

# Council of International Students Australia (CISA) Constitution

As enacted at the Inaugural General Meeting, Wednesday 7 July 2010.

## 1 Name

- (1) The name of the incorporated Association is the Council of International Students Australia (CISA) (hereinafter referred to as "the Association").

## 2 Definitions

- (1) The following definitions apply to the whole of this Constitution, unless otherwise noted:

**casting vote** is a tie-breaking vote by the Chairperson;

**constitution** or **rules** refers to this constitution as adopted or amended by the membership of the Association;

**Executive Committee** means the committee of management of the Association, unless otherwise stated;

**ex officio** means by virtue of the office or role held with another organisation;

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

**general meeting** means a general meeting of members convened in accordance with section 12;

an **international student** is a person who is not an Australian citizen nor a Permanent Resident who is studying in a post-secondary institution in Australia;

**member** or **members** means a member or members of the Association;

**observer** indicates non-voting status;

**ordinary member** of the Executive Committee means a member of the Executive Committee who is not an officer of the Association under section 20;

**proxy** is a member of the Association nominated by another member;

**Regulations** means any regulations under the Act;

**relevant documents** has the same meaning as in the Act;

**simple majority** means any vote or resolution requiring the support of one-half plus one of voting members in order to pass;

**special resolution** requires a three-fourths majority vote and notice to be given at least 21 days before voting on the resolution;

**the Act** means the *Associations Incorporation Act 1981 (Vic)*.

- (2) A reference to the Secretary is a reference:
  - (a) to a person who holds office under this Constitution as Secretary of the Association—to that person; and
  - (b) in any other case, to the Public Officer of the Association.

## 3 Objects

- (1) The objects of the association are to:

- (a) Advocate for the interests and needs of international students;
  - (b) Advocate for high quality education for international students;
  - (c) Facilitate network building among stakeholders with an interest in supporting international students;
  - (d) Host an annual national forum for international students;
  - (e) Provide a means of consulting and engaging with international students;
  - (f) Host future international student roundtable events in partnership with various government entities;
  - (g) Promote cross-cultural awareness and interactions in Australia;
  - (h) Advocate for non-racist, non-discriminatory law reform concerning international students.
- (2) The objects described in section 3(1) are the statement of purpose for the Association.

## Chapter 1

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### **4 Membership**

- (1) An organisation that applies and is approved for membership as provided in the provisions of the Constitution is eligible to be a member of the Association on payment of the entrance fee and annual subscription payable under the provisions of the Constitution.
- (2) An organisation who is not a founding member of the Association at the time of the incorporation of the Association (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless:
  - (a) the admission as a member is approved by the Executive Committee as having satisfied the requirements outlined in section 4(3) ; and
  - (b) membership is applied for in accordance with section 4(5).
- (3) Eligibility for membership of the Association includes those members:
  - (a) be an organisation that supports and promotes the interests and needs of international students; and
  - (b) fulfil the requirements typical of member-based associations (including for example holding general meetings, electing officers or consulting with and reporting to a membership); and
  - (c) have individual or groups of international students as members; and
  - (d) actively engage or communicate with international students on an ongoing basis; and
  - (e) must not be a for-profit organisation.
- (4) Each university with affiliates is entitled to one vote for:
  - (a) Postgraduate;
  - (b) Undergraduate;
  - (c) TAFE, if applicable; and
  - (d) Foundation students (or pre-university), if applicable.
- (5) An application for membership of the Association must be:
  - (a) made in writing using the prescribed form set out in Appendix1; and

- (b) lodged with the Secretary of the Association.
- (6) As soon as practicable after the receipt of an application, the Secretary must refer the application to the Executive Committee.
- (7) The Executive Committee must determine whether to approve or reject the application, in accordance with section 4(3).
- (8) If the Executive Committee approves an application for membership, the Secretary must, as soon as practicable:
  - (a) notify the applicant in writing of the approval for membership; and
  - (b) request payment within 28 days after receipt of the notification of the sum payable as the entrance fee and the first year's annual subscription.
- (9) The Secretary must, within 28 days after receipt of the amount referred to in section 4(8)(b), enter the applicant's name in the register of members.
- (10) An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the Register of Members.
- (11) If the Executive Committee rejects an application, the Executive Committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (12) A right, privilege, or obligation of a person or organisation by reason of membership of the Association:
  - (a) is not capable of being transferred or transmitted to another organisation; and
  - (b) terminates upon the cessation of membership by resignation.
- (13) The entrance fee is the relevant amount set out in Appendix 4.
- (14) The annual subscription is the relevant amount set out in Appendix 4 and is payable in advance on or before 1 July in each year.

## **5 Register of members**

- (1) The Secretary must keep and maintain a register of members containing:
  - (a) the name of each member; and
  - (b) the date on which each member's name was entered in the register.

## **6 Ceasing membership**

- (1) A member of the Association who has paid all moneys due and payable by a member to the Association may resign from the Association by:
  - (a) giving one month's notice in writing to the Secretary of the organisation's intention to resign; and
  - (b) providing sufficient evidence of a formal resolution to resign on behalf of the members of the association.
- (2) Where the Executive Committee resolves that the criteria in section 6(1) have been met, and any notice period has expired:
  - (a) the member ceases to be a member; and
  - (b) the Secretary must record in the register of members the date on which the member ceased to be a member.

## **7 Discipline, Suspension and Expulsion of Members**

- (1) If the Executive Committee is of the opinion that a member has refused or neglected to comply with the provisions of this Constitution, or has engaged in conduct unbecoming a member or acts in a prejudicial manner to the interests of the Association, the Executive Committee may by resolution:
  - (a) suspend that member from membership of the Association for a specified period; or
  - (b) expel that member from the Association.
- (2) A resolution of the Executive Committee under section 7(1) does not take effect unless:
  - (a) at a meeting held in accordance with section 7(3), the Executive Committee confirms the resolution; and
  - (b) if the member exercises a right of appeal to the Association under section 7, the Association confirms the resolution in accordance with this section.
- (3) A meeting of the Executive Committee to confirm or revoke a resolution passed under section 7(1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with section 7(4).
- (4) For the purposes of giving notice in accordance with section 7(3), the Secretary must, as soon as practicable, cause to be given to the member a written notice:
  - (a) setting out the resolution of the Executive Committee and the grounds on which it is based; and
  - (b) stating that the member, or his or her representative, may address the Executive Committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that he or she may do one or both of the following:
    - i. attend that meeting;
    - ii. give to the Executive Committee before the date of that meeting a written statement seeking the revocation of the resolution; and
  - (e) informing the member that, if at that meeting, the Executive Committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- (5) At a meeting of the Executive Committee to confirm or revoke a resolution passed under section 7(1), the Executive Committee must:
  - (a) give the member, or representative, an opportunity to be heard; and
  - (b) give due consideration to any written statement submitted by the member; and
  - (c) determine by resolution whether to confirm or to revoke the resolution.
- (6) If at the meeting of the Executive Committee, the Executive Committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- (7) If the Secretary receives a notice under section 7(6), he or she must notify the Executive Committee and the matter must be placed on the agenda for the next scheduled general meeting of the Association.

- (8) When an item is referred to a general meeting of the Association under section 7(7):
  - (a) the Executive Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
  - (b) the member, or his or her representative, must be given an opportunity to be heard; and
  - (c) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

## **8 Disputes and Mediation**

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between:
  - (a) a member and another member; or
  - (b) a member and the Association.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The jurisdiction for all mediation and dispute resolution will be in the state of Victoria.
- (5) The mediator must be:
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement:
    - i. in the case of a dispute between a member and another member, a person appointed by the Executive Committee of the Association; or
    - ii. in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (6) A member of the Association can be a mediator.
- (7) The mediator cannot be a member who is a party to the dispute.
- (8) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (9) The mediator, in conducting the mediation, must:
  - (a) give the parties to the mediation process every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (10) The mediator must not determine the dispute.

- (11) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## **Chapter 2**

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### **9 Annual General Meetings**

- (1) The Executive Committee may determine the date, time and place of the annual general meeting of the Association.
- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (3) The ordinary business of the annual general meeting shall be:
  - (a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
  - (b) to receive from the Executive Committee reports upon the transactions of the Association during the last preceding financial year; and
  - (c) to elect officers of the Association and the ordinary members of the Executive Committee; and
  - (d) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the *Act*.
- (4) The annual general meeting may conduct any special business of which notice has been given in accordance with the provisions contained within section 12.

### **10 Special General Meetings**

- (1) In addition to the annual general meeting, any other general meetings may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The Executive Committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (4) If, but for this section, more than 15 months would elapse between annual general meetings, the Executive Committee must convene a special general meeting before the expiration of that period.
- (5) The Executive Committee must, upon the written request of members representing not less than one third of the total number of members, convene a special general meeting of the Association.
- (6) The request for a special general meeting must:
  - (a) state the objects of the meeting; and
  - (b) be signed by the members requesting the meeting; and
  - (c) be sent to the Secretary.
- (7) If the Executive Committee does not cause a special general meeting to be held within three months after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.

- (8) If a special general meeting is convened by members in accordance with this section, it must be convened in the same manner so far as possible as a meeting convened by the Executive Committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons incurring the expenses.

## **11 Special business**

- (1) All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the provisions of the Constitution as ordinary business of the annual general meeting, is deemed to be special business.

## **12 Notice of general meetings**

- (1) The Secretary of the Association, at least 14 days before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent:
  - (a) by prepaid post to the address appearing in the register of members; or
  - (b) by facsimile or electronic transmission.
- (3) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

## **13 Quorum at general meetings**

- (1) No item of business may be conducted at a general meeting unless a quorum of members entitled under the provisions of the Constitution to vote is present at the time when the meeting is considering that item.
- (2) One half plus one of the total number of voting members (being members entitled under the provisions of the Constitution to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- (3) A member acting as a proxy will be used to constitute a quorum.
- (4) If, within two hours after the appointed time for the commencement of a general meeting, a quorum is not present:
  - (a) in the case of a meeting convened upon the request of members: the meeting must be dissolved; and
  - (b) in any other case: the meeting shall stand adjourned to the same day in the next week at the same time and place, unless otherwise specified by the Chairperson at the time of the adjournment, or by written notice to members given before the day to which the meeting is adjourned.

## **14 Chairing of general meetings**

- (1) The Secretary, or in the Secretary's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Association.

- (2) If the Secretary and the Vice-President are absent from a general meeting, or are unable to preside, the members present must select another member to preside as Chairperson.
- (3) The Chairperson is a non-voting member, except in the event of a tie, where the Chairperson must exercise a casting vote.

## **15 Adjournment of meetings**

- (1) The person chairing may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- (2) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with section 12.
- (3) Except as provided in section 15(2), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

## **16 Voting at general meetings**

- (1) Upon any question arising at a general meeting of the Association, a member has one vote only.
- (2) All votes must be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) Unless otherwise authorised by the Executive Committee, or by a simple majority of voting members present at a general meeting, a member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.
- (5) If at a meeting a vote on any question is demanded by not less than one third of the total number of members, it must be addressed and voted on at that meeting in such manner as the Chairperson may direct.
- (6) A vote that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a vote that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

## **17 Manner of determining whether resolution carried**

- (1) If a question arising at a general meeting of the Association is determined on a show of hands a declaration by the Chairperson that a resolution has been:
  - (a) carried; or
  - (b) carried unanimously; or
  - (c) carried by a particular majority; or
  - (d) lost; and

an entry to that effect in the minutes of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

## **18 Nomination of Proxies**

- (1) Each member is entitled to appoint another member as a proxy by notice given to the Secretary.
- (2) The notice appointing the proxy must include the information required in the form set out in Appendix 2.
  - (a) Each member is entitled to hold two nominated proxies.
  - (b) Non-voting members are not entitled to a proxy.

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## **Chapter 3**

## **19 Executive Committee**

- (1) The affairs of the Association shall be managed by the Executive Committee of Management.
- (2) The Executive Committee:
  - (a) shall control and manage the business and affairs of the Association; and
  - (b) may, subject to the provisions of the Constitution, the *Act* and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by the provisions of the Constitution to be exercised by general meetings of the members of the Association; and
  - (c) subject to the provisions of the Constitution, the *Act* and the Regulations, has power to perform all such acts and things as appear to the Executive Committee to be essential for the proper management of the business and affairs of the Association.
- (3) Subject to section 23 of the *Act*, the Executive Committee shall consist of:
  - (a) the officers of the Association;
  - (b) one general member elected at the AGM;
  - (c) one member from an affiliate who represents the VET/TAFE sector;
  - (d) Postgraduate International Students' Officer (Council of Australian Postgraduate Associations), *ex officio* (voting);
  - (e) Undergraduate International Students' Officer (National Union of Students), *ex officio* (voting);
  - (f) TAFE/VET International Students' Officer (Australian Federation of International Students), *ex officio* (voting);
- (4) in order to remain members of the Executive Committee the *ex officio* members must be democratically elected by members of their respective organisations, each of whom shall be elected at the Annual General Meeting of the Association in each year, or as otherwise appointed in accordance with these rules.

## **20 Office holders**

- (1) The officers of the Association shall be:
  - (a) a President;
  - (b) a Vice-President;

- (c) a Treasurer;
  - (d) a Secretary; and
  - (e) the officers as otherwise provided for in the Regulations.
- (2) To be eligible for the role of President of the Association, individuals must satisfy the following criteria:
    - (a) They must be an international student or an international student who has completed, deferred, or terminated enrolment within the previous 12 months.
  - (3) To be eligible to be an officer other than President of the Association, individuals must satisfy the following criteria:
    - (a) They must be or have previously been an international student within the previous two years.
  - (4) In the event that an elected office bearer completes, defers, or terminates enrolment during their term of office, they may complete their term of office.
  - (5) The provisions of section 22, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in section 20(1).
  - (6) Each officer of the Association shall hold office until the conclusion of the annual general meeting next after the date of his or her election but is eligible for re-election.
  - (7) In the event of a casual vacancy in any office referred to in section 20(1), the Executive Committee may;
    - (a) appoint one of its members to the vacant office; or
    - (b) give notice of a casual vacancy to the members, directing the Secretary to conduct a postal ballot, where necessary, in accordance with section 12.

Any member appointed by such means may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

- (8) The President
  - (a) The President's duties shall be as specified in the provisions of the Constitution, the provisions of the Regulations and as determined by Council through policy.
  - (b) The President is the Chief Executive Officer of the Association and the official spokesperson for the Association.
- (9) The Vice-President
  - (a) The Vice-President's duties shall be as specified in the provisions of the Constitution, the provisions of the Regulations and as determined by the Council through policy.
  - (b) The Vice-President will act as President when required and so authorised by the Executive Committee.
- (10) The Secretary
  - (a) The Secretary's duties shall be as specified in the provisions of the Constitution, the provisions of the Regulations and as determined by the Council through policy.
- (11) Treasurer

- (a) The Treasurer shall be responsible for the supervision and administration of the finances and property of the Association as specified in the provisions of the Constitution, the provisions of the Regulations and as determined by the Council through policy.

## **21 Ordinary members of the Executive Committee**

- (1) Subject to the provisions of the Constitution, each ordinary member of the Executive Committee shall hold office until the conclusion of the annual general meeting next after the date of election but is eligible for re-election.
- (2) In the event of a casual vacancy occurring in the office of an ordinary member of the Executive Committee, the Executive Committee may:
  - (a) appoint a member of the Association to fill the vacancy; or
  - (b) give notice of a casual vacancy to the members, directing the Secretary to conduct a postal ballot, where necessary, in accordance with section 12.
- (3) Any member appointed by such means shall hold office, subject to the provisions of the Constitution, until the conclusion of the annual general meeting following the date of the appointment.

## **22 Election of officers and ordinary Executive Committee members**

- (1) Nominations of candidates for election as officers of the Association or as ordinary members of the Executive Committee must be:
  - (a) made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form attached as Appendix 3); and
  - (b) delivered to the Secretary prior to the scheduled date and time of the election
- (2) If insufficient nominations are received to fill all vacancies on the Executive Committee prior to the scheduled date and time of the election, the Secretary may declare the nominated candidates to be elected, or call for further nominations for the vacant positions.
- (3) If the number of nominations received is equal to the number of vacancies to be filled by the scheduled date and time of election, the Secretary may declare the nominated candidates to be elected, or call for further nominations for the vacant positions.
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (5) The ballot for the election of officers and ordinary members of the Executive Committee must be conducted at the annual general meeting in such manner as the Executive Committee may direct.
- (6) A 'no candidate' option will be included on ballot papers for all positions at elections.

## **23 Vacancies**

- (2) The office of an Officer of the Association, or of an ordinary member of the Executive Committee, becomes vacant if the Officer or member:
  - (a) ceases to be a member of the Association; or

- (b) becomes insolvent under administration within the meaning of the *Corporations Act 2001* (Cth); or
- (c) is deemed by the committee chair to have resigned, having given the appropriate notice.

#### **24 Meetings of the Executive Committee**

- (1) The Executive Committee must meet at least 3 times in each year at such place and such times as the Executive Committee may determine.
- (2) Special meetings of the Executive Committee may be convened by the President, Secretary or by a simple majority of any members of the Executive Committee.

#### **25 Notice of Executive Committee meetings**

- (1) Notice of each Executive Committee meeting must be given to each member of the Executive Committee at least 2 business days before the date of the meeting.
- (2) Notice must be given to members of the Executive Committee of any special meeting specifying the general nature of the business to be conducted.

#### **26 Quorum for Executive Committee meetings**

- (1) Quorum for the conduct of the business of a meeting of the Executive Committee is one-half plus one of all current members.
- (2) No resolutions may be passed unless a quorum is present.
- (3) Unless otherwise specified by the chair, if within two hours of the time appointed for the meeting a quorum is not present:
  - (a) in the case of a special meeting: the meeting lapses;
  - (b) in any other case: the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The Executive Committee may act notwithstanding any vacancy on the Executive Committee.

#### **27 Chairing of Executive Committee meetings**

- (1) At a meeting(s) of the Executive Committee:
  - (a) the Secretary or, in the Secretary's absence, the Vice-President chairs; or
  - (b) if the Secretary and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

#### **28 Voting at committee meetings**

- (1) Matters put to a vote at a meeting of the Executive Committee, or at a meeting of any subcommittee recognised by the Executive Committee, shall be determined by a simple majority vote by a show of hands or, if a member requests, by a poll taken in such manner as the person chairing at that meeting may determine.
- (2) Each committee member present at a meeting of the Executive Committee, or at a meeting of any subcommittee appointed by the Executive Committee (excluding the person chairing at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person chairing may exercise a casting vote.

### **29 Removal of Executive Committee member**

- (1) The Association in general meeting may, by resolution, remove any member of the Executive Committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in section 29(1) may make a representation(s) to the Secretary or President of the Association and may request an opportunity be provided to address or make a representation(s) to the members of the Association.
- (3) Removal of an Executive Committee member requires a two-thirds majority.

### **30 Minutes of meetings**

The Secretary of the Association, unless otherwise delegated, must keep minutes of the resolution(s) and proceedings of each general meeting, and each Executive Committee meeting, together with a record of the names of persons present at Executive Committee meetings.

## **Chapter 4**

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### **31 Funds**

- (1) The Treasurer of the Association must, unless otherwise delegated:
  - (a) collect and receive all monies due to the Association and make all payments authorised by the Association; and
  - (b) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditures connected with the activities of the Association.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the Executive Committee.
- (3) The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Executive Committee determines.
- (4) Except as otherwise delegated or provided in the provisions of the Constitution, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.
- (5) The accounts of the Association will be audited by an external auditor annually. The auditor must be approved at the Annual General Meeting in accordance with the provisions of the Constitution. Audited accounts must be presented at the Annual General Meeting.

### **32 Seal**

- (1) The common seal of the Association must be kept in the custody of the Secretary, unless otherwise delegated.
- (2) The common seal must not be affixed to any instrument except by the authority of the Executive Committee and the affixing of the common seal must be attested by

the signatures either of two members of the Executive Committee or, of one member of the Executive Committee and of the Public Officer of the Association.

### **33 Notice to members**

- (1) Except for the requirement in section 12, any notice that is required to be given to a member, by or on behalf of the Association, under the provisions of the Constitution may be given by:
  - (a) delivering the notice to the member personally; or
  - (b) sending it by prepaid post or facsimile or electronic transmission.

### **34 Alteration of the Constitution**

- (1) The Constitution shall not be altered except in the following manner:
  - (a) by a special resolution of the membership; and
  - (b) in accordance with the *Act*.

### **35 Winding up**

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association must be disposed of in accordance with the provisions of the *Act*.

### **36 Custody and Inspection of books and records**

- (1) Except as otherwise provided in the provisions of this Constitution, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.
  - (2) All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.
  - (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.
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## Appendix 1

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### Application for Membership of the Council of International Students Australia (CISA)

(*name of organization/association*) desires to become a member of the Council of International Students Australia.

In the event of my admission as a member, I agree to be bound by the Constitution of CISA, until such time as my membership is no longer in effect.

\_\_\_\_\_  
Printed name of authorized agent

\_\_\_\_\_  
Signature of authorized agent

\_\_\_\_\_  
Date

\_\_\_\_\_

## Appendix 2

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### Form of Appointment of Proxy

I, (name) of (address)

being a member of the Council of International Students Australia

hereby appoint and authorize (name of proxy holder)

of (address of proxy holder)

being a member of the abovenamed Association, as my proxy to vote on my behalf at the \*annual/\*special general meeting of the Association to be held on (date) ,and at any adjournment of that meeting.

My proxy is authorised to vote \*in favour of/\*against the following resolution(s):

- (1) [*insert details of resolution*];
- (2) Etc.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Delete non-applicable wording

\_\_\_\_\_

## Appendix 3

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### Nomination Form

I, (name of proposer) a member of the Council of International Students Australia hereby nominate (name of nominee) for the position of (position) .

\_\_\_\_\_  
Printed name of Proposer

\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Date

#### Secunder's Declaration:

I, \_\_\_\_\_, a member of the Association, second the nomination of the nominee, who is personally known to me, for the aboverferenced position of the Association.

\_\_\_\_\_  
Printed name of Secunder

\_\_\_\_\_  
Signature of Secunder

\_\_\_\_\_  
Date

#### Nominee's Declaration:

I, (name of nominee) being a person eligible to hold office under the provisions of the Council of International Students Association Constitution, **hereby and hereon accept the above nomination** under penalty of perjury.

\_\_\_\_\_  
Printed name of Nominee

\_\_\_\_\_  
Signature of Nominee

\_\_\_\_\_  
Date

\_\_\_\_\_

## Appendix 4

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### Schedule of Affiliation Fees

<b>Fee</b>	<b>Amount</b>
Annual affiliation fee	\$200.00

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## Appendix 5

### Register of Founding Members

<b>Member Name</b>	<b>Member Since:</b>
Adelaide University Student Representative Council	(Founding member)
ANU Pakistan Students' Association	(Founding member)
ANU Students' Association	(Founding member)
ANU Postgraduate and Research Students' Association	(Founding member)
ANU Law Students' Society	(Founding member)
Arc@UNSW, Ltd	(Founding member)
Australian Federation of International Students	(Founding member)
BISA – Berwick International Students Association	(Founding member)
Campus Central Students Association	(Founding member)
Carrick Institute of Education SRC	(Founding member)
Chinese Cultural Association University of Newcastle	(Founding member)
Curtin University – Sydney Student Guild	(Founding member)
Curtin University International Students Committee	(Founding member)
Edith Cowan University International Students Council	(Founding member)
Engineering Postgrads Club University of Newcastle	(Founding member)
European, Canadian and American Association University of Newcastle	(Founding member)
Flinders One Student Council International Student Committee	(Founding member)
International Students Service of the University of Western Australia	(Founding member)
ISA International Students Association	(Founding member)
La Trobe University Indian Students Club	(Founding member)
La Trobe University International Students Association	(Founding member)
La Trobe University Islamic Society	(Founding member)
La Trobe University Postgraduate Association	(Founding member)
La Trobe University Student Representative Council	(Founding member)
La Trobe University Vietnamese Students Association	(Founding member)
Latin American Society University of Newcastle	(Founding member)
Melbourne University Overseas Students Service	(Founding member)
Melbourne University Pakistani Society	(Founding member)
Monash University International Students Service	(Founding member)
MONSU Caulfield Overseas Students Services	(Founding member)
MONSU Peninsula – Overseas Student Services	(Founding member)
Monash Postgraduate Association	(Founding member)
Malaysian Youth Society of University of Newcastle	(Founding member)
Newcastle University Postgraduate Students Association	(Founding member)
Newcastle University Students Association	(Founding member)
Pakistani Students Association of Australia	(Founding member)
PISA Parkville International Students Association	(Founding member)
Sydney University Association of Malaysian Students	(Founding member)
Sydney University Postgraduate Representative Association	(Founding member)
Tasmania University Postgraduate Association	(Founding member)
Tasmania University Union	(Founding member)
The University of Technology Sydney – Beyond UTS International Leadership Program	(Founding member)

University of Adelaide Overseas Students Association	(Founding member)
University of Melbourne Graduate Students Association	(Founding member)
University of New South Wales Student Representative Council	(Founding member)
University of South Australia - UniLife	(Founding member)
University of Southern Queensland International Student Services	(Founding member)
University of Sydney Student Representative Council	(Founding member)
Victoria University Asian Christian Fellowship	(Founding member)
Victoria University International Students Association	(Founding member)
Victoria University Pan Chinese Association	(Founding member)
Victoria University Postgraduate Students Association	(Founding member)