that shorter period) in writing to the secretary of the member's intention to resign and, at the end of the period of notice, the member ceases to be a member.
- (3) If a person ceases to be a member, the secretary must make an appropriate entry in the register of members recording the date the member ceased to be a member.

### **3.6 Classes of membership**

The committee may:

- (a) establish different classes of members, and
- (b) prescribe the qualifications to become, and the rights and privileges of, members of a class.

### **3.7 Fee, subscriptions etc**

- (1) The committee may:
  - (a) determine the fees to be paid by applicants and members, and
  - (b) differentiate among classes of members as to the amount of fees to be paid.
- (2) The annual membership fee is payable on the anniversary of the member becoming a member.

### **3.8 Members' liabilities**

The liability of a member to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount (if any) unpaid by the member in relation to membership of the association as required by section 10.

### **3.9 Disciplining of members**

- (1) If the committee is of the opinion that a member—
  - (a) has persistently refused or neglected to comply with a provision of this Constitution; or
  - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association;the committee may, by resolution—
  - (c) expel the member from the association; or
  - (d) suspend the member from the rights and privileges of membership of the association that the committee may decide for a specified period.

(2) A resolution of the committee under subsection (1) is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subsection (3), confirms the resolution in accordance with this section.

(3) If the committee passes a resolution under subsection (1), the secretary must, as soon as practicable, serve a written notice on the member—

- (a) setting out the resolution of the committee and the grounds on which it is based; and
- (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; and
- (c) stating the date, place and time of that meeting; and
- (d) informing the member that the member may do either or both of the following:
  - (i) attend and speak at that meeting;
  - (ii) submit to the committee at or before the date of that meeting written representations relating to the resolution.

(4) Subject to the Act, section 50, at a meeting of the committee mentioned in subsection (2), the committee must—

- (a) give to the member mentioned in subsection (1) an opportunity to make oral representations; and
- (b) give due consideration to any written representations submitted to the committee by that member at or before the meeting; and
- (c) by resolution decide whether to confirm or to revoke the resolution of the committee made under subsection (1).

(5) If the committee confirms a resolution under subsection (4), the secretary must, within 7 days after that confirmation, by written notice inform the member of that confirmation and of the member's right of appeal under section 10.

(6) A resolution confirmed by the committee under subsection (4) does not take effect—

- (a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
- (b) if within that period the member exercises the right of appeal—unless and until the association confirms the resolution in accordance with section 10 (4).

### **3.10 Right of appeal of disciplined member**

(1) A member may appeal to the association in general meeting against a resolution of the committee that is confirmed under section 9 (4), within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.

(2) On receipt of a notice under subsection (1), the secretary must

notify the committee which must call a general meeting of the association to be held within 21 days after the date when the secretary received the notice or as soon as possible after that date.

(3) Subject to the Act, section 50, at a general meeting of the association called under subsection (2)—

- (a) no business other than the question of the appeal may be transacted; and
- (b) the committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
- (c) the members present must vote by secret ballot on the question of whether the resolution made under section 9 (4) should be confirmed or revoked.

(4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under section 12(4), that resolution is confirmed.

## **Part 4            Committee**

### **4.1            Powers of committee**

The committee, subject to the Act, the regulation, this Constitution, and to any resolution passed by the association in general meeting—

- (a) controls and manages the affairs of the association; and
- (b) may exercise all functions that may be exercised by the association other than those functions that are required by this Constitution to be exercised by the association in general meeting; and
- (c) has power to perform all acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

### **4.2            Constitution and membership**

(1) The committee consists of—

- (a) the office-bearers of the association; and
- (b) not more than 6 ordinary committee members;

each of whom must be elected under section 6 or appointed in accordance with subsection (4).

(2) The office-bearers of the association are—

- (a) the president; and
- (b) the vice-president; and
- (c) the treasurer; and
- (d) the secretary.

(3) A person may hold more than one office.

(4) Each member of the committee holds office, subject to this Constitution, until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

(5) If there is a vacancy in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed holds office, subject to this Constitution, until the conclusion of the next annual general meeting after the date of the appointment.

### **4.3            Election of committee members**

(1) Nominations of candidates for election as office-bearers of the association or as ordinary committee members—

- (a) must be made in a manner determined by the Committee; and
- (b) must be given to the secretary of the association not less than 7 days before the date fixed for the annual general meeting at which the election is to take place.

(2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and

further nominations may be received at the annual general meeting.

- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of office-bearers and ordinary committee members must be conducted at the annual general meeting in the way the committee may direct.

#### **4.4 Secretary**

- (1) The secretary of the association must, as soon as practicable after being appointed as secretary, notify the association of his or her address.
- (2) The secretary must keep minutes of—
  - (a) all elections and appointments of office-bearers and ordinary committee members; and
  - (b) the names of members of the committee present at a committee meeting or a general meeting; and
  - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed (electronically or physically) by the person presiding at the meeting or by the person presiding at the next succeeding meeting.

#### **4.5 Treasurer**

- (1) The treasurer of the association must—
  - (a) ensure the collection and receipt of all amounts owing to the association and the making of all payments authorised by the association; and
  - (b) keep correct accounts and books showing the financial affairs of the association with full details of all receipts and expenditure connected with the activities of the association.

#### **4.6 Vacancies**

For this Constitution, a vacancy in the office of a member of the committee happens if the member—

- (a) dies; or
- (b) ceases to be a member of the association; or
- (c) resigns the office; or
- (d) is removed from office under section 20 (Removal of committee members); or
- (e) becomes an insolvent under administration within the meaning of the Corporations Act; or
- (f) suffers from mental or physical incapacity; or
- (g) is disqualified from office under the Act, section 63 (1); or

- (h) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

#### **4.7 Removal of committee members**

The association in general meeting may by resolution, subject to the Act, section 50, remove any member of the committee from the office of member of the committee before the end of the member's term of office.

#### **4.8 Committee meetings and quorum**

- (1) The committee must meet at least 3 times in each calendar year at the place and time that the committee may decide,
- (2) Additional meetings of the committee may be called by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting, and, if the meeting is to be held in more than one place, the communication technology that will be used to facilitate this.
- (4) Notice of a meeting given under subsection (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that 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 business of a meeting of the committee.
- (6) No business may be transacted by the committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.
- (8) At meetings of the committee—
  - (a) the president or, in the absence of the president, the vice-president presides; or
  - (b) if the president and the vice-president are absent—1 of the remaining members of the committee may be chosen by the members present to preside.

#### **4.9 Delegation by committee to subcommittee**

- (1) The committee may, in writing, delegate to 1 or more subcommittees (consisting of the member or members of the association that the committee considers appropriate) the exercise of the functions of the committee that are specified in the instrument, other than—

- (a) this power of delegation; and
  - (b) a function that is a function imposed on the committee by the Act, by any other Territory law, or by resolution of the association in general meeting.
- (2) A function, the exercise of which has been delegated to a subcommittee under this section may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances, that may be specified in the instrument of delegation.
- (4) Despite any delegation under this section, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this section has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, in writing, revoke wholly or in part any delegation under this section.
- (7) A subcommittee may meet and adjourn as it considers appropriate.

#### **4.10 Voting and decisions**

- (1) Questions arising at a meeting of the committee or of any subcommittee appointed by the committee are decided by a majority of the votes of members of the committee or subcommittee present at the meeting.
- (2) Each member present at a meeting of the committee or of any subcommittee appointed by the committee (including the person presiding at the meeting) is entitled to 1 vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.
- (3) Subject to section 21(5), the committee may act despite any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a subcommittee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or subcommittee.

## **Part 5                    General meetings**

### **5.1                    Annual general meetings—holding of**

- (1)            With the exception of the first annual general meeting of the association, the association must, at least once in each calendar year and within 5 months after the end of each financial year of the association, call an annual general meeting of its members.
- (2)            The association must hold its first annual general meeting—
  - (a)          within 18 months after its incorporation under the Act; and
  - (b)          within 5 months after the end of the first financial year of the association.
- (3)            Subsections (1) and (2) have effect subject to the powers of the registrar-general under the Act, section 120 in relation to extensions of time.

### **5.2                    Annual general meetings—calling of and business at**

- (1)            The annual general meeting of the association must, subject to the Act, be called on the date and at the place and time that the committee considers appropriate,
- (2)            In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is—
  - (a)          to confirm the minutes of the last annual general meeting and of any general meeting held since that meeting; and
  - (b)          to receive from the committee reports on the activities of the association during the last financial year; and
  - (c)          to elect members of the committee, including office-bearers; and
  - (d)          to receive and consider the statement of accounts and the reports that are required to be submitted to members under the Act, section 73(1).
- (3)            An annual general meeting must be specified as such in the notice calling it in accordance with section 27 (Notice).
- (4)            An annual general meeting must be conducted in accordance with the provisions of this part.

### **5.3                    General meetings—calling of**

- (1)            The committee may, whenever it considers appropriate, call a general meeting of the association.
- (2)            The committee must, on the requisition in writing of not less than 5% of the total number of members, call a general meeting of the association.
- (3)            A requisition of members for a general meeting—
  - (a)          must state the purpose or purposes of the meeting; and
  - (b)          must be signed by the members making the requisition; and
  - (c)          must be lodged with the secretary; and
  - (d)          may consist of several documents in a similar form, each

signed by 1 or more of the members making the requisition.

(4) If the committee fails to call a general meeting within 1 month after the date when a requisition of members for the meeting is lodged with the secretary, any 1 or more of the members who made the requisition may call a general meeting to be held not later than 3 months after that date.

(5) A general meeting called by a member or members mentioned in subsection (4) must be called as nearly as is practicable in the same way as general meetings are called by the committee and any member who thereby incurs expense is entitled to be reimbursed by the association for any reasonable expense so incurred.

#### **5.4 Notice**

(1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give members notice of the meeting specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting, and, if the meeting is to be held in more than one place, the communication technology that will be used to facilitate this.

(2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, send notice to each member in the way provided in subsection (1) specifying, in addition to the matter required under that subsection, the intention to propose the resolution as a special resolution.

(3) No business other than that specified in the notice calling a general meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under section 25(2).

(4) A member desiring to bring any business before a general meeting may give written notice of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

#### **5.5 General meetings—procedure and quorum**

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

(2) Five members present in person (who are entitled under this Constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.

(3) If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to

members given before the day to which the meeting is adjourned) at the same place.

(4) If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the members present (being not less than 3) constitute a quorum.

## **5.6 Presiding member**

(1) The president, or in the absence of the president, the vice-president, presides at each general meeting of the association.

(2) If the president and the vice-president are absent from a general meeting, the members present must elect 1 of their number to preside at the meeting.

## **5.7 Adjournment**

(1) The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

(2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association 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 subsections (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.

## **5.8 Making of decisions**

(1) A question arising at a general meeting of the association is to be decided on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

(2) At a general meeting of the association, a poll may be demanded by the person presiding or by not less than 3 members present in person or by proxy at the meeting.

(3) If the poll is demanded at a general meeting, the poll must be taken—

- (a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
- (b) in any other case—in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

## **5.9 Voting**

- (1) Subject to subsection (3), on any question arising at a general meeting of the association a member has 1 vote only.
- (2) All votes must be given personally or by proxy but no member may hold more than 5 proxies.
- (3) If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid, other than the amount of the annual subscription payable for the then current year.

## **5.10 Appointment of proxies**

- (1) Each member is entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.
- (2) The notice appointing the proxy must be in the form set out in appendix 1.

## **5.11 Meeting of members at more than one place**

- (1) A meeting of members, including a meeting of committee members, called in accordance with this Constitution may be held in 2 or more separate meeting places linked together by an instantaneous audio-visual communication device or any other technology that by itself, or in conjunction with other arrangements:
  - (a) gives the members as a whole in the separate meeting places a reasonable opportunity to participate in proceedings;
  - (b) enables the person presiding at the meeting to be aware of proceedings in each such place, and
  - (c) enables the members in each such place to vote on a show of hands and on a poll.
- (2) A member present at one of the separate meeting places is taken to be present at the meeting of members and entitled to exercise all rights that the member is granted under this Constitution.
- (3) Where a meeting of members is held in 2 or more separate places pursuant to subsection (1), that meeting shall be deemed to have been held at one of those places as is determined by the person presiding at the meeting.

## **Part 6                    Miscellaneous**

### **6.1                    Funds—source**

- (1)            The funds of the association must be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting and subject to the Act, section 114, any other sources that the committee decides.
- (2)            All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- (3)            The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

### **6.2                    Funds—management**

- (1)            Subject to any resolution passed by the association in general meeting, the funds of the association must be used for the objects of the association in the way that the committee decides.
- (2)            All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the association, being members of the committee or employees authorised to do so by the committee.

### **6.3                    Alteration of objects and rules**

Neither the objects of the association mentioned in the Act, section 29 nor this Constitution may be altered except in accordance with the Act.

### **6.4                    Common seal**

- (1)            The common seal of the association must be kept in the custody of the secretary.
- (2)            The common seal must not be attached to any instrument except by the authority of the committee and the attaching of the common seal must be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the secretary.

### **6.5                    Custody of books**

Subject to the Act, the regulation and this Constitution, the secretary must keep in his or her custody or under his or her control all records, books, and other documents relating to the association.

### **6.6                    Inspection of books**

The records, books and other documents of the association must be open to inspection at a place in the ACT, free of charge, by a member of the association at any reasonable hour.

### **6.7                    Service of notice**

- (1)            For this Constitution, a notice may be served by or on behalf of the association on 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) If a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document is taken for this Constitution, unless the contrary is proved, to have been served on the person at the time when the letter would have been delivered in the ordinary course of post.

## **6.8 Surplus property**

(1) At the first general meeting of the association, the association must pass a special resolution nominating—

- (a) another association for the Act, section 92 (1) (a); or
- (b) a fund, authority or institution for the Act, section 92 (1) (b);

in which it is to vest its surplus property in the event of the dissolution or winding up of the association.

(2) An association nominated under subsection (1) (a) must fulfill the requirements specified in the Act, section 92 (2).

## **Part 7                    Indemnities and insurance**

### **7.1                    Indemnity against liabilities**

To the extent permitted by law, the association indemnifies every person who is, or has been, a committee member or member acting with the authority of the committee against a liability incurred by that person, in his or her capacity as a committee member, or authorised member to another person (other than the association) provided that the liability does not arise out of conduct involving a lack of good faith.

### **7.2                    Indemnity for costs and expenses**

To the extent permitted by law, the association:

- (1) indemnifies every person who is, or has been, a committee member or member acting with the authority of the committee against a liability for costs and expenses incurred by that person:
- (2) in defending any proceedings in which judgment is given in that person's favour, or in which that person is acquitted; or
- (3) in connection with an application in relation to any proceedings in which the Court grants relief to that person.

### **7.3                    Insurance**

To the extent permitted by law, the association may pay, or agree to pay, a premium in respect of a contract insuring a person who is, or has been, a committee member or member acting with the authority of the committee against a liability:

- (1) incurred by that person:
  - (a) in his or her capacity as a committee member or member acting with the authority of the committee;
  - (b) in the course of acting in connection with the affairs of the Association
  - (c) provided that the liability does not arise out of conduct involving:
  - (d) a willful breach of duty in relation to the Association; or
  - (e) a contravention of sections 232(5) or 232(6) of the *Corporations Law*; or
- (2) for costs and expenses incurred by that person in defending proceedings, whatever their outcome.