



*Rules for the
Healthcare Chaplaincy Council
of Victoria Incorporated*

July 2011

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RULES FOR HEALTHCARE CHAPLAINCY COUNCIL OF VICTORIA INCORPORATED

1. Name

The name of the incorporated association is **Healthcare Chaplaincy Council of Victoria Incorporated** (in these Rules called "the Council").

2. Definitions

(1) In these Rules, unless the contrary intention appears:

"**Act**" means the **Associations Incorporation Act 1981**;

"**ABS Census Data**" means the census data published by the Australian Bureau of Statistics setting out the religious affiliations of people residing in the State of Victoria

"**Board**" means the executive committee of the Council consisting of the Officers of the Council;

"**Faith Community**" means an organised group of persons with communal expressions of faith, belief and spirituality.

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

"**general meeting**" means a general meeting of members convened in accordance with rule 12.

"**member**" means a member of the Council;

"**Membership Criteria**" means the criteria prescribed by the Council from time to time that a Faith Community must satisfy should it wish to nominate a representative for membership of the Council.

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

"**relevant documents**" has the same meaning as in the Act.

"**Review AGM**" means the 2011 annual general meeting of the Council and each subsequent third annual general meeting – for example: the second "Review AGM" will be the date of the 2014 annual general meeting, the third "Review AGM" will be the date of the 2017 annual general meeting and so on.

(2) In these Rules, a reference to the Secretary of the Council is a reference:

- (a) if a person holds office under these Rules as Secretary of the Council, to that person; and
- (b) in any other case, to the public officer of the Council.

3. Alteration of the rules

These Rules and the statement of purposes of the Council must not be altered except in accordance with the Act.

4. Membership, entry fees and subscription

(1) The membership of the Council shall comprise:

- (a) representatives of any Faith Community that satisfies the Membership Criteria; and
- (b) in relation to each Faith Community, the maximum number of representatives as set out below based on the Faith Community Affiliation of that Faith Community:

Faith Community Affiliation	Maximum number of representatives
0 %– less than 10%	1
10% - less than 20%	2
20% +	3

where “Faith Community Affiliation” is that percentage of the population of the State of Victoria that has expressed an affiliation with the Faith Community based on the most recently published ABS Census Data and as calculated by the Board.

- (c) Prior to each Review AGM, the Board must review membership of the Council to ensure that the number of representative persons appointed by each Faith Community satisfies the criteria set out in sub rule (1)(b) based on the then current ABS Census Data. Where:
 - (i) the Faith Community has appointed more representatives than the criteria in sub rule (1)(b) allows, the Board will advise that Faith Community and the Faith Community will procure the resignation of the requisite number of representatives to satisfy sub rule (1)(b) and such resignations will take effect at the Review AGM; or
 - (ii) the Faith Community has appointed less representatives than the criteria in sub rule (1)(b) allows, the Board will advise that Faith Community and the Faith Community may apply to appoint up to the requisite number of representatives permitted under the sub rule (1)(b),
- (2) A person who is not a member of the Council at the time of the incorporation of the Council (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless:
 - (a) they are a representative of a Faith Community; and
 - (b) the admission as a member is approved by the Board having regard to the criteria set out in sub rule (1).
- (3) An application for appointment of a representative person for membership of the Council must:
 - (a) be made in writing in the form set out in Appendix 1; and
 - (b) be lodged with the Secretary of the Council.
- (4) As soon as practicable after the receipt of an application, the Secretary must refer the application to the Board.
- (5) The Board must determine whether to approve or reject the application having regard to the criteria set out in sub rule (1).
- (6) If the Board approves an application for membership, the Secretary must, as soon as practicable notify the applicant in writing of the approval for membership.
- (7) The Secretary must, within 28 days, enter the applicant's name in the register of members.
- (8) An applicant for membership becomes a member and is entitled to exercise the rights of membership when their name is entered in the register of members.
- (9) If the Board rejects an application, the Board must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (10) A right, privilege, or obligation of a person by reason of membership of the Council:
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon the cessation of membership whether by death or resignation or otherwise.
- (11) There is no entrance fee or annual subscription fee.

5. Register of members

- (1) The Secretary must keep and maintain a register of members containing:
 - (a) the name and address of each member;
 - (b) the name and address of the Faith Community for which the member is a representative; and
 - (c) the date on which each member's name was entered in the register.
- (2) The register is available for inspection free of charge by any member upon request.

- (3) A member may make a copy of entries in the register.

6. Ceasing membership

- (1) Membership of the Council will cease:
 - (a) where a member gives notice in writing to the Secretary of their intention to resign, upon expiration of that notice; or
 - (b) where a member resigns from the Council in accordance with Rule 4(c), at the relevant Review Date.
- (2) After the expiry of the periods referred to in sub-rule 6(1):
 - (a) the person ceases to be a member; and
 - (b) the Secretary must record in the register of members the date on which the membership ceased.

7. Discipline, suspension and expulsion of members

- (1) Subject to these Rules, if the Board is of the opinion that a member or a Faith Community that has appointed a representative as a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Council or, in the case of a Faith Community, no longer satisfies the Membership Criteria, the Board may by resolution—
 - (a) in the case of a member:
 - (i) suspend that member from membership of the Council for a specified period; or
 - (ii) expel that member from the Council.
 - (b) in the case of a Faith Community that has appointed a representative as a member:
 - (i) suspend one or more of the representatives of that Faith Community from membership for a specified period; or
 - (ii) expel one or more of the representatives of that Faith Community from membership of the Council.
- (2) A resolution of the Board under sub-rule (1) does not take effect unless:
 - (a) at a meeting held in accordance with sub-rule (3), the Board confirms the resolution; and
 - (b) if the member or Faith Community exercises a right of appeal to the Council under this rule, the Council confirms the resolution in accordance with this rule.
- (3) A meeting of the Board to confirm or revoke a resolution passed under sub-rule (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 sub-rule (4).
- (4) For the purposes of giving notice in accordance with sub-rule (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 Board and the grounds on which it is based; and
 - (b) stating that the member or Faith Community, may address the Board 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 or the Faith Community that they may do one or both of the following:
 - (i) attend that meeting; and
 - (ii) give to the Board before the date of that meeting a written statement seeking the revocation of the resolution; and
 - (e) informing the member or the Faith Community that, if at that meeting, the Board confirms the resolution, they may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that they wish to appeal to the Council in general meeting against the resolution.

- (5) At a meeting of the Board to confirm or revoke a resolution passed under sub-rule (1), the Board must:
 - (a) give the member or the Faith Community (through its representative) an opportunity to be heard; and
 - (b) give due consideration to any written statement submitted by the member or Faith Community; and
 - (c) determine by resolution whether to confirm or to revoke the resolution.
- (6) If at the meeting of the Board, the Board confirms the resolution, the member or Faith Community may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that they wish to appeal to the Council in general meeting against the resolution.
- (7) If the Secretary receives a notice under sub-rule (6), they must notify the Board and the Board must convene a general meeting of the Council to be held within 21 days after the date on which the Secretary received the notice.
- (8) At a general meeting of the Council convened under sub-rule (7):
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Board may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - (c) the member or representative of the Faith Community (through its representative) must be given an opportunity to be heard; and
 - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or lapse.
- (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;
 - (b) a member and the Council; or
 - (c) a Faith Community that has appointed a representative as a member and the Council.
- (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 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 members, a person appointed by the Board; or
 - (ii) in the case of a dispute between a member or Faith Community and the Council, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Council can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) 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.
- (9) The mediator must not determine the dispute.
- (10) 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.

9. Annual general meetings

- (1) The Board may determine the date, time and place of the annual general meeting of the Council.
- (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 Board reports upon the transactions of the Council during the last preceding financial year; and
 - (c) to elect officers of the Board in accordance with these Rules; and
 - (d) to receive and consider the statement submitted by the Council 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 these Rules.

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 Board may, whenever it thinks fit, convene a special general meeting of the Council.
- (4) If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the Board must convene a special general meeting before the expiration of that period.
- (5) The Board must, on the request in writing of members representing not less than 5 members personally present (being members entitled under these Rules to vote at a general meeting) representing not less than 3 Faith Communities, convene a special general meeting of the Council.
- (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 address of the Secretary.
- (7) If the Board does not cause a special general meeting to be held within one month 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 rule, it must be convened in the same manner so far as possible as a meeting convened by the Board and all reasonable expenses incurred in convening the special general meeting must be refunded by the Council to the persons incurring the expenses.

11. Special business

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 rules as ordinary business of the annual general meeting, is deemed to be special business.

12. Notice of general meetings

- (1) The Secretary of the Council, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Council, must cause to be sent to each member of the Council, 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 representative members; or
 - (b) if the representative member consents, by facsimile transmission or electronic transmission.
- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) 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 these Rules to vote is present at the time when the meeting is considering that item.
- (2) Five members personally present (being members entitled under these Rules to vote at a general meeting) and representing not less than 3 Faith Communities constitute a quorum for the conduct of the business of a general meeting.
- (3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present:
 - (i) in the case of a meeting convened upon the request of members, the meeting must be dissolved; and
 - (ii) in any other case, the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is 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) at the same place.
- (4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

14. Presiding at general meetings

- (1) The chairperson of the Board shall preside as chairperson at each general meeting of the Council.
- (2) If the chairperson is absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as chairperson.

15. Adjournment of meetings

- (1) The chairperson of the meeting 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) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.
- (4) Except as provided in sub-rule (3), 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 Council, 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 resolution shall lapse.

17. Poll at general meetings

- (1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the chairperson may direct.

18. Manner of determining whether resolution carried

If a question arising at a general meeting of the Council is determined on a show of hands:

- (a) a declaration by the chairperson that a resolution has been:
 - (i) carried; or
 - (ii) carried unanimously; or
 - (iii) carried by a particular majority; or
 - (iv) lost; and
- (b) an entry to that effect in the minute book of the Council;

is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

19. Proxies

- (1) Each member is entitled to appoint another member of the Council as a 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.
- (2) The notice appointing the proxy must be in the form set out in Appendix 2.

20. Board

- (1) The affairs of the Council shall be managed by the Board.
- (2) The Board:
 - (a) has responsibility for managing the business and affairs of the Council.
 - (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Council other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Council;
 - (c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the Board to be essential for the proper management of the business and affairs of the Council; and
 - (d) has the power to delegate its powers to committees consisting of such members as the Board considers appropriate.

21. Office holders

- (1) The Board shall consist of:
 - (a) five persons elected by the members of the Council in accordance with Rule 22;
 - (b) two persons that may be appointed by the Board; and
 - (c) the chief executive officer, appointed by the Board.

The Board shall appoint a Treasurer and Secretary to act on behalf of the Council.

- (2) The provisions of Rule 23, 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 sub-rule (1).
- (3) Each officer of the Board elected by the members shall hold office for a term of two years. Any officer who has served two years shall be eligible for re-election provided that the person has not served as an officer for more than three consecutive terms prior to their re-election.
- (4) Any officer of the Board appointed by the Board, other than the chief executive officer, shall hold office for a term of one year and is eligible for re-appointment by the Board. The appointment of officers by the Board will occur as and when the Board consider appropriate.
- (5) The Chairperson of the Board shall be elected by the officers of the Board at the first meeting of the Board after each annual general meeting for a term of one year and is eligible for re-election provided that the person has not served as chairperson for more than four consecutive terms prior to their re-election. The chief executive officer is not eligible for election as Chairperson of the Board.
- (6) At the first annual general meeting following adoption of these Rules:
 - (a) all then current officers of the Board (other than the chief executive officer) will be deemed to be elected or appointed for a term of one year and will be subject to re-election or re-appointment in accordance with the processes set out in these Rules;
 - (b) the chief executive officer will continue as an officer of the Board; and
 - (c) two additional officers may be elected to the Board by the members in accordance with Rule 22(7).
- (7) In the event of a casual vacancy in any office referred to in sub-rule (1), the Board may appoint a person to the vacant office and that person appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

22. Election of officers by the members.

- (1) Nominations of candidates for election as officers of the Board from the members of the Council must be:
 - (a) for candidates who are current members of the Council;
 - (b) made in writing, signed by two members of the Council (other than the candidate) representing different Faith Communities and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (c) delivered to the Secretary of the Council not less than 7 days before the date fixed for the holding of the annual general meeting.
- (2) A candidate may only be nominated for one office, as an officer of the Board, prior to the annual general meeting.
- (3) If insufficient nominations are received to fill all vacancies on the Board, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of officers of the Board must be conducted at the annual general meeting in such manner as the Board may direct.
- (7) Elections for the appointment of officers of the Board by the members shall be held at each annual general meeting. At the first election following the adoption of these Rules, two of the positions to be elected by the members will be vacant and subject to election by the members. In the subsequent year three positions will be vacant and subject to election by the members. Elections will continue at each following annual general meeting based on a rotation cycle upon the expiry of the term of the office holders.

23. Vacancies

The office of an officer of the Board, becomes vacant if the officer or member:

- (a) ceases to be a member of the Council; or
- (b) becomes an insolvent under administration within the meaning of the Corporations Act;
or
- (c) resigns from office by notice in writing given to the Secretary.

24. Meetings of the Board

- (1) The Board must meet at least 4 times in each year at such place and such times as the Board may determine.
- (2) Special meetings of the Board may be convened by the chairperson or by any 2 members of the Board.

25. Notice of Board meetings

- (1) Written notice of each Board meeting must be given to each member of the Board at least 2 business days before the date of the meeting.
- (2) Written notice must be given to members of the Board of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

26. Quorum for Board meetings

- (1) More than half of the Board constitute a quorum for the conduct of the business of a meeting of the Board.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present:
 - (i) in the case of a special meeting, the meeting lapses; and
 - (ii) 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 Board may act notwithstanding any vacancy on the Board.

27. Presiding at Board meetings

At meetings of the Board the chairperson or, if the chairperson is absent the officers present must choose one of their number to preside.

28. Voting at Board meetings

- (1) Questions arising at a meeting of the Board, or at a meeting of any sub-committee appointed by the Board, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (2) Each member present at a meeting of the Board, or at a meeting of any sub-committee appointed by the Board (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

29. Removal of Board member

- (1) The Council in general meeting may, by resolution, remove any member of the Board 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 sub-rule (1) may make representations in writing to the Secretary or chairperson of the Board (not exceeding a

reasonable length) and may request that the representations be provided to the members of the Council.

- (3) The Secretary or the chairperson may give a copy of the representations to each member of the Council or, if they are not so given, the member may require that they be read out at the meeting.

30. Minutes of meetings

The Secretary of the Council must keep minutes of the resolutions and proceedings of each general meeting, and each Board and committee meeting, together with a record of the names of persons present at such meetings.

31. Funds

- (1) The Treasurer of the Council must be responsible for:
 - (a) collection and receipt of all moneys due to the Council and the making of all payments authorised by the Council; and
 - (b) keeping correct accounts and books showing the financial affairs of the Council with full details of all receipts and expenditure connected with the activities of the Council.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two officers of the Board.
- (3) The funds of the Council shall be derived from Government Grants, donations and such other sources as the Council determines.

32. Seal

- (1) The common seal of the Council must be kept in the custody of the Secretary.
- (2) The common seal must not be affixed to any instrument except by the authority of the Board and the affixing of the common seal must be attested by the signatures either of two members of the Board or, of one member of the Board and of the public officer of the Council.

33. Notice to members

Except for the requirement in rule 12, any notice that is required to be given to a member, by or on behalf of the Council, under these Rules may be given by:

- (a) delivering the notice to the member personally; or
- (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- (c) facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or
- (d) electronic transmission, if the member has requested that the notice be given to him or her in this manner.

34. Winding up

In the event of the winding up or the cancellation of the incorporation of the Council, the assets of the Council must be disposed of in accordance with the provisions of the Act. For the purposes of the Act all the net property and assets shall be deemed:

- (a) as to any unused grants to be the property of the relevant granting government department or authority; and
- (b) as to any remaining assets to be the property of those Faith Communities which, at the time of the winding up or cancellation of incorporation have appointed representatives which are members of the Council, such property to be divided among those Faith Communities in proportion to the number of representative members of each Faith Community on the Council.

35. Custody and inspection of books and records

- (1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Council.
- (2) All accounts, books, securities and any other relevant documents of the Council must be available for inspection free of charge by any member upon request.

36. By-Laws

- (1) Subject to these Rules, the Regulations and the Act, the Council may by resolution adopt, amend revoke or suspend any by-laws for the time being in force.
 - (2) The By-Laws referred to in sub-rule (1) shall bind all members to the maximum extent permitted by law.
 - (3) A copy of the By-Laws for the time being in force shall be made available to any member on request.
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APPENDIX 1

APPLICATION FOR MEMBERSHIP OF HEALTHCARE CHAPLAINCY COUNCIL OF VICTORIA
INCORPORATED

I,.....
(*name and occupation*)

of.....
(*address*) being the representative nominee of

.....
(*name of Faith Community*) desire to become a member of **Healthcare Chaplaincy Council of
Victoria Incorporated.**

In making this application I certify that the Faith Community nominating me for membership satisfies the Membership Criteria.

In the event of my admission as a member, I agree to be bound by the rules of the Healthcare Chaplaincy Council of Victoria Incorporated for the time being in force.

.....
Signature of Applicant

.....
Date

I,.....
(*name*) a member of the Faith Community referred to above, nominate the applicant, who is personally known to me, for membership of the Healthcare Chaplaincy Council of Victoria Incorporated.

.....
Signature of Proposer

.....
Date

I,.....
(*name*) a member of the Faith Community referred to above, second the nomination of the applicant, who is personally known to me, for membership of the Healthcare Chaplaincy Council of Victoria Incorporated.

.....
Signature of Seconder

.....
Date

APPENDIX 2

FORM OF APPOINTMENT OF PROXY

I,

.....
(name)

of.....
(address) being a member of **Healthcare Chaplaincy Council of Victoria Incorporated** appoint

.....
(name of proxy holder)

of.....
(address of proxy holder) being a member of Healthcare Chaplaincy Council of Victoria Incorporated, as my proxy to vote for me on my behalf at the annual/special* general meeting of the Association to be held on

.....
(date of meeting) and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against* the following resolution (insert details of resolution).

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

.....
Signed

.....
Date

* Delete if not applicable
