



RYDON CONSTITUTION
July 2020

RYDON constitution

OBJECTS AND RULES

1. Name

- 1.1 The name of this association is the Regional Youth Development Opportunities Network Inc. (referred to in these rules as 'RYDON').

2. Scope

- 2.1 RYDON is a network of individuals with an interest in growing opportunities for young people in Rural and Regional Areas across NSW and to advocate for systemic changes in these areas. Regional NSW includes all the towns, small cities and areas that lie beyond the major capital cities of Sydney, Newcastle and Wollongong.

3. Objectives

3.1 OBJECTIVES

- to foster the development of Networks of Young People and the Sector throughout the RYDON region;
- to provide and collect advice and information on activities, projects, and issues for Regional Young People and services;
- to provide advice and information on the impact of broad social and economic issues and their effects on Regional Young People and services, to all levels of government, unions and the general community;
- to provide a means through which Regional Youth Services and the broader Regional Sector involved in local or other action can discuss issues of importance to them;
- to monitor policies and practices of all levels of government, which affect Regional Young People and to discuss and respond as a network;
- to undertake, commission, and evaluate research on matters affecting Regional Young People and the services that work with them;
- to highlight, improve and comment on the position of the Regional Young People to the general community and the media;
- to represent and advocate with and on behalf of Regional Young People and the Sector on policy issues to all tiers of government;

- to provide, organise and support appropriate training, resources and information for Regional Young People and services;
- to promote youth participation;
- to assist Regional Youth Services to plan and implement appropriate responses to meet the needs of disadvantaged Regional Young People;
- to liaise and consult with appropriate local, national and state structures, union and employer organisations as required;

3.2 In order to promote and work towards the above Objectives, RYDON has the power to do anything which is not prohibited by law or by these rules.

PART 1 PRELIMINARY

1. Definitions

1.1 In these rules:

Director-General means the Director-General of the Department of Fair Trading.

Committee means the chairperson, deputy-chairperson, secretary, treasurer, public officer and ordinary members

Ordinary member means a member of the committee who is not an office-bearer of RYDON, as referred to in rule 14(2).

Secretary means:

(a) the person holding office under these rules as secretary of RYDON, or

(b) if no such person holds that office – the public officer of RYDON.

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

'Term' means the period from one Annual General Meeting of RYDON to the next Annual

the Act means RYDONs *Incorporation Act 1984*.

the regulation means RYDONs *Incorporation Regulation 1999*.

Services/the Sector refers to workers, volunteers and interested community members providing service to the RYDON region.

- a) Community workers (gov & non-gov)
- b) Those working with young people (gov & non-gov)
- c) Government representatives
- d) School, college, education & employment representatives
- e) TAFE/ Uni students
- f) Interested community members
- g) Young People's Groups or committees
- h) Community groups and committees

General Meeting of RYDON:

'Young People' means people aged between twelve and twenty-five years and 'Young Person' means any one of them.

'Young People's Groups' means self-determined groups of Young People who identify themselves as a group working to a common purpose.

'Youth Services' means those organisations, funded or unfunded, who provide services to Young People.

1.2 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, if the function is a duty, a reference to the performance of the duty.

- 1.3 The provisions of the *Interpretation Act 1987* apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

PART 2. MEMBERSHIP

2 Membership Qualifications

- 2.1 A person can be a Member of RYDON if, but only if, the person:
- (a) is a person referred to in section 15(1) (a), (b) or (c) of the Act and has not ceased to be a member of RYDON at any time after incorporation of RYDON under the Act, or
 - (b) is an individual who works in a role that promotes Positive Youth Development in a Regional area of New South Wales, or
 - (c) is a Regional Young Person and supports and is committed to RYDON's objectives; or
 - (d) is an interested and identified representative of the Aboriginal or Torres Strait Islander community, Culturally or Linguistically Diverse community, Disability community, LGBTIQ+ community and supports and is committed to RYDON's objectives; or
 - (e) An individual working in Health/Education and/or
 - (f) has been approved for membership of RYDON by RYDON members.
- 2.2 A person can also apply to be an Associate Member of RYDON. Associate Members are unable to hold office-bearer roles or any voting rights.
- 2.3 Membership of RYDON is voluntary and there are no payments made for members or office bearer positions.

3 Nomination for membership

- 3.1 A nomination of a person for membership of RYDON:
- (a) must be made by a member of RYDON in writing in the form set out in Appendix 1 to these rules, and
 - (b) must be lodged with the secretary of RYDON.
- 3.2 As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which is to determine whether to approve or to reject the nomination.
- 3.3 As soon as practicable after the committee makes that determination, the secretary must:
- (a) notify the nominee, in writing or by digitally signed email, that the committee approved or rejected the nomination (whichever is applicable), and
 - (b) if the committee approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under these rules by a

member as entrance fee and annual subscription (if applying for financial membership).

- 3.4 If the committee approved the nomination the secretary must within 28 days add the new members name in the register of members.

4 Cessation of Membership

- 4.1 A person is no longer a Member of RYDON if the person:
- (a) dies;
 - (b) is expelled from RYDON; or
 - (c) resigns from their position, or other position they held which made them eligible to be members of RYDON;
 - (d) does not attend, or apologise for lack of attendance at three consecutive meetings
 - (e) does not pay their membership fees

5 Membership entitlements not transferable

- 5.1 Any rights, benefits or obligations which a person has because they are a Member of RYDON:
- (a) Cannot be given to or taken by another person, group or organisation; and
 - (b) Finishes if the person is no longer a member of RYDON.

6 Resignation of membership

- 6.1 A member of RYDON is not entitled to resign that membership until giving the secretary written or digitally signed email notice of at least one month of the member's intention to resign
- 6.2 If a member of RYDON ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

7 Register of members

- 7.1 The public officer of RYDON must establish and maintain a register of members of RYDON specifying the name and address of each person who is a member of RYDON together with the date on which the person became a member.
- 7.2 The register of members must be open for inspection, free of charge, by any member of RYDON during business hours.

8 Fees and subscriptions

- 8.1 A member of RYDON must pay to RYDON an annual membership fee of \$10.00:
- (a) except as provided by paragraph (b), at the Annual General Meeting
 - (b) if the member has nominated to be a Financial Member or becomes a member after the Annual General Meeting in any calendar year – on becoming a member and at the Annual General Meeting in each succeeding calendar year.

9 Members' liabilities

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

10 Resolution of internal disputes

- 10.1 Disputes between members (in their capacity as members) of RYDON, and disputes between members and RYDON, are to be referred to a community justice centre for mediation in accordance with the Community Justice Centre's Act 1983.
- 10.2 At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

11 Disciplining of members

- 11.1 A complaint may be made to the committee by any person that a member of RYDON:
- (a) Has persistently refused or neglected to comply with a provision or provisions of these rules, or
 - (b) Has persistently and willfully acted in a manner prejudicial to the interests of RYDON.
- 11.2 On receiving such a complaint, the committee:
- (a) Must cause notice of the complaint to be served on the member concerned; and

- (b) Must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
- (c) Must take into consideration any submissions made by the member in connection with the complaint.

- 11.3 The committee may, by resolution, expel the member from RYDON or suspend the member from membership of RYDON if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- 11.4 If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under rule 12.
- 11.5 The expulsion or suspension does not take effect:
- (a) Until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (b) If within that period the member exercises the right of appeal, unless and until RYDON confirms the resolution under rule 10, whichever is the later.

12 Right of appeal of disciplined member

- 12.1 A member may appeal to RYDON in general meeting against a resolution of the committee under rule 10, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- 12.2 The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- 12.3 On receipt of a notice from a member, the secretary must notify the committee which is to convene a general meeting of RYDON to be held within 28 days after the date on which the secretary received the notice.
- 12.4 At a general meeting of RYDON convened:
- (a) No business other than the question of the appeal is to be transacted, and
 - (b) The committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) The members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

- 12.5 If at the general meeting RYDON passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

PART 3 THE COMMITTEE

13 Powers of the committee

- 13.1 The committee is to be called the committee of management of RYDON and, subject to the Act, the Regulation and these rules and to any resolution passed by RYDON in general meeting:
- (a) Shall control and manage the business and affairs of RYDON including legal and auditing responsibilities;
 - (c) Has the power to do anything which it believes is necessary to manage RYDON
 - (d) Employ waged staff;
 - (e) Establish Subcommittees and Working Parties;

14 Constitution, membership and legal duties of committee members

- 14.1 Subject in the case of the first members of the committee to section 21 of the Act, the committee is to consist of:
- (a) The office-bearers of RYDON (financial members), and
 - (b) Ordinary members (financial members) each of whom is to be elected at the annual general meeting of RYDON under rule 15 or by written nomination at other times.
- 14.2 The office-bearers of RYDON are to be:
- (a) The chairperson
 - (b) The deputy-chairperson
 - (c) The treasurer
 - (d) The secretary,
 - (e) The public officer
 - (f) Ordinary members (minimum of 3)
- 14.3 A financial committee member may hold up to 2 offices.
- 14.4 Each member of the committee is, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the member's election but is eligible for re-election. There is no maximum number of consecutive terms for which a committee member may hold office.
- 14.4 In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a (financial) member of RYDON to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

- 14.5 **According to common law, all committee members have;**
- the duty to act in good faith and for a proper purpose
 - the duty to act with reasonable care, diligence and skill
 - the duty to not misuse information or position
 - the duty to disclose and manage conflicts of interest, and
 - consequences of breaches for duties.

15 Election of members

- 15.1 Nominations of candidates for election as office-bearers of RYDON or as ordinary members of the committee may occur within the Annual general meeting and must be seconded by (1) one current financial member with the consent of the nominee.
- 15.2 If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- 15.3 If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- 15.4 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- 15.5 If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held with financial members.
- 15.6 The ballot for the election of office-bearers and ordinary members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

16 Secretary

- 16.1 The Secretary of RYDON must, as soon as practicable after being appointed as secretary, lodge notice with RYDON of his or her business address.
- 16.2 It is the duty of the secretary to keep minutes of:
- (a) all appointments of office-bearers and members of the committee,
 - (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.

- 16.3 Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

17 Treasurer

- 16.1 It is the duty of the treasurer of RYDON to ensure:
- (a) that all money due to RYDON is collected and received and that all payments authorised by RYDON are made, and
 - (b) that correct books and accounts are kept showing the financial affairs of RYDON, including full details of all receipts and expenditure connected with the activities of RYDON.

18 Casual vacancies

- 18.1 For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member:
- (a) dies, or
 - (b) ceases to be a member of RYDON, or
 - (c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
 - (d) resigns office by notice in writing given to the secretary, or
 - (e) is removed from office under rule 19, or
 - (f) becomes a mentally incapacitated person, or
 - (g) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

19 Removal of member

- 19.1 RYDON 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.
- 19.2 If a member of the committee to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the secretary or chairperson (not exceeding a reasonable length) and requests that the representation be notified to the members of RYDON, the secretary or the chairperson may send a copy of the representations to each member of RYDON or, if the representations 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.

20 Meetings and quorum

- 20.1 The committee must meet at least 3 times in each period of 12 months at such place and time as the committee may determine.
- 20.2 Additional meetings of the committee may be convened by the chairperson or by any member of the committee.
- 20.3 Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 7 days (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- 20.4 Notice of a meeting given under clause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as relevant business.
- 20.5 Any three (3) financial members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- 20.6 No decisions regarding finances or actions can be made by the committee unless a quorum is present. Decisions can be made at general meetings, online, or during subcommittee meetings. If quorum is not present, decisions need to be carried over until the next general meeting.
- 20.7 At a meeting of the committee:
- (a) the chairperson or, in the chairperson's absence, the vice chairperson-is to chair, or
 - (b) if the chair and the deputy-chairperson are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to chair.

21 Delegation by committee to sub-committee

- 21.1 The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of RYDON 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 the Act or by any other law.

- 21.2 A function the exercise of which has been delegated to a subcommittee 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.
- 21.3 A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- 21.4 Despite any delegation under this rule, the committee may continue to exercise any function delegated.
- 21.5 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.
- 21.6 The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- 21.7 A sub-committee may meet and adjourn, as required.

22 Use of technology at committee meetings

- (1) A committee meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the committee's members a reasonable opportunity to participate.
- (2) A committee member who participates in a committee meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

23 Voting and decisions

- 23.1 Questions arising at a meeting of the committee or of any subcommittee appointed by the committee are to be determined by a majority of the votes of members of the committee or subcommittee present at the meeting. The committee may at times decide some resolutions may be voted on by electronic ballot where appropriate.
- 23.2 Each member participating in a meeting of the committee or of any subcommittee 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, subject to rule 32.3.

- 23.3 Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee 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 sub-committee.
- 23.4 Subcommittees must defer to RYDON on decisions of expenditure over \$1000, media liaison, or any government department unless prior approval has been granted by the RYDON Committee.

PART 4 GENERAL MEETING

24 Annual general meetings – holding of

- 24.1 With the exception of the first annual general meeting of RYDON, RYDON must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of RYDON, convene an annual general meeting of its members.
- 24.2 RYDON must hold its first annual general meeting:
- (a) within the period of 18 months after its incorporation under the *Act*, and
 - (b) within the period of 6 months after the expiration of the first financial year of RYDON.
- 24.3 Clauses (1) and (2) have effect subject to any extension or permission granted by the Commissioner under section 26(3) of the *Act*.

25 Annual general meetings – calling of and business at

- 25.1 The annual general meeting of RYDON is, subject to the *Act* and to rule 23, to be convened on such date and at such place and time as the committee thinks fit.
- 25.2 In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
- (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 on the activities of RYDON during the last preceding financial year,
 - (c) to elect office-bearers of RYDON and ordinary members of the committee,
 - (d) to receive and consider the statement which is required to be submitted to members under section 26(6) of the *Act*.
- 25.3 An annual general meeting must be specified as such in the notice convening it.

26 Special general meetings – calling of

- 26.1 The committee may, whenever it thinks fit, convene a special general meeting of RYDON.

- 26.2 A requisition of members for a special general meeting must state the purpose or purposes of the meeting.

27 Notice

- 27.1 Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of RYDON, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 27.2 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, cause notice to be given to each member specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.

28 Procedure

- 28.1 No item of business is to 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.
- 28.2 Three members present in person or online (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.
- 28.3 If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
(a) if convened on the requisition of members, is to be dissolved, and
- 28.4 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) is to constitute a quorum.
- 28.5 Any special guests at the meeting need to be approved seven days prior by a quorum from the RYDON committee.

29 Presiding member

- 29.1 The chair or, in the chair's absence, the deputy-chair, is to preside as chairperson at each general meeting of RYDON.

- 29.2 If the chair and the deputy -chair are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

30 Adjournment

- 30.1 The chairperson of 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.
- 30.2 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 RYDON stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 30.3 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.

31 Making of decisions

- 31.1 A question arising at a general meeting of the association is to 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 minutes of RYDON, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 31.2 At a general meeting of RYDON, a poll may be demanded by the chairperson or by at least 3 members present in person or by proxy at the meeting.
- 31.3 If a poll is demanded at a general meeting, the poll must 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 is taken to be the resolution of the meeting on that matter.

32 Special resolution

- 32.1 A resolution of RYDON is a special resolution:

(a) if it is passed by a majority which comprises at least three-quarters of such members of RYDON as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which at least 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or

(b) where it is made to appear to the Commissioner that it is not practicable for the resolution to be passed in the manner specified in paragraph (a), if the resolution is passed in a manner specified by the Commissioner.

33 Voting

- 33.1 On any question arising at a general meeting of the association a member has one vote only.
- 33.2 All votes must be given personally or by proxy, but no member may hold more than two (2) proxies.
- 33.3 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.
- 33.4 A member or proxy is not entitled to vote at any general meeting of RYDON unless all money due and payable by the member or proxy to RYDON has been paid, other than the amount of the annual subscription payable in respect of the then current year.
- 33.5 Any real or perceived conflict of interest must be declared before voting takes place.

34 Appointment of proxies

- 34.1 Each member is to be entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 34.2 The notice appointing the proxy is to be in the form set out in Appendix 2 to these rules

PART 5 MISCELLANEOUS

35 Insurance

- 35.1 RYDON shall take out and maintain insurance as required by Section 44 of the Act and may take out any other insurance as decided by committee.

36 Funds – source

- 36.1 The funds of RYDON are to be derived from annual fees paid by members, donations and other sources agreed to by the Committee.
- 36.2 All money received by RYDON must be deposited as soon as practicable and without deduction to the credit of RYDON's bank account.
- 36.3 RYDON must, as soon as practicable after receiving any money, issue an appropriate receipt.

37 Funds – management

- 37.1 Subject to any resolution passed by RYDON in general meeting, the funds of RYDON are to be used in pursuance of the objectives of RYDON in such manner as the committee determines.
- 37.2 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 RYDON, being members or employees authorised to do so by the committee.

38 Alteration of objects and rules

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the association.

39 Common seal

- 39.1 The common seal of RYDON must be kept in the custody of the public officer.
- 39.2 The common seal must not be affixed to any instrument except by the authority of the committee and the affixing 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 public officer or secretary.

40 Custody of books

Except as otherwise provided by these rules, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to RYDON.

41 Inspection of books

The records, books and other documents of RYDON must be open to inspection, free of charge, by a member of RYDON during business hours.

42 Service of notices

42.1 For the purpose of these rules, a notice may be served on or given to a person:

- (a) by delivering it to the person personally, or
- (b) by sending it by pre-paid post to the address of the person, or
- (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.

42.2 For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:

- (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
- (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
- (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

43 Association assets with a dissolution

43.1 In the event of RYDON being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

44 Auditors

44.1 At the Annual General Meeting, RYDON shall appoint or confirm its auditor (if required), who shall not be a Member or closely related to a member of the Committee.

- 44.2 Notice of the intention to replace the current auditors must be given to the Secretary at least fourteen days before the Annual General Meeting. The Secretary shall send a copy of the nomination to the current auditors at least seven days before the Annual General Meeting. The current auditors shall be entitled to attend the Annual General Meeting and, if they so wish, be heard at the Annual General Meeting.

45 Public Officer

- 45.1 The Committee shall make sure that a person is appointed as a Public Officer.
- 45.2 The Committee may at any time remove the Public Officer and appoint a new Public Officer provided the person is 18 years of age or older and a resident of New South Wales.
- 45.3 The Public Officer's position will become vacant if the public officer:
- (a) dies;
 - (b) resigns;
 - (c) is removed by the Committee;
 - (d) becomes bankrupt or financially insolvent;
 - (e) becomes a temporary patient, a continued treatment patient, a protected person or an incapable person within the meaning of the Mental Health Act, 1958, or a person under detention under Part VII of that Act; or
 - (f) moves to live and work outside the geographical area covered by RYDON
- 45.3 The Public Officer is required to notify the Commission by the prescribed form in the following circumstances:
- (a) their appointment (within 14 days);
 - (b) a change of residential address (within 14 days);
 - (c) a change in RYDON's Objects or Rules (within 1 month);
 - (d) a change in the membership of the Committee (within 14 days);
 - (e) of RYDON's financial affairs (within 1 month after the Annual General Meeting); or
 - (f) a change in RYDON's name (within 1 month).
- 45.4 The Public Officer may be an office bearer, Committee member or any other person regarded as suitable for the position by the Committee.

CERTIFICATION

I HEREBY CERTIFY THE foregoing to be a true and correct copy of the Constitution of the Regional Youth Development Opportunities Network Inc.

Signed:

Dated:

Public Officer:.....

Appendix 1

(Rule 3 (1))

APPLICATION FOR MEMBERSHIP OF ASSOCIATION- Regional Youth Development Opportunities Network Incorporated (incorporated under the Association's *Incorporation Act 1984*)

I,

.....

...

(full name of applicant)

of

.....

.

(address)

.....

hereby

(occupation)

apply to become a member of the above-named incorporated association. In the event of my admission as a member, I agree to be bound by the rules of the association for the time being in force.

What area are you from and what are your connections and relationship to Young People and Services in your community?

.....
.....
.....
.....
.....
.....

What skills and knowledge could you bring to RYDON?

.....
.....
.....
.....
.....
.....

What level of membership are you applying for?

Financial (\$10):

Associate Member (no fee):

Signature of applicant

Date

Confirmation of application by RYDON member

I, a member of RYDON,
(full name)
nominate this applicant, who is known to me, for membership of the association.

.....

.....
Signature of RYDON member

Date

