

**THE AMBULANCE SERVICE  
WELFARE FUND INCORPORATED**

**RULES OF FUND**

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### SCHEDULE 1 – Subscription Fees

## 1. **NAME**

The name of the incorporated association is "The Ambulance Service Welfare Fund Incorporated" referred to herein as "the Welfare Fund".

## 2. **DEFINITIONS**

In these Rules, unless the contrary intention appears:

- 2.1 "**the Act**" means the Associations Incorporation Act 1985;
- 2.2 "**Associated Entities**" means any or all entities, including without limitation companies and trusts, which are controlled by the Welfare Fund for the purpose of achieving the objects of the Welfare Fund as set out in Rule 3;
- 2.3 "**Associate Member**" means a member of the Welfare Fund who is a Member pursuant to Rule 5.2.2;
- 2.4 "**Ballot**" has the meaning given in Rule 10;
- 2.5 "**Board**" means the committee of management of the Welfare Fund;
- 2.6 "**Board Member**" means a member of the Board of the Welfare Fund;
- 2.7 "**Full Member**" means a member of the Welfare Fund who is a Member pursuant to Rule 5.2.1;
- 2.8 "**General Meeting**" means a general meeting of members of the Welfare Fund convened in accordance with these Rules;
- 2.9 "**Life Member**" means a member of the Welfare Fund who is a Member pursuant to Rule 5.2.4;
- 2.10 "**Member**" means a member of the Welfare Fund;
- 2.11 "**Past Member**" means a member of the Welfare Fund who is a Member pursuant to Rule 5.2.3;
- 2.12 "**the Service**" means the SA Ambulance Service;

## 3. **OBJECTS OF THE ASSOCIATION**

The objects and purposes of the Welfare Fund are:

- 3.1 To establish and control Associated Entities which will assist Members by:
  - 3.1.1 co-ordinating and providing monetary and other benefits to Members and their families in case of the death or incapacity for work of a Member;
  - 3.1.2 providing other health related financial services to Members and their families;
  - 3.1.3 providing assistance to Members during any period of Industrial Dispute; and
  - 3.1.4 providing other benevolent activities in the interests of Members.
- 3.2 To provide recreational benefits and facilities to Members.

#### 4. **POWERS OF THE WELFARE FUND**

The Welfare Fund shall have all the powers conferred by section 25 of the Act and any other power or powers conferred on it by virtue of the operation of these Rules, including but not limited to:

- 4.1 acquiring shares in any company or establishing any company as an Associated Entity;
- 4.2 establishing any trusts, or any other entities, as an Associated Entity;
- 4.3 transferring assets of the Welfare Fund to any Associated Entities; and
- 4.4 making donations or present gifts to any Associated Entities.

#### 5. **MEMBERSHIP**

##### 5.1 **Types**

The Welfare Fund shall have the following classes of membership:

- 5.1.1 Full;
- 5.1.2 Associate;
- 5.1.3 Past; and
- 5.1.4 Life.

##### 5.2 **Eligibility**

5.2.1 The following persons shall be eligible to apply for Full membership of the Welfare Fund:

- (a) permanent paid employees and contract employees of the Service who have completed their probationary period, if any; and
- (b) persons employed by the Welfare Fund and performing duties on behalf of the Welfare Fund.

5.2.2 Employees of the Service who do not fall within Rule 5.2.1(a) shall be eligible to apply for Associate membership of the Welfare Fund.

5.2.3 Former Full or Associate members of the Welfare Fund whose full or associate membership (as relevant) has lapsed as a result of their retirement from the Service shall be eligible to apply for Past membership of the Welfare Fund.

5.2.4 The Board may award any employee of the Service with Life membership of the Welfare Fund in consideration of meritorious service.

##### 5.3 **Application**

5.3.1 To become a Full Member, Associate Member or Past Member of the Welfare Fund, a person must apply for membership.

5.3.2 Any person who applies for membership of the Welfare Fund shall make the application for membership in writing advising which class of membership the applicant wishes to apply for and the application must be

signed by the applicant and shall be in such form as the Board shall prescribe from time to time. Persons applying to be Full and Associate Members shall also submit a signed payroll deduction authority form for the subscription fee.

5.3.3 Upon receipt of any application from an applicant the Secretary shall refer the application to the Board for its consideration.

5.3.4 When the Board has decided whether or not the applicant is eligible for membership, the Secretary shall notify the applicant of the decision as soon as may reasonably be possible.

5.3.5 Upon the acceptance of the application by the Board and upon payment of the first annual subscription the applicant shall be a Member of the Welfare Fund.

#### **5.4 Subscriptions**

5.4.1 The subscription fees for membership shall be such sum as the Board shall determine from time to time, as set out in Schedule 1.

5.4.2 The subscription fees shall be payable annually on 1 July or at such other time as the Board shall determine.

5.4.3 Life Members shall not be required to pay any subscription fees.

5.4.4 Any Member whose subscription is outstanding for more than two calendar months after the due date for payment shall cease to be a member of the Welfare Fund, provided always that the Board may reinstate such a person's membership on such terms as it thinks fit.

#### **5.5 Termination of Membership**

Membership of the Welfare Fund shall be terminated upon the occurrence of any of the following:

5.5.1 The death of a Member;

5.5.2 For Full and Associate Members, the Member's resignation or discharge from the Service, where such person became a Member by virtue of Rule 5.2.1(a) or 5.2.2, provided that nothing in the Rules shall prevent such a person from making application to be accepted as a Past Member;

5.5.3 For Full Members, the Member's termination of employment with the Welfare Fund, for whatever reason, where such person became a Member by virtue of Rules 5.2.1(b), provided that nothing in the Rules shall prevent such a person from making application to be accepted as a Past Member;

5.5.4 The Member's resignation from membership of the Welfare Fund, which shall be by way of written notice thereof to the Secretary;

5.5.5 For Full, Associate and Past Members, the Member has failed to pay the subscription by virtue of Rule 5.4.4; or

5.5.6 The Member is expelled under Rule 5.6.

## 5.6 **Expulsion of a Member**

- 5.6.1 Subject to giving a Member an opportunity to be heard or make a written submission, the Board may resolve to expel a Member upon a charge of misconduct detrimental to the interests of the Welfare Fund;
- 5.6.2 Particulars of the charge shall be communicated to the Member at least one month before the meeting of the Board at which the matter will be determined;
- 5.6.3 The determination of the Board shall be communicated to the Member, and in the event of an adverse determination the member shall, (subject to Rule 5.6.4), cease to be a Member 14 days after the Board has communicated its determination to the Member;
- 5.6.4 It shall be open to a Member to appeal to the Welfare Fund in General Meeting against the expulsion. The intention to appeal shall be communicated to the Secretary of the Welfare Fund within 14 days after the determination of the Board has been communicated to the Member;
- 5.6.5 In the event of an appeal under Rule 5.6.4, the appellant's membership of the Welfare Fund shall not be terminated unless the determination of the Board to expel the member is upheld by the Members of the Welfare Fund in General Meeting after the appellant has been heard by the Members of the Welfare Fund, and in such event membership will be terminated at the date of the General Meeting at which the determination of the Board is upheld.

## 5.7 **Register of Members**

A register of Members must be kept and contain:

- 5.7.1 the name, address and class of each Member;
- 5.7.2 the date on which each Member was admitted to the Welfare Fund;
- 5.7.3 if applicable, the date on which a Member's class of membership was varied; and
- 5.7.4 if applicable, the date of, and reason(s) for, termination of membership.

## 6. **THE BOARD**

### 6.1 **General Powers and Duties**

- 6.1.1 The affairs of the Welfare Fund shall be managed and controlled by a Board which in addition to any powers and authorities conferred by these Rules may exercise all such powers and do all such things as are within the objects of the Welfare Fund, and are not by the Act or by these Rules required to be done by the Welfare Fund in General Meeting.
- 6.1.2 The Board has the management and control of the funds and other property of the Welfare Fund.
- 6.1.3 The Board shall have authority to interpret the meaning of these Rules and any other matter relating to the affairs of the Welfare Fund on which these Rules are silent. Such decision shall be final and binding on the Welfare Fund and on the Members unless the decision shall be dissented

from at a special General Meeting held not more than 6 weeks after the announcement of the Board's decision.

- 6.1.4 The Board shall have the power to appoint such officers and employees as are required to carry out the objects of the Welfare Fund, including a Public Officer required by the Act, and may discuss or delegate any of its powers to such officers and employees.

## 6.2 **Composition**

- 6.2.1 The Board shall be comprised of a Chairperson, Secretary, Treasurer and 3 other Board Members, all of whom shall be Members of the Welfare Fund.

- 6.2.2 Board Members shall hold office until they are removed or retire under Rule 6.3.

## 6.3 **Removal or Retirement**

- 6.3.1 Any Board Member may resign from the Board by way of written notice thereof to the Board;

- 6.3.2 Any Board Member may be removed from the Board by a vote of the majority of the Members of the Welfare Fund by Ballot conducted at a special General Meeting of the Fund called for that or any other specific purpose.

- 6.3.3 The office of a Board Member shall become vacant if a Board Member is:

- disqualified from being a Board member by the Act;
- expelled as a Member under these Rules;
- permanently incapacitated by ill-health; or
- absent without apology for more than 3 meetings in a financial year.

- 6.3.4 Board Members shall deliver up all equipment, ledgers, monies, papers and vouchers when called upon to do so by the Welfare Fund or when relinquishing office.

## 6.4 **Appointment**

- 6.4.1 The Board may appoint a natural person to fill a casual vacancy, and such a Board Member shall hold office until the next annual General Meeting of the Welfare Fund and shall be eligible for reappointment.

- 6.4.2 When there is to be a vacancy/vacancies on the Board, nominations for Board Member(s) shall be called for at least 49 days before the annual General Meeting and be delivered to the Secretary of the Welfare Fund at least 35 days before the annual General Meeting. Any nominations shall be signed by 2 members and by the nominee to signify a willingness to stand for election.

- 6.4.3 Existing Board Members shall be eligible to stand for re-election without nomination.

- 6.4.4 Notice of all persons seeking election to the Board shall be sent to all centres and offices of the Service and to all Members of the Welfare Fund.
- 6.4.5 Voting for election of Board Members shall be by way of written postal Ballot.
- 6.4.6 Results of the postal Ballot shall be declared at the annual General Meeting or at any other General Meeting of the Welfare Fund called for the purpose of, inter alia, the election of Board Members.
- 6.4.7 Ballot papers shall be issued to all Members of the Welfare Fund with the written notice of the General Meeting at which the election results are to be declared.
- 6.4.8 The Ballot papers shall show the candidates' names in an order determined by lot and shall indicate the retiring Board Members.
- 6.4.9 To record his or her vote, each Member shall endorse the Ballot paper and return it to the registered office of the Welfare Fund at least 24 hours before the original or adjourned date of the General Meeting.
- 6.4.10 If only the required number of persons are nominated to fill existing vacancies, the Secretary shall report accordingly to the General Meeting, and the Chairperson shall declare such persons duly elected as Board Members.
- 6.4.11 Subject to Rule 6.4.1, if an insufficient number of persons are nominated to fill existing vacancies, the position(s) shall remain vacant until the next General Meeting, when nominations will be called and appointments made according to the vote of Members present at the meeting.

## 6.5 **Control of Board**

The Board shall at all times be subject to all lawful directions of the Members of the Welfare Fund in that in exercising and discharging its powers and duties it shall carry out any directions relating thereto which may be given by Members of the Welfare Fund in General Meeting.

## 6.6 **Proceedings of Board**

- 6.6.1 The Board shall meet together for the dispatch of business at least once every three months, or more frequently as the Board may determine from time to time;
- 6.6.2 Each Board Member shall have a single vote at meetings of the Board, subject to clause 6.6.4;
- 6.6.3 The Chairperson shall preside as Chairperson of meetings of the Board. If the Chairperson is not present within 15 minutes after the time appointed for holding the meeting, the Board Members may appoint one of their own number to be Chairperson of that meeting.
- 6.6.4 Questions arising at any meeting shall be decided by a majority or votes, and in the event of an equality of votes the Chairperson shall have a casting vote in addition to a deliberate vote.
- 6.6.5 A quorum for a meeting of the Board shall be 4 Board Members.



- 6.6.6 The Board shall, from time to time, determine the procedure to be followed in respect of all meetings of the Board.
- 6.6.7 The Board shall cause minutes to be taken of all motions and amendments formally moved and of all proceedings and action at all such meetings, pursuant to Rule 9.
- 6.6.8 A Board Member having a direct or indirect pecuniary interest in a contract or proposed contract with the Welfare Fund must disclose the nature and extent of that interest to the Board as required by the Act, and shall not vote with respect to that contract or proposed contract. The Board Member must disclose the nature and extent of his or her interest in the contract at the next annual General Meeting of the Welfare Fund.

#### **6.7 Telephone Meetings of the Board**

- 6.7.1 For the purpose of these Rules the contemporaneous linking together by telephone of Board Members shall be deemed to constitute a meeting of the Board and all the foregoing provisions as to meetings shall apply to such meetings by telephone so long as the following conditions are met:
- all Board Members entitled to be present at the meeting shall be linked by telephone for the purposes of such meeting; and
  - at the commencement of the meeting each of the Board Members must acknowledge his or her presence for the purpose of the meeting to all the other Board Members taking part.
- 6.7.2 A Board Member may not leave the meeting by disconnecting his or her telephone unless he or she has previously obtained the express consent of the other Board Members.

#### **6.8 Written Resolution of Board**

- 6.8.1 If all the Board Members have signed a document containing a statement that they are in favour of a resolution of the Board, in the terms set out in the document, a resolution in those terms shall be deemed to have been passed at a meeting of the Board held on that day on which the document was signed and at the time at which the document was last signed by a Board Member, or if the Board Members signed the document on different days, on the day on which, and at the time at which the document was last signed by a Board Member.
- 6.8.2 For the purpose of clause 6.8.1, two or more separate documents containing statement in identical terms each of which is signed by one or more Board Members shall together be deemed to constitute one document containing a statement in those terms signed by those Board Members on the respective days on which they signed the separate documents.
- 6.8.3 For the purposes of clause 6.8.2, a facsimile copy of an original document shall be deemed to constitute a separate document containing a statement in identical terms to the original document which may be signed by one or more Board Members.

## 6.9 Specific Duties of Board Members

6.9.1 The Chairperson of the Board shall:

- (a) have the right to attend all meetings of the Board;
- (b) preside as Chairperson at every meeting of the Board and meetings of the Members; and
- (c) appoint a representative to act as Chairperson if he or she and the Deputy Chairperson are unable to attend a meeting of the Board or meeting of the Members.

6.9.2 The Deputy Chairperson of the Board shall:

- (a) have the right to attend all meetings of the Board; and
- (b) preside as Chairperson at any meeting of the Board and meeting of the Members which the Chairperson is unable to attend.

6.9.3 The Secretary of the Board shall:

- (a) have the right to attend all meetings of the Board;
- (b) prepare an agenda for each meeting of the Board;
- (c) keep minutes of all proceedings of meetings of the Board;
- (d) maintain a minute book containing all minutes;
- (e) keep a record of attendances of Board Members at meetings of the Board and of Members at meetings of Members;
- (f) keep a register of Members;
- (g) be responsible for the keeping of all documents, papers and books of the Welfare Fund (other than those required by these Rules to be kept by the Treasurer) and make the same available to the Board when required to do so;
- (h) be responsible for keeping the Welfare Fund's seal;
- (i) conduct all correspondence on behalf of the Fund and keep copies thereof;
- (j) forward all accounts received by the Welfare Fund to the Treasurer;
- (k) carry out any lawful direction concerning the conduct of the business of the Welfare Fund which may be given to him or her by the Board;
- (l) keep at the registered office of the Welfare Fund a certified copy of these rules and keep such Rules up to date by incorporating amendments passed in accordance with the requirements of these Rules; and
- (m) delegate his or her duties where, within his or her discretion, it is necessary to ensure the good and efficient conduct of the business of the Welfare Fund.

6.9.4 The Treasurer of the Board shall:

- (a) have the right to attend all meetings of the Board;
- (b) keep accounts and details of the financial affairs of the Welfare Fund;
- (c) receive all monies due to the Welfare Fund and give receipts for the same;
- (d) receive and be assiduous in the collection of subscriptions due from Members;
- (e) pay all accounts owing by the Welfare Fund when authorised to do so by the Board;
- (f) furnish management statements of income and expenditure and a balance sheet showing the Welfare Fund's financial position to the Board at the scheduled Board meetings;
- (g) provide to the Annual General Meeting each year a statement of income and expenditure, and a balance sheet showing the Welfare Fund's financial position at 30 June of that year;
- (h) carry out any directions which may be given to him by the Board;
- (i) ensure that all monies received by the Welfare Fund are paid to the credit of the Welfare Fund's financial institution as authorised from time to time by the Board; and
- (j) delegate his or her duties where, within, his or her discretion, it is necessary to ensure the good and efficient conduct of the business of the Welfare Fund.

6.9.5 The Treasurer shall receive an annual remuneration from the Welfare Fund of an amount to be determined by the Board.

## 7. THE SEAL

7.1 The Welfare Fund shall have a common seal upon which its corporate name shall appear in legible characters.

7.2 The seal shall not be used without the express authorisation of the Board, and every use of the seal shall be recorded in the minute book of the Welfare Fund. The affixing of the seal shall be witnessed by at least two of the Board Members of the Welfare Fund.

## 8. GENERAL MEETINGS

### 8.1 Annual General Meetings

8.1.1 The Board shall call an annual General Meeting in accordance with the Act and these Rules.

8.1.2 The first annual general meeting shall be held within 18 months after the incorporation of the Welfare Fund, and thereafter no later than the 31st of October in each financial year

8.1.3 The order of the business at the meeting shall be:

- (a) the confirmation of the minutes of the previous annual General Meeting and of any special General Meeting held since that meeting;
- (b) the consideration of the accounts and reports of the Board and the auditor's report (if auditor's report is required);
- (c) the election of Board members;
- (d) the appointment of auditors (if required); and
- (e) any other business requiring consideration by the Welfare Fund in General Meeting.

## **8.2 Special General Meetings**

- 8.2.1 The Board may call a special General Meeting of the Welfare Fund at any time.
- 8.2.2 Upon a requisition in writing of not less than 30 Members of the Welfare Fund, the Board shall within one month of the receipt of the requisition, convene a special General Meeting for the purpose specified in the requisition within 35 days of receipt of the requisition.
- 8.2.3 Every requisition for a special General Meeting shall be signed by the relevant Members and shall state the purpose of the meeting.
- 8.2.4 If a special General Meeting is not convened within one month, as required by Rule 8.2.2 above, the requisitionists, or at least 50% of their number, may convene a special General Meeting. Such a meeting shall be convened in the same manner as nearly as practical as a meeting convened by the Board, and for this purpose the Board shall ensure that the requisitionists are supplied free of charge with particulars of the Members entitled to receive a notice of meeting. The reasonable expenses of convening and conducting such a meeting shall be borne by the Welfare Fund.

## **8.3 Notice of General Meetings**

- 8.3.1 Subject to Rule 8.3.2, at least 21 days notice of any General Meeting shall be given to Members. The notice shall set out where and when the meeting will be held, and particulars of the nature and order of the business to be transacted at the meeting.
- 8.3.2 Notice of a meeting at which a special resolution is to be proposed shall be given at least 21 days prior to the date of the meeting.
- 8.3.3 The Notice shall be given by the Welfare Fund sending it to each shift at all stations and each department of the Service (together with a copy of the minutes of the previous annual General Meeting or a special General Meeting as the case may be).
- 8.3.4 Where a Notice is sent by post:
  - (a) the service is effected by properly addressing, prepaying and posting a letter or packet containing the notice; and

(b) unless the contrary is proved, service will be taken to have been effected at the time at which the letter or packet would be delivered in the ordinary course of post.

8.3.5 Accidental omission on the part of the Secretary to give Notice of any General Meeting to any shift or department of the Service or, for some other reason, the non-receipt of such Notice by any shift or department of the Service shall not invalidate the proceedings of the General Meeting to which the notice refers or any resolutions passed thereat.

#### 8.4 **Proceedings at General Meetings**

8.4.1 Fifteen Members, present personally or by proxy, shall constitute a quorum for the transaction of business at any General Meeting.

8.4.2 If within 15 minutes after the time appointed for the Meeting a quorum of members is not present, a meeting convened upon the requisition of members shall lapse. In any other case, the meeting shall stand adjourned to the same day in the next week, at the same time and place and if at such adjourned meeting a quorum is not present within 15 minutes of the time appointed for the meeting the Members present shall form a quorum.

8.4.3 Subject to Rule 8.4.4, the Chairperson or in his or her absence the Deputy Chairperson, shall preside as Chairperson at a General Meeting of the Welfare Fund.

8.4.4 If the Chairperson is not present within 5 minutes after the time appointed for holding the meeting, or he or she is present but declines to take or retires from the chair, the Members may choose a Board Member or one of their own number to be the Chairperson of that meeting.

8.4.5 The Chairperson may with the consent of any meeting at which a quorum is present, and shall if so directed by the meeting, adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

8.4.6 When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as if that meeting were an original meeting of Members.

8.4.7 A Member may state any urgent business which in his opinion should be discussed by the Welfare Fund without delay and on such statement the Chairperson shall decide without discussion whether such business should be submitted.

8.4.8 Any Member wishing to speak should rise and address the Chairperson respectfully. No Member shall be allowed to interrupt a speaker by any expression, except addressed to the Chairperson, and no Member shall be allowed to speak before the Chairperson has sat down. The privilege of speaking belongs to the Member who first attracts the Chairperson's eye in the action of rising.

8.4.9 No Member shall speak more than once on any motion or amendment without permission of the Chairperson, except the mover of any motion or amendment who will be called upon to reply by the Chairperson after the

debate has closed, first to any amendment and then to the motion. No Members shall speak to the question after the reply.

8.4.10 The Chairperson may call any speaker to order on the question, explain the laws and Rules to the point of order, but if any disputes arise the vote of the meeting will be taken and will be final.

8.4.11 When the Welfare Fund's business has concluded, the Chairperson shall declare the meeting closed.

## 8.5 **Voting at General Meetings**

8.5.1 Subject to these Rules, every Member of the Welfare Fund has only one vote at a meeting of the Welfare Fund.

8.5.2 Subject to these Rules:

(a) a question for decision at a General Meeting contained in the notice of General Meeting, other than a special resolution, must be determined by a majority of Members who vote in person or, where proxies are allowed, by proxy at that meeting; and

(b) a question for decision at a General Meeting not contained in the notice of General Meeting shall be by way of recommendation only and will be decided by a majority of Members who vote in person or, where proxies are allowed, by proxy at that meeting.

8.5.3 Unless a Ballot is demanded by the Chairperson or at least 10 Members, a question for decision at a General Meeting must be determined by a show of hands.

8.5.4 In the case of any dispute as to the admission or rejection of a vote the Chairperson shall determine the same and such determination made in good faith shall be final and conclusive.

## 8.6 **Ballot at General Meetings**

If a Ballot is demanded under Rule 8.5.3, it shall be taken in such a manner and at such time and place as the Chairperson of the meeting directs, so long as Members are given at least 21 days notice. Where a resolution is passed at a further meeting the resolution shall for all purposes be treated as having been passed on the date on which it was in fact passed and not on any earlier date.

## 8.7 **Special and Ordinary Resolutions**

8.7.1 A special resolution is a special resolution as defined in the Act.

8.7.2 An ordinary resolution is a resolution passed by a simple majority at a General Meeting.

## 8.8 **Proxies**

A Member shall be entitled to appoint in writing a natural person who is also a Member of the Welfare Fund to be their proxy, and attend and vote at any General Meeting of the Welfare Fund.

**9. MINUTES**

- 9.1 Proper minutes of all proceedings of General Meetings of the Welfare Fund and of meetings of the Board, shall be entered within one month after the relevant meeting in minute books kept for the purpose.
- 9.2 The minutes kept pursuant to this rule must be confirmed by the Members of the Welfare Fund or the Board Members (as relevant) at a subsequent meeting.
- 9.3 The minutes kept pursuant to this Rule shall be signed by the Chairperson of the meeting at which the proceedings took place or by the Chairperson of the next succeeding meeting at which the minutes are confirmed.
- 9.4 Where minutes are entered and signed they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointments made at a meeting shall be deemed to be valid.

**10. BALLOT**

A returning officer appointed by the State Electoral Commissioner, and two scrutineers, appointed by the Board who may be Members but not Committee Members, are empowered to:

- 10.1 Conduct a ballot for the removal of the Board or an individual member of the Board and appointment of a new Board or Board Member, for the election of the Board Members, and as to the recommendation of Board Members of the Welfare Fund.
- 10.2 Conduct a ballot when more than the required number of nominations are received for those positions to be filled.
- 10.3 Conduct a ballot or ballots for any authorised purpose at any special or annual General Meeting as may be required from time to time by the Board or the Members in General Meeting.
- 10.4 In conducting a ballot the returning officer shall cause a sufficient number of ballot papers to be prepared on which the items for ballot shall be clearly stated. He or she shall initial or otherwise mark for identification all ballot papers and shall send them to each Member in such a manner as will ensure secrecy in voting. The returning officer shall at the meeting open the envelopes containing the ballot papers, check each ballot paper and count the votes in the presence of the two scrutineers and shall present to the Chairperson of the meeting a separate certificate containing the result of the ballot.
- 10.5 In conducting a ballot the returning officer shall ensure that any Member who so desires shall be able to cast a postal vote at any meeting aforesaid.

**11. FINANCIAL REPORTING**

**11.1 Financial Year**

The first financial year of the Welfare Fund shall be the period ending on the next 30 June following incorporation, and thereafter a period of 12 months commencing on 1 July and ending on 30 June of each year.

## 11.2 **Accounts to be Kept**

The Welfare Fund shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the Welfare Fund in accordance with the Act.

## 11.3 **Accounts and Reports to be laid before Members**

If the Welfare Fund is a prescribed association under the Act, the accounts, together with the auditor's report on the accounts, the Board's statement and the Board's report, shall be laid before Members at the annual General Meeting.

## 11.4 **Annual Return**

If the Welfare Fund is a prescribed association under the Act, the annual (periodic) return shall be lodged with the Office of Consumer and Business Affairs within 6 months after the end of each financial year. It must be accompanied by a copy of the accounts, the auditor's report, the Board's statement, and the Board's report.

## 11.5 **Appointment of Auditor**

If the Welfare Fund is a prescribed association under the Act:

- 11.5.1 at each annual General Meeting, the Members shall appoint a person to be auditor of the Welfare Fund;
- 11.5.2 the auditor shall hold office until the next annual General Meeting and is eligible for re-appointment; and
- 11.5.3 if an appointment is not made at an annual General Meeting, the Board shall appoint an auditor for the current financial year.

## 12. **PROHIBITION AGAINST SECURING PROFITS FOR MEMBERS**

The income and capital of the Welfare Fund shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to Members or their associates except as bona fide remuneration of a Member for services rendered or expenses incurred on behalf of the Welfare Fund.

## 13. **WINDING UP**

The Welfare Fund may be wound up in the manner provided for in the Act.

## 14. **APPLICATION OF SURPLUS ASSETS**

- 14.1 If after the winding up of the Welfare Fund there remains "surplus assets" as defined in the Act, such surplus assets shall be distributed to any organisation which has similar objects and has rules which prohibit the distribution of its assets and income to its members.
- 14.2 Such organisation or organisations shall be identified and determined by a special resolution of Members in General Meeting.

## 15. **RULES**

- 15.1 These rules may be altered (including an alteration to the Welfare Fund's name) by special resolution of the members of the Welfare Fund. This includes rescission or replacement by substitute rules.



- 15.2 The alteration shall be registered with the Office of Consumer and Business Affairs, Corporate Affairs and Compliance Branch, as required by the Act.
- 15.3 The registered rules shall being the Welfare Fund and every Member to the same extent as if they have respectively signed and sealed them, and agreed to be bound by all of the provisions thereof.

**SCHEDULE ONE**

**SUBSCRIPTION FEES**

Members' subscription fees for membership of the Welfare Fund payable pursuant to Rule 5.4.1 shall be, until further notice, as follows:

\$1.00 per annum

DATED this ..... day of ..... 20.....

.....

TREASURER

The Ambulance Service Welfare Fund Incorporated