

**JETAA CANBERRA INCORPORATED
CONSTITUTION, CHARTER AND RULES**

LODGED WITH THE REGISTRAR-GENERAL

MAY 2005

Amended May 2014

Contents

1 Objectives	4
2 Membership	4
Membership qualifications.....	4
Application procedure.....	5
Official Register of Members of JETAA Canberra Inc.	5
Membership entitlements not transferable	5
Cessation of membership.....	5
Resignation of membership	6
Membership Fees	6
Members' liabilities	6
Disciplining of members	6
3 Constitution and Membership of the Executive Committee	7
Powers of the Executive Committee	Error! Bookmark not defined.
President	7
Vice President/Secretary	8
Treasurer	8
Social Coordinator	9
Communications Officer.....	9
4. Election of Executive Committee Members	10
Vacancies.....	10
Removal of Executive Committee members.....	11
5 Annual General Meetings.....	11
Holding of Annual General Meetings	11
Calling of, and business at, Annual General Meetings	11
6. Executive Committee Administration	12
Meetings (General Meetings).....	12
Calling of General meetings	12
Quorum at General Meetings	13
Making of decisions.....	13
Appointment of proxies	13
Adjournment	14
Calling of General Meetings by non Executive Committee members	14
Delegation by Executive Committee to subcommittees.....	14
7 Funds	15
Financial Year of the Organisation	15

Source of Funds 15

Management of Funds 15

8 Other matters 16

Alteration of objects and rules 16

Common seal 16

Custody of books 16

Inspection of books 16

Service of notice 16

Surplus property 16

Communication Channels 17

9 Definitions 17

Membership Form 18

 Proposal to be voted on by Special Resolution after adoption of these rules 18

List of officially approved email and social media addresses representing JETAA Canberra Inc 19

 Proposal to be voted on by Special Resolution after adoption of these rules 19

DRAFT

1 Objectives

- 1.01 JETAA Canberra Inc. supports former participants of the JET programme (JET Alumni) by offering and providing a support network for current or former JET participants, their partners and/or families who live in Canberra or its surrounds who request such assistance.
- 1.02 JETAA Canberra Inc. supports the Japan Exchange Teaching Programme ('The JET Programme') by assisting the Government of Japan in the:
- Promotion of the JET Programme.
 - Selection of future participants of the JET Programme.
 - Provision of pre-departure information to JET participants, their partners and/or families.
 - Provision of support for current JET participants and their partners and/or families in Japan.
- 1.03 JETAA Canberra Inc. aims to foster a broad and deep understanding between Australia and Japan by:
- Maintaining and supporting members' interest in Japan, Japanese society, and Australia-Japan international relations.
 - Supporting and interacting with other organisations that value warm bilateral relations between Japan and Australia.
 - Supporting Japanese people living in Canberra and its surrounds.
 - Organising or participating in events or activities that promote public or community interest in Japan and/or the JET Programme.
- 1.04 JETAA Canberra Inc. supports an 'international JETAA community' by:
- Maintaining regular communication with other JETAA Chapters around Australia, New Zealand and the world.
 - Encouraging and promoting joint initiatives and activities where appropriate and possible.
 - Where practical, supporting, contributing to, and hosting JETAA International and JETAA regional fora and attending the events of other JETAA chapters..

2 Membership

Membership qualifications

- 2.01 A person is qualified to be a Full Member of JETAA Canberra Inc. if they are:
- a past participant of the JET Programme;
- AND
- i) are residing in the Australian Capital Territory or its surrounding region (Southern NSW);
- OR
- ii) nominate JETAA Canberra Inc. as the JETAA chapter to which they seek full membership;
- AND
- are *not* a Full (or 'Grant-In-Aid') member of another JETAA chapter;
- AND
- apply to be a member of JETAA Canberra Inc. according to the process defined within this charter (see: Application Procedure)
- 2.02 Persons who do not meet the requirements to be a Full member are able to apply to be an Associate member of JETAA Canberra Inc. application process defined within this charter.
- 2.03 Full Members and Associate Members who meet the qualification stipulated at 2.4, have full voting rights at all general meetings, including the Annual General Meeting

2.04 Only Associate members who are current or past members of the Executive Committee since the date of incorporation (and who completed their full term), are eligible to vote, either in person or by proxy, at any meeting of JETAA Canberra Inc.

2.041 Associate members are not able to vote unless they meet the qualification at 2.04. Associate members cannot, under any circumstances, hold or submit proxy votes.

Application procedure

2.05 Persons must apply in writing to join JETAA Canberra Inc. except for:

a) Those persons on the Register of Members of JETAA Canberra Inc. at the time of incorporation;

OR

b) Those persons who are current participants on the JET Programme who are designated as having departed from Canberra by the Embassy of Japan in Canberra.

2.06 Applications for membership of JETAA Canberra Inc. must be made in writing on the form most recently approved by Special Resolution of the Executive Committee.

2.07 All applications must be approved by two members of the Executive Committee and is not valid until the applicant receives written notification of acceptance of their application.

Official Register of Members of JETAA Canberra Inc.

2.08 The current and complete Register of Members of JETAA Canberra Inc. is the latest 'common' database that is held by both the Vice President/Secretary and the President. Alternatively, the Official Register of Members is that which is accepted as such by a vote of the Executive Committee.

2.09 Membership records held by JETAA Canberra Inc. must comply with s67 of the Act and s10 of the Regulations and are subject to the Privacy Act (1988).

2.10 The Executive Committee shall endeavour to contact members on an annual basis to verify and update membership records.

2.11 Failure to respond to requests to verify membership details may be considered when determining the cessation of a member under subsection 2.13.

Membership entitlements not transferable

2.12 A right, privilege or obligation that a person has because of being a member of JETAA Canberra Inc.—

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

Cessation of membership

2.13 A person automatically ceases to be a Full member of JETAA Canberra Inc. on the date the person

- a) dies; or
- b) resigns from membership of JETAA Canberra Inc.; or
- c) becomes a Full member of another JETAA Chapter; or
- d) is expelled from JETAA Canberra Inc.; or
- e) has their application to become an Associate member approved; or
- f) otherwise does not meet the requirements to be a Full member.

2.14 A person automatically ceases to be an Associate member of JETAA Canberra Inc. on the date the person —

- a) dies; or
- b) resigns from membership of JETAA Canberra Inc.; or
- c) is expelled from JETAA Canberra Inc; or
- d) has their application to become a Full member approved.

Resignation of membership

- 2.15 A member is not entitled to resign from membership of JETAA Canberra Inc. except in accordance with this section.
- 2.16 A member may resign from membership of JETAA Canberra Inc. by written or oral notification to a member of the Executive Committee. If by oral notification, an unrelated third party must be willing to attest to the member's resignation statement.
- 2.17 If a person ceases to be a member, the Vice President/Secretary must make an appropriate entry in the Official Register of Members recording the date the person ceased to be a member.

Membership Fees

- 2.18 The Executive Committee will determine, by Special Resolution, the amount of any entrance or annual membership fees required to join JETAA Canberra Inc.

Members' liabilities

- 2.19 The liability of a member to contribute towards the payment of the debts and liabilities of JETAA Canberra Inc. or the costs, charges and expenses of the winding up of JETAA Canberra Inc. is limited to the amount (if any) unpaid by the member in relation to membership of JETAA Canberra Inc. as required by 2.18.

Disciplining of members

- 2.20 If the Executive Committee is of the opinion that a member—
- a) has persistently refused or neglected to comply with a provision of these rules; or
 - b) has persistently and wilfully acted in a manner prejudicial to the interests of JETAA Canberra Inc.
- OR
- c) If a person admitted to JETAA Canberra Inc. as a Full member is subsequently found to be ineligible for Full member status because of a lie, omission or concealment of fact in their application,
- the Executive Committee may, after providing the member with a reasonable opportunity to respond to the allegations and considering the seriousness and evidence of the alleged breach and any response offered by the member, by resolution AND a vote of the membership at a general meeting —
- d) suspend the member from the rights and privileges of membership of JETAA Canberra Inc. that the Executive Committee may decide for a specified period; or
 - e) expel the member from JETAA Canberra Inc.
- 2.21 If the Executive Committee passes a resolution under subsection 2.20, the Vice President/Secretary must, as soon as practicable, serve a written notice on the member—
- a) setting out the resolution of the Executive Committee and the grounds on which it is based; and
 - b) stating that the member may address the Executive Committee at the next Executive Committee meeting up to 28 days after service of the notice; and
 - c) stating the date, place and time of that meeting;
- OR
- d) submit to the Executive Committee at or before the date of that meeting written representations relating to the resolution.

- 2.22 Subject to section 50 of the Act, at the meeting of the Executive Committee mentioned in subsection 2.20, the Executive Committee must—
- a) give to the member mentioned in subsection 2.20 an opportunity to make oral representations; and
 - b) give due consideration to any written representations submitted to the Executive Committee by that member at or before the meeting; and
 - c) by resolution decide whether to confirm or to revoke the resolution of the Executive Committee made under subsection 2.20.
- 2.23 The Executive Committee must provide written notice to the member mentioned in subsection 2.20 of its decision at subsection 2.22(c).

3 Constitution and Membership of the Executive Committee

- 3.01 The Executive Committee of JETAA Canberra Inc. consists of three Office Bearers and at least two other Ordinary Executive Committee Members. Only Full Members may become an Office Bearer, however Associate Members may become an Ordinary Executive Committee Member.
- 3.02 The 'Office-Bearers' of JETAA Canberra Inc. consist of -
- a) the President
 - b) the Vice President/Secretary; and
 - c) the Treasurer.
- 3.03 Ordinary Executive Committee Members may consist of any or all of -
- a) Social, Orientation and Fundraising Coordinator
 - b) Communications Coordinator
 - c) Another position as determined by the membership at an Annual General Meeting or General Meeting called according to the 'Vacancies' provisions of this charter.
- 3.04 Each member of the Executive Committee holds office, subject to these rules, until the conclusion of the AGM following the date of the member's election, but is eligible for re-election (subject to any term limits).
- 3.05 If a member of the Executive Committee is temporarily unable to fulfil their duties, the remaining members of the Executive Committee may appoint an appropriately qualified member to occupy the position on an 'acting basis'. The member so appointed holds office until directed by the President and until no later than the conclusion of the next Annual General Meeting after the date of the appointment.

President

- 3.07 The President is limited to serving a maximum of three (3) consecutive annual terms.
- 3.08 The duties of the President are:
- a) General supervision of the business and affairs of JETAA Canberra Inc.
 - b) To be the official 'Chapter Representative' and initial point of contact for all matters pertaining to JETAA Canberra Inc. In performing this role, the President shall be responsible for making representations on behalf of members to:
 - i. the Embassies of Japan and Japanese Consulates-General in Australia and overseas,
 - ii. relevant Japanese Ministries and Agencies,
 - iii. other JETAA Chapters and JETAA-International
 - iv. other associations as determined appropriate from time to time.
 - c) Organise and call meetings, both Executive Committee meetings and General Meetings, in conjunction with the Vice President / Secretary, in accordance with these rules.
 - d) Chair each meeting according to the procedures set out in these rules.
 - e) Regularly update the membership on recent activities, up-coming events and any other matters of interest to members;

- f) Ensure that new or returning members are welcomed to Canberra, and that the objectives, activities and operating procedures of JETAA Canberra Inc. are explained to them.
- g) Liaise with each Executive Committee member in the execution of their duties and ensure that members receive adequate support in carrying out these duties.
- h) Encourage JETAA Canberra Inc. members to actively participate in the broad range of JETAA Canberra Inc. activities.
- i) In cooperation with the Treasurer, ensure that funding applications are correctly submitted and acquitted to bodies that are known to provide financial support for JETAA Canberra Inc. activities.
- j) In cooperation with the Social Coordinator, ensure all members living in or around Canberra are invited to a minimum of four social events per year.
- k) In cooperation with the Vice President/Secretary, maintain the official Register of Members of JETAA Canberra Inc.
- l) Give final approval over all communications that bear the seal of JETAA Canberra Inc. or make representations as to being an official communication from JETAA Canberra Inc., that are released to the membership or to a wider domain. This includes, but is not limited to, the official website, emails or communications from the authorised JETAA Canberra Inc. email addresses, social media channels, or letters on the official letterhead.
- m) Subject to any limitations imposed by the Act or this charter, the President may delegate any or all of the above authorities to other Office Bearers or individual Full Members for a term not exceeding the President's own term of office. Such a delegation may be revoked without consultation at any time, including by persons formally acting as President. The President will authorise or revoke such delegations only in writing.

Vice President/Secretary

3.09 The Vice President/Secretary must keep minutes of —

- a) all elections and appointments of Office Bearers and Ordinary Executive Committee Members;
- b) the names of members of the Executive Committee present at an Executive Committee meeting; and
- c) all proceedings at Executive Committee meetings and General Meetings.

3.10 Minutes of proceedings at a meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.

3.11 In conjunction with the President, the Vice President/Secretary must maintain the Official Register of Members of JETAA Canberra Inc.

3.12 Fulfil other duties that as identified in these rules that are within the scope of the Vice President/Secretary's role within JETAA Canberra Inc., including where such duties may support other Executive Committee members in fulfilling their duties.

Treasurer

3.13 The Treasurer of JETAA Canberra Inc. must —

- a) collect and receive (including issuing receipts) all amounts owing to JETAA Canberra Inc. and make all payments authorised by JETAA Canberra Inc.;
- b) keep correct accounts and books showing the financial affairs of JETAA Canberra Inc. with full details of all receipts and expenditure connected with the activities of JETAA Canberra Inc.;
- c) liaise with the official Auditor or other professionals on matters related to the finances of JETAA Canberra Inc.
- d) provide accurate information about the financial state of JETAA Canberra Inc. to members, to meetings of the Executive Committee and as requested by Office Bearers;
- e) apply for funding and grants as directed by resolution of the Executive Committee or direction of the President; and
- f) within the scope of their role within JETAA Canberra Inc., support other Executive Committee members in fulfilling their duties.

3.14 The Treasurer of JETAA Canberra Inc. will also be the Public Officer, as required in section 57 of the Act. This person will cease to be Public Officer when they cease to be the Treasurer of JETAA Canberra Inc.

Social Coordinator

3.15 The Social Coordinator of JETAA Canberra Inc. must –

- a) ensure all members are invited to a minimum of four social events per year and make enquiries, negotiations and bookings as appropriate for these events, whilst remaining within the allocated budget;
- b) in conjunction with the President, publicise the events to members and other invitees via the official communication channels and/or other media as appropriate;
- c) invite and liaise with other guests or organisations as appropriate to ensure, to the best of their ability, the successful running of the event;
- d) communicate, to the best of their knowledge, all costs involved that members and guests will be expected to bear if they attend the event;
- e) submit any receipts for the cost of each social event to the Treasurer for reimbursement; and
- f) coordinate at least two, one-hour, pre-departure information sessions, independent to those offered by the Embassy of Japan, for JET participants, their partners and/or families, departing from Canberra. Social events such as a pre-departure dinner, cannot be substituted for either of these pre-departure sessions;
- g) strive to ensure that at least one presenter at the pre-departure information sessions is a former JET programme participant who finished the programme within the preceding three years;
- h) ensure that the sessions are offered at-cost or free-of-cost to participants;
- i) coordinate the running of at least one fund-raising event per year;
- j) fulfil other duties as identified in these rules as within the scope of the Social Coordinator's role within JETAA Canberra Inc, including where such duties may support other Executive Committee members in fulfilling their duties.

3.17 The Executive Committee will approve the contents and delivery of the pre-departure orientation programme for each year.

Communications Officer

3.18 The Communications Officer must –

- a) administer the JETAA Canberra Inc. website, including the collection, formatting and uploading of content;
- b) manage web hosting tools to control site configuration;
- c) liaise with the web hosting provider to resolve technical issues;
- d) administer the Executive Committee members' official email service, including the allocation of email addresses and mailbox set-up;
- e) provide technical support services as deemed necessary by the Executive Committee;
- f) maintain the list of officially authorised communication channels most recently approved by Special Resolution of the Executive Committee and ensure their prominent placement on the official website, and any existing social media channels;
- g) set up and maintain any social media accounts authorised by the Executive Committee, ensuring the information is up-to-date and complements that which is available on the website; and
- h) fulfil other duties that are identified in this document as within the scope of the Webmaster's role within JETAA Canberra Inc, including where such duties may support other Executive Committee members in fulfilling their duties.

4. Election of Executive Committee Members

- 4.01 Nominations of candidates for election to positions on the Executive Committee must be given to the Vice President/Secretary of JETAA Canberra Inc. not less than seven days before the date fixed for the Annual General Meeting at which the election is to take place. Further nominations for any unfilled positions may be received at the Annual General Meeting.
- 4.02 All nominees must declare any conflicts of interest that they may have, either real or potential; and that they are not a member of the Executive Committee or an Office Bearer of another organisation with similar objectives as JETAA Canberra Inc.
- 4.03 If no more than one person nominates for each specific position on the Executive Committee and subject to the nominee's acceptance, the candidates nominated are taken to be elected.
- 4.04 If insufficient nominations are received, any vacant positions on the Executive Committee are taken to be vacancies that may be filled as per the procedures set out in the 'vacancies' section of this charter.
- 4.05 If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held. The ballot for the election of office-bearers and ordinary committee members is conducted either by popular acclaim of members present at the Annual General Meeting or where proxies are held or where this fails to produce a clear result, by a secret ballot of votes.
- 4.06 A person is not eligible to simultaneously hold more than one Office Bearer position on the Executive Committee.

Vacancies

- 4.07 If there is a vacancy in the membership of the Executive Committee, the remaining members of the Executive Committee must elect an appropriately qualified Executive Committee member to fill the vacancy and the member so elected holds office until the conclusion of the next Annual General Meeting after the date of the appointment.
- 4.08 If no one is available to fill the position within the Executive Committee, considering the time left in the term of the current committee and the importance of the position, the Executive Committee may resolve to leave the position vacant (subject to the requirements of the Act or this charter) or, by resolution of the Executive Committee, call a General Meeting within 10 days of the vacancy at which the position will be elected according to the procedure established in these rules under General Meetings.
- 4.09 Where the Treasurer/Public Officer position becomes vacant, the Executive Committee must appoint a new Public officer within fourteen days, in accordance with section 64(3) of the Act.
- 4.10 Subject to the rules in subsection 3.05 above, if the position of President becomes vacant during the person's term of office, the Vice-President/Secretary will act in the position until it is vacated or filled at the next Annual General Meeting after the date of the appointment.
- 4.11 Subject to the rules in subsections 3.05 and 4.07-4.10, if the Vice President/Secretary is unable to act in the President's vacant position, the Treasurer will act as President until the position is vacated or filled at the next Annual General Meeting after the date of the appointment.
- 4.12 If neither of the remaining office bearers is able to act as President, a General Meeting should be convened as soon as practicable to elect a new President.
- 4.13 For these rules, a vacancy in the office of a member of the Executive Committee happens if the member:
- a) dies; or
 - b) resigns the office; or
 - c) is removed from office under subsection 4.14; or
 - d) ceases to be a member of JETAA Canberra Inc.; 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 Executive Committee from all meetings of the Executive Committee held during a period of six months.

Removal of Executive Committee members

4.14 JETAA Canberra Inc. may, by resolution in a general meeting, remove any member of the Executive Committee from office before the end of the member's term, in accordance with sections 63 and 64 of the Act.

5 Annual General Meetings

Holding of Annual General Meetings

5.01 With the exception of the first Annual General Meeting of JETAA Canberra Inc., JETAA Canberra Inc. must hold an Annual General Meeting of its members at least once in each calendar year and within 5 months of the end of each financial year.

5.02 If an Annual General Meeting is not called in accordance with section 5.01, the Executive Committee can take no further decisions except to call, organise and run a General Meeting at which a new Executive Committee is elected.

5.03 JETAA Canberra Inc. 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 JETAA Canberra Inc.

5.04 Subsections 5.01 to 5.03 have effect subject to the powers of the Registrar-General under the Act, section 120 in relation to extensions of time.

Calling of, and business at, Annual General Meetings

5.05 An Annual General Meeting must be conducted in accordance with the provisions of this part.

5.06 The Annual General Meeting of JETAA Canberra Inc. must, subject to the Act, be called in accordance for the provisions of a Special General Meeting, on the date and at the place and time that the Executive Committee considers appropriate.

- 5.07 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 (unless previously confirmed at an Executive Committee meeting); and
 - b) to receive from the Executive Committee reports on the activities of JETAA Canberra Inc. during the last financial year; and
 - c) to elect members of the Executive 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.
- 5.08 Five members present in person, (who are entitled under these rules to vote at an Annual General Meeting) and including at least two Office Bearers constitute a quorum for the transaction of the business of an Annual General Meeting.
- 5.09 Unless otherwise specified, procedures at an AGM are the same as specified at a General Meeting.
- 5.10 All positions at an AGM are elected by a simple majority of eligible members on the basis of their attendance at the meeting or in proxy.

6. Executive Committee Administration Meetings (General Meetings)

- 6.01 The Executive Committee may, whenever it considers appropriate, call a general meeting of JETAA Canberra Inc.
- 6.02 As meetings of the Executive Committee are open to attendance by non-Executive Committee members, they are to be considered ‘general meetings’ under these rules and under the Act.
- 6.03 Excluding the Annual General Meeting, the Executive Committee must meet at least three times in each calendar year at the place and time that the Executive Committee decides.
- 6.04 An act or thing done or suffered, or purporting to have been done or suffered, by the Executive Committee or by a subcommittee appointed by the Executive Committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Executive Committee or subcommittee.

Calling of General meetings

- 6.05 [blank]
- 6.06 Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of JETAA Canberra Inc., the Vice President/Secretary must, at least seven days before the date fixed for the holding of the general meeting, send written notification to members of the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 6.07 If the nature of the business proposed to be dealt with at a general meeting requires a special resolution, the Vice President/Secretary must, at least 21 days before the date fixed for the holding of the general meeting, notify members in accordance with subsection 6.06 specifying, in addition to the matter required under that subsection, the intention to propose the resolution as a special resolution.
- 6.08 A member desiring to bring any business before a general meeting may give written notification of that business to the Vice President/Secretary, who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.
- 6.09 Notice of a meeting given under this subsection 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 Executive Committee members present at the meeting unanimously agree to treat as urgent business, or business raised by a non-executive committee member that conforms to the procedure specified below.

6.10 Notification made by email to the last known email address of the member is considered to be sufficient notification under this subsection.

Quorum at General Meetings

6.11 Three members present in person, (who are entitled under these rules to vote at a General Meeting) and including at least one Office Bearer constitutes a quorum for the transaction of the business of a General Meeting, except where a General Meeting is called by non-Executive Committee members under the provisions for such within this charter.

6.12 No business may be transacted by the Executive 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.

6.13 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.

6.14 At meetings of the Executive 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, the Treasurer/Public Officer presides.

Making of decisions

6.15 Questions arising at a General meeting or of any subcommittee appointed by the Executive Committee, are decided by a simple majority of the votes of members present at the meeting, except in the case of special resolutions which require a $\frac{3}{4}$ majority of the vote to pass.

6.16 A question arising at a general meeting of JETAA Canberra Inc. 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 JETAA Canberra Inc., is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

6.17 At a general meeting of JETAA Canberra Inc., a poll may be demanded by the person presiding or by not less than three members present in person or by proxy at the meeting.

6.18 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.

6.19 Each member present or by proxy, at a meeting of the Executive Committee or of any subcommittee appointed by the Executive Committee (including the person presiding at the meeting) is entitled to one vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.

6.20 Subject to provisions for 'casting votes', on any question arising at a general meeting of JETAA Canberra Inc. a member has one vote only.

Appointment of proxies

6.21 Each member is entitled to appoint another member as proxy by notice given to the Vice President/Secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.

6.22 The notice appointing the proxy must be in a written form and specify the date of the meeting.

- 6.23 The Vice President must confirm the eligibility of the member who has submitted the proxy vote at the meeting, noting that Associate and Full members have different abilities to vote depending on the type of meeting being held.
- 6.24 All votes must be given personally or by proxy but no member may hold more than two (2) proxies.
- 6.25 If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote. Proxies held are not counted in the casting vote.
- 6.26 A member or proxy is not entitled to vote at any general meeting of JETAA Canberra Inc. unless all money due and payable by the member or proxy to JETAA Canberra Inc. has been paid.

Adjournment

- 6.27 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.
- 6.28 The Vice President/Secretary must give written or oral notice of the adjourned meeting to each member of JETAA Canberra Inc. stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

Calling of General Meetings by non Executive Committee members

- 6.29 The Executive Committee must, on the requisition in writing of not less than ten per cent of the total number of members, call a general meeting of JETAA Canberra Inc.
- 6.30 A requisition of members for a general meeting —
- a) must state the purpose or purposes of the meeting;
 - b) must be signed by the members making the requisition;
 - c) must be lodged with the Vice President/Secretary; and
 - d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 6.31 If the Executive Committee fails to call a general meeting within one month after the date when a requisition of members for the meeting is lodged with the Vice President/Secretary, any one or more of the members who made the requisition may call a general meeting to be held not later than three months after that date.
- 6.32 Five Members present in person, (who are entitled under these rules to vote at a General Meeting) including three Full Members, constitutes a quorum for the transaction of the business of a General Meeting called under this provision.
- 6.33 Meetings called under this provision cannot transact or purport to transact the business of the Executive committee.
- 6.34 Resolutions passed at a meeting called under this provision do not have any decision-making authority but must be considered and voted on at the next General Meeting (except if again called under this provision).

Delegation by Executive Committee to subcommittees

- 6.35 The Executive Committee may, in writing or in a general meeting, delegate to one or more subcommittees (consisting of the member or members of JETAA Canberra Inc. that the Executive Committee considers appropriate) the exercise of the functions of the Executive 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 Executive Committee by the Act, by any other law, or by resolution of JETAA Canberra Inc. in general meeting.

- 6.36 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.
- 6.37 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.
- 6.38 Despite any delegation under this section, the Executive Committee may continue to exercise any function delegated.
- 6.39 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 Executive Committee.
- 6.40 The Executive Committee may, in writing, revoke wholly or in part any delegation under this section.
- 6.41 A subcommittee may meet and adjourn as it considers appropriate.

7 Funds

Financial Year of the Organisation

- 7.01 JETAA Canberra Inc.'s Financial Year starts on 1 April of every year and ends on 31 March of the following year.

Source of Funds

- 7.02 The funds of JETAA Canberra Inc. are derived from –
- Grant in Aid funding provided by the Government of Japan through the Council for Local Authorities and International Relations.
 - Support funding through the Embassy of Japan (Canberra).
 - Donations contributed by members and friends.
 - Fund-raising activities conducted by JETAA Canberra Inc.
 - Any sources that the Executive Committee decides subject to the Act, section 114.

- 7.03 All money received by JETAA Canberra Inc. must be deposited as soon as practicable and without deduction to the credit of JETAA Canberra Inc.'s bank account.

- 7.04 JETAA Canberra Inc. must, as soon as practicable after receiving any money, issue an appropriate receipt.

Management of Funds

- 7.05 Subject to any resolution passed by JETAA Canberra Inc. in general meeting, the funds of JETAA Canberra Inc. must be used for the objects of JETAA Canberra Inc. in the way that the Executive Committee decides.
- 7.06 Any funds or profits derived from activities conducted by or on behalf of JETAA Canberra Inc. is to be used for the benefit of JETAA Canberra Inc. and its members or in accordance with the objects of JETAA Canberra Inc. as defined in this charter. Funds are not available to be distributed as shares or for the profit of individual members.
- 7.07 JETAA Canberra Inc undertakes to make an annual donation of an amount equivalent to at least five percent of annual income (as defined in this charter in the section 'Source of funds') to a not-for-profit community group or charity, in Australia or internationally, as determined by the Executive Committee, that supports or enhances warm bilateral relations between Australian and Japanese communities.

7.071 JETAA Canberra Inc may, through a special resolution and in accordance with section 6 (Making of decisions); vary the amount of the annual donation provided a separate special resolution is passed for every year that the variance is required.

7.08 The Executive Committee may reimburse members for legitimate expenses incurred by them in conducting legitimate business for or on behalf of JETAA Canberra Inc.

7.09 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two members of the Executive Committee, subject to the rules of the financial institution at which JETAA Canberra Inc. has deposited the funds to be drawn upon.

8 Other matters

Alteration of objects and rules

8.01 Neither the objects of JETAA Canberra Inc nor these rules may be altered except in accordance with the Act.

Common seal

8.02 The common seal of JETAA Canberra Inc must be kept in the custody of the Vice President / Secretary.

8.03 The common seal must not be attached to any instrument except by the authority of the Executive Committee and the attaching of the common seal must be attested by the signatures of two members of the Executive Committee, one of whom must be an Office Bearer.

Custody of books

8.04 Subject to the Act, the regulation and these rules –

- a) the Treasurer will keep in his or her custody or under his or her control all records, books, and other documents relating to the financial affairs of JETAA Canberra Inc; and
- b) the Vice President / Secretary will keep in his or her custody or under his or her control one copy of the official member's register of JETAA Canberra Inc and all other records, books, and other documents relating to JETAA Canberra Inc

8.05 Subject to the Act, the Regulations and these rules, the President will keep in his or her custody or under his or her control one copy of the Official Register of Members of JETAA Canberra Inc

Inspection of books

8.06 The records, books and other documents of JETAA Canberra Inc are available for inspection by a member of JETAA Canberra Inc inspection must be arranged with the relevant Office Bearer, at a place in the ACT, free of charge, at any reasonable hour.

Service of notice

8.07 For these rules, a notice may be served by or on behalf of JETAA Canberra Inc on any member either personally or by sending it by post or email to the member, at the member's address (or email address) shown in the Official Register of Members.

8.08 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 these rules, 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.

Surplus property

8.09 JETAA Canberra Inc nominates JETAA Sydney as the association under the Act, section 92 (1) (a) in which it will invest any surplus property, subject to any trust affecting the property or part of it, in the event of its dissolution or winding up.

Communication Channels

8.10 The list of officially authorised communication channels is limited to those most recently approved by Special Resolution of the Executive Committee and announced as such on the official website, via email and any existing social media channels.

9 Definitions

the Act	Australian Capital Territory Associations Incorporation Act 1991
the Regulations	Australian Capital Territory Associations Incorporation Regulation 1991
objects	as defined in s29 of the Act
rules	as defined in s31 of the Act
member(s)	A general reference to both Full (Grant-in-Aid) and Associate members as defined by these rules.
Full member	Also known as a 'Grant-in-Aid' member and as defined in Membership Qualifications and approved according to Application Procedure.
Associate member	Anyone not eligible for Full Membership whose membership has been approved according to the Application Procedure.
written notice or written notification	As commonly accepted, and includes communications by email where the sender and receiver can be identified. Written notice is taken to be correctly sent if provided to the last known email address of the member (as notified by the member at least fourteen days before the written notice is sent).
Financial year	The Japanese fiscal year of 1 April to 31 March.
Special Resolution	A resolution concerning a section of this charter that requires a decision by Special Resolution or a decision amending this charter. A General Meeting may also determine that a particular decision should be determined by Special Resolution. Special resolutions require a three-quarter majority of eligible members present or by proxy, to pass.

Membership Form

Proposal to be voted on by Special Resolution after adoption of these rules

Name:

Any names previously known by when you were on JET:

Residential Address:

Preferred Email Address:

Facebook Address (optional):

Years you were on JET:

Position (ALT/CIR/SEA)

Town/City and Prefecture of JET appointment(s)

Are you a member of another JETAA Chapter (in the world)? Yes (which one) _____ /No

Are you applying for Full or Associate membership of JETAA Canberra Inc ?

Note: Full membership is only open to past JET programme participants.

What are you looking for from JETAA Canberra Inc? tick any that apply

- People with a common interest in Japan and the JET programme
- Chances to practice my Japanese and meet Japanese people
- Help with finding a job (Japan related or otherwise) for myself or a family member
- Advice on living in Canberra, including for mixed families
- Good Japanese food

Declaration: I agree to abide by the Charter of JETAA Canberra Inc (available at <http://jetaacanberra.org/>).

Signed and dated:

Official use only:

Date received by Executive Committee member.

Date membership approved by Executive Committee:

Approved by (two Executive Committee members):

Proposed Charter and Rules of JETAA Canberra Inc.

List of officially approved email and social media addresses representing JETAA Canberra Inc

Proposal to be voted on by Special Resolution after adoption of these rules

president@jetaacanberra.org

Vice.president@jetaacanberra.org

treasurer@jetaacanberra.org

social.coordinator@jetaacanberra.org

communications@jetaacanberra.org

info@jetaacanberra.org

Facebook.com/jetaacanberra

Authorised by Special Resolution passed on _____ and certified correct.

XXXXX

President

JETAA Canberra Inc.

Date

XXX

Communications Officer

JETAA Canberra Inc.

Date