

**ASIA-PACIFIC CORONERS SOCIETY  
INCORPORATED**

(ABN 21 633 220 929)

**CONSTITUTION**

**The Associations Incorporation Act 1991  
of the Australian Capital Territory**

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## **PART 1 – PRELIMINARY**

### **1. Interpretation**

- (1) In these rules, unless a contrary intention appears:

*ASSOCIATE MEMBER* means a person qualified for membership by virtue of rule 3;

*CORONERSHIP* means the function of the coroner as in independent judicial officer responsible for the investigation of specific categories of death and fire for the benefit of the community;

*FINANCIAL YEAR* means the year ending on 30 June;

*HONORARY MEMBER* means a person qualified for membership by virtue of rule 5;

*MEMBER* means a member, however, described, of the society;

*ORDINARY MEMBER* means a person qualified for membership by virtue of rule 2;

*SECRETARY* means the person or, where no such person holds that office, the public officer of the society;

*THE ACT* means the Associations Incorporation Act 1991 of the Australian Capital Territory;

*THE REGULATIONS* means the Associations Incorporation Regulations.

- (2) In these rules:

(a) a reference to a function includes a reference to a power, authority and duty; and

(b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty.

- (3) The provisions of the Interpretation Act 1967 apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

- (4) In addition to the objects of the Society referred to in section 29 of the Act, the principal activity of the Society is to provide an educational forum for coroners within the Australian and South Pacific Region.

## **PART II – MEMBERSHIP**

### **2. Membership qualifications – Ordinary members**

A person is qualified to be an ordinary member if:

- (a) the person is a person referred to in section 21(2)(a) or (b) of the Act has not ceased to be a member of the society at any time after incorporation of the society under the Act; or

- (b) the person:
  - (i) holds a statutory appointment as a State Coroner or Coroner under an act relating to coroners or holds an ex officio appointment as a Coroner pursuant to an act relating to coroners or an act relating to the appointment to judicial office;
  - (ii) has applied for ordinary membership in accordance with subrule 4(1) and
  - (iii) has been approved for ordinary membership of the society by the executive of the society.

### 3. ***Membership qualifications – Associate members***

A person is qualified to be an associated member if:

- (a) in the opinion of the executive, the person is engaged in a profession, occupation or field of study relevant to coronership and has shown a particular interest in coronership; and
- (b) the person:
  - (i) has applied for associate membership in accordance with subrule 4(1); and
  - (ii) has been approved for associate membership of the society by the executive of the society.

### 4. ***Application for membership – Ordinary and Associate***

- (1) An application for ordinary or associate membership of the society :
  - (a) shall be made in writing in the form set out in Appendix 1 to these rules; and
  - (b) shall be lodged with the secretary of the society.
- (2) As soon as is practicable after receiving an application for membership, the secretary shall refer it to the executive which shall determine whether to approve or to reject it.
- (3) Where the executive determines to approve an application for membership, the secretary shall as soon as practicable after that determination notify the applicant of that approval and request that the applicant pay within 28 days after receipt of the notification the sum payable under these rules by a member of the relevant membership category as the first year's annual subscription.
- (4) The secretary shall, on payment by the applicant of the amounts referred to in subrule (3) within the period referred to in the subrule, enter the applicant's name in the relevant category in the register of members and, upon the name being so entered, the nominee shall become a member of the society in that category.

### 5. ***Honorary membership***

- (1) A person may be admitted as an honorary member of the society if:
  - (a) the executive of the society is of the opinion that the person has made a special contribution to any aspect of coronership, forensic medicine or forensic science;
  - (b) the executive has invited the person to become an honorary member of the society; and
  - (c) the person has accepted the executive's invitation.

- (2) Where a person has been admitted as an honorary member of the society, the secretary shall enter the person's name in the register of members as an honorary member.

6. ***Membership entitlements not transferable***

A right, privilege or obligation which a person has by reason of being a member of the society:

- (a) is not capable of being transferred to another person; and
- (b) terminates upon cessation of the person's membership.

7. ***Cessation of membership***

A person ceases to be a member of the society if the person:

- (a) dies or, in the case of a body corporate, is wound up;
- (b) resigns from membership of the society;
- (c) is expelled from the society; or
- (d) as an ordinary or associate member fails to renew membership of the society.

8. ***Resignation of membership – Ordinary and Associate***

- (1) An ordinary or associate member is not entitled to resign from membership of the society except in accordance with this rule.
- (2) A member who has paid all amounts payable by the member to the society may resign from membership of the society by first giving notice (being not less than one month or, if the executive has determined a shorter period, that shorter period) in writing to the secretary of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.
- (3) Where a person ceases to be a member, the secretary shall make an appropriate entry in the register of members recording the date on which the member ceases to be a member.

9. ***Resignation of membership – Honorary members***

- (1) An honorary member may resign from membership of the society by giving notice in writing to the secretary of the member's intention to resign and, upon receipt by the secretary of the notice, the person ceases to be an honorary member of the society.
- (2) Where a person ceases to be an honorary member, the secretary shall make an appropriate entry in the register of members recording the date on which the person ceased to be an honorary member.

10. ***Annual membership fee***

- (1) The annual membership fee of the society for an ordinary member is \$50 and for an associate member is \$20, or if any other amount has been determined by resolution of the executive that other amount.

- (2) The annual membership fee is payable:
  - (a) except as provided by paragraph (b), before 1 July in any calendar year; or
  - (b) where a person becomes a member on or after 1 July in any calendar year, before 1 July in each succeeding calendar year.
- (3) An honorary member is not liable to pay any fees.

#### 11. **Members' liabilities**

The liability of a member to contribute towards payment of debts and liabilities of the society or the costs, charges and expenses of the winding up of the society is limited to the amount, if any, unpaid by the member in respect of membership of the society by rule 10.

#### 12. **Disciplining of members**

- (1) Where the executive is of the opinion that a member:
  - (a) has persistently refused or neglected to comply with a provision of these rules; or
  - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the society, the executive may, by resolution:
    - (c) expel the member from the society; or,
    - (d) suspend the member from such rights and privileges of membership of the society as the executive may determine for a specified period.
- (2) A resolution of the executive under subrule (1) is of no effect unless the executive, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subrule (3), confirms the resolution in accordance with this rule.
- (3) Where the executive passes a resolution under subrule(1), the secretary shall, as soon as practicable, cause a notice in writing to be served on the member;
  - (a) setting out the resolution of the executive and the grounds on which it is based;
  - (b) stating that the member may address the executive at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that the member may do either or both of the following:
    - (i) attend and speak at that meeting;
    - (ii) submit to the executive at or prior to the date of that meeting written representations relating to the resolution.
- (4) Subject to section 50 of the Act, at a meeting of the executive mentioned in subrule (2), the executive shall:
  - (a) give to the member mentioned in subrule (1) an opportunity to make oral representations;
  - (b) give due consideration to any written representations submitted to the executive by that member at or prior to the meeting; and
  - (c) by resolution determine whether to confirm or to revoke the resolution of the executive made under subrule (1).

- (5) Where the executive confirms a resolution under subrule (4), the secretary shall, within 7 days after that confirmation, by notice in writing inform the member of that confirmation and of the member's right of appeal under rule 13.
- (6) A resolution confirmed by the executive under subrule (4) does not take effect:
  - (a) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
  - (b) where within that period the member exercises the right of appeal, unless and until the society confirms the resolution in accordance with subrule 13(4).

**13. *Right of appeal of disciplined member***

- (1) A member may appeal to the society in a general meeting against a resolution of the executive which is confirmed under subrule 12(4), within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) Upon receipt of a notice under subrule (1), the secretary shall notify the executive which shall convene a general meeting of the society to be held within 21 days after the date on which the secretary received the notice or as soon as possible after that date.
- (3) Subject to section 50 of the Act, at a general meeting of the society convened under subrule (2):
  - (a) no business other than the question of the appeal shall be transacted;
  - (b) the executive and the member shall be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
  - (c) the members present shall vote by secret ballot on the question of whether the resolution made under subrule 12(4), that the resolution is confirmed or revoked.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under subrule 12(4), that resolution is confirmed.

**PART 111 - THE EXECUTIVE**

**14. *Powers of the executive***

The executive, subject to the Act, the Regulations, these rules, and to any resolution passed by the society in general meeting:

- (a) shall control and manage the affairs of the society; and
- (b) may exercise all such functions as may be exercised by the society other than those functions that are required by these rules to be exercised by the society in general meeting; and
- (c) has the power to perform all such acts and do all such things as appear to the executive to be necessary or desirable for the proper management of the affairs of the society.

**15. *Constitution and membership***

- (1) The executive shall consist of:
  - (a) the office-bearers of the society; and



- (b) 8 and up to 16 ordinary executive members; each of whom shall be elected pursuant to rule 16 or appointed in accordance with subrule (4) and each of whom shall be an ordinary member of the society.
- (2) The office-bearers of the society shall be:
  - (a) the president;
  - (b) the vice-president;
  - (c) the treasurer; and
  - (d) the secretary.
- (3) Each member of the executive shall, subject to these rules, hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (4) In the event of a vacancy in the membership of the executive, the executive may appoint a member of the society to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting following the date of the appointment.

#### 16. ***Election of executive members***

- (1) Nomination of candidates for election as office-bearers of the society or as ordinary executive members shall be received at the annual general meeting and shall be seconded by an ordinary member entitled to vote.
- (2) A person may not be elected unless the person has consented, either orally or in writing, to being nominated.
- (3) If insufficient nominations are received to fill all vacancies on the executive, the candidates nominated shall be deemed to be elected.
- (4) If insufficient further nominations are received to fill all vacancies on the executive, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- (5) If the number of nominations received is equal to the number of vacancies to be filled, the persons shall be taken as elected.
- (6) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (7) The ballot for the election of office-bearers and ordinary executive members shall be completed at the annual general meeting in such manner as the executive may direct.
- (8) A person is not eligible to simultaneously hold more than 1 position on the executive.
- (9) No more than 2 ordinary members resident in each State or Territory of Australia, the north island of New Zealand, the south island of New Zealand, Papua New Guinea and any other country within the South Pacific region who qualifies for membership pursuant to rule 2(b) of this constitution are eligible to be members of the executive.

**17. Secretary**

- (1) The secretary of the society shall, as soon as practicable after being appointed as secretary, notify the society of his or her address.
- (2) The secretary shall keep minutes of:
  - (a) all elections and appointments of office-bearers and ordinary executive members;
  - (b) the names of members of the executive present at an executive meeting or a general meeting; and,
  - (c) all proceedings at executive meetings and general meetings.
- (3) Minutes of proceedings at a meeting shall be signed by the person presiding at the meeting or by a person presiding at the next succeeding meeting.

**18. Treasurer**

The treasurer of the society shall:

- (a) collect and receive all monies due to the society and make payments authorised by the society; and,
- (b) keep correct accounts and books showing the financial affairs of the society with full details of all receipts and expenditure connected with the activities of the society.

**19. Vacancies**

For the purposes of these rules, a vacancy in the office of a member of the executive occurs if the member:

- (a) dies;
- (b) ceases to be a member of the society;
- (c) resigns from office;
- (d) is removed from office pursuant to rule 20;
- (e) becomes an insolvent under administration within the meaning of the Corporations Law;
- (f) suffers from mental or physical incapacity;
- (g) is disqualified from office under subsection 63(1) of the Act; or
- (h) is absent without the consent of the executive members from all meetings of the executive held during a period of 6 months.

**20. Removal of executive members**

The society in general meeting may by resolution, subject to section 50 of the Act, remove any member of the executive from the office of executive before the expiration of the member's term of office.

**21. Executive meetings and quorum**

- (1) The executive shall meet at least once in each calendar year at such place and time as the executive may determine.

- (2) A meeting of the executive may be conducted by means of a telephone conference facility and each member of the executive participating in such a meeting shall be taken to be attending the meeting at the place where the presiding member is located during the meeting.
- (3) Additional meetings of the executive may be convened by any member of the executive.
- (4) Oral or written notice of a meeting of the executive shall be given by the secretary to each member of the executive at least 48 hours (or such other period as may be unanimously agreed upon by members of the executive) before the time appointed for the holding of the meeting.
- (5) Notice of a meeting given under subrule (3) shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the executive members present at the meeting unanimously agree to treat as urgent business.
- (6) Any 5 members of the executive constitute a quorum for the transaction of the business of a meeting of the executive but a member of the executive may be represented by another member of the executive appointed in writing as his or her proxy.
- (7) No business shall be transacted by the executive unless a quorum is present and if within half an hour after the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- (8) If at the adjourned meeting quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.
- (9) At meetings of the executive:
  - (a) the president or in the absence of the president, the vice-president shall preside:  
or
  - (b) if the president and the vice-president are absent 1 of the remaining members of the executive may be chosen by the members present to preside.

## **22. *Delegation by executive to sub-committee***

- (1) The executive may, by instrument in writing, delegate to 1 or more sub-committees (consisting of such member or members of the society as the executive thinks fit) the exercise of such of the functions of the executive as are specified in the instrument, other than:
  - (a) this power of delegation; and
  - (b) a function which is a function imposed on the executive by the Act, by any other law of the Territory, or by resolution of the society in general meeting.
- (2) A function, the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this rule may be made subject to such conditions or limitations as to the exercise of any function, or as time or circumstances, as may be specified in the instrument of delegation.

- (4) Notwithstanding any delegation under this rule, the executive may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had done or suffered by the executive.
- (6) The executive may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn as it thinks proper.

**23. *Voting and decisions***

- (1) Questions arising at the meeting of the executive or of any sub-committee appointed by the executive shall be determined by a majority of the votes of members of the executive or sub-committee present at the meeting.
- (2) Each member present at a meeting of the executive or of any sub-committee appointed by the executive (including the person presiding at the meeting) is entitled to 1 vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Any act or thing or suffered, or purported to have been done or suffered, by the executive or by the sub-committee appointed by the executive, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the executive or sub-committee.

**PART IV – GENERAL MEETINGS**

**24. *Annual general meetings – holding of***

- (1) With the exception of the first annual general meeting of the society, the society shall, at least once in each calendar year and within the period of 5 months after the expiration of each financial year of the society, convene an annual general meeting of its members.
- (2) The society shall hold its first annual general meeting:
  - (a) within the period of 18 months after its incorporation under the Act; and
  - (b) within the period of 5 months after the expiration of the first financial year of the society.
- (3) Subrules (1) and (2) have effect subject to the powers of the Registrar of Incorporated Societies under section 120 of the Act in relation to extensions of time.

**25. *Annual general meetings – calling of and business at***

- (1) The annual general meeting of the society shall, subject to the Act, be convened on such date and at such place and time as the executive thinks fit, provided that an annual general meeting

shall be called in accordance with any resolution passed at the last preceding annual general meeting determining the date or place of the next annual general meeting.

- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be:
  - (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
  - (b) to receive from the executive reports on the activities of the society during the past preceding financial year;
  - (c) to elect members of the executive, including office-bearers; and
  - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members pursuant to subsection 73(1) of the Act.
- (3) An annual general meeting shall be specified as such in the notice convening it in accordance with rule 27.
- (4) An annual general meeting shall be conducted in accordance with the provisions of this Part.

## 26. ***General meetings – calling of***

- (1) The executive may, whenever it thinks fit, convene a general meeting of the society.
- (2) The executive shall, on the requisition in writing of not less than 5 per cent of the total number of members, convene a general meeting of the society.
- (3) A requisition of members for a general meeting:
  - (a) shall state the purpose or purposes of the meeting;
  - (b) shall be signed by the members making the requisition;
  - (c) shall be lodged with the secretary; and
  - (d) may consist of several documents in a similar form, each signed by 1 or more of the members making the requisition.
- (4) If the executive fails to convene a general meeting within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any 1 or more of the members who made the requisition may convene a meeting to be held not more than 3 months after that date.
- (5) A general meeting convened by a member or members referred to in subrule (4) shall be convened as nearly as is practicable in the same manner as general meetings are convened by the executive and any member who thereby incurs expense is entitled to be reimbursed by the society for any reasonable expense so incurred.

## 27. ***Notice***

- (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the society, the secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

- (2) Where the nature of the business to be dealt with at a general meeting requires a special resolution of the society, the secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in subrule (1) specifying, in addition to the matter required under that subrule, the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to subrule 25(2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who shall include that notice from the member.

**28. *General meetings – procedure and quorum***

- (1) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering the item.
- (2) Five members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of the members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated 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 a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall constitute a quorum.

**29. *Presiding member***

- (1) The president, or in the absence of the president, the vice-president, shall preside at each general meeting of the society.
- (2) If the president and the vice-president are absent from the general meeting, the ordinary members present shall elect 1 of their number to preside at the meeting.

**30. *Adjournment***

- (1) The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

- (2) Where a general meeting is adjourned for 14 days or more, the secretary shall give written or oral notice of the adjourned meeting to each member of the society stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subrules (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

### 31. ***Making of decisions***

- (1) A question arising at a general meeting of the society shall be determined on a show of hands and unless a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the society, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the society, a poll may be determined by the person presiding or by not less than 3 members present in person or by proxy at the meeting.
- (3) Where the poll is demanded at a general meeting, the poll shall be taken:
  - (a) immediately in the case of a poll which relates to the election of the person to preside at the meeting or to the question of an adjournment; or
  - (b) in any other case, in such manner and at such time before the close of the meeting as the person presiding directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

### 32. ***Voting***

- (1) Only ordinary members are entitled to vote at a general meeting.
- (2) Subject to subrule (4), upon any question arising at a general meeting of the society an ordinary member has 1 vote only.
- (3) All votes shall be given personally or by proxy but no member may hold more than 5 proxies.
- (4) In the case of an equality of votes on a question at a general meeting, the person presiding is entitled to exercise a second or casting vote.
- (5) An ordinary member or proxy is not entitled to vote at any general meeting of the society unless all money due and payable by the member or proxy to the society has been paid, other than the amount of the annual subscription payable in respect of the then current year.

### 33. ***Appointment of proxies***

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

## **PART V – MISCELLANEOUS**

### **34. Funds – source**

- (1) The funds of the society shall be derived from entrance fees and annual subscriptions of members, donations and , subject to any resolution passed by the society in general meeting and subject to section 114 of the Act, such other sources as the executive determines.
- (2) All money received by the society shall be deposited as soon as practicable and without deduction to the society's bank account.
- (3) The society shall, as soon as practicable after receiving any money, issue an appropriate receipt.

### **35. Funds – management**

- (1) Subject to any resolution passed by the society in general meeting, the funds of the society shall be used in pursuance of the objects of the society in such a manner as the executive determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the treasurer or a member of the executive authorised to do so by the executive.

### **36. Alteration of objects and rules**

Neither the objects of the society referred to in section 29 of the Act nor these rules shall be altered except in accordance with the Act.

### **37. Common seal**

- (1) The common seal of the society shall be kept in the custody of the secretary.
- (2) The common seal shall not be affixed to any instrument except by the authority of the executive and the affixing of the common seal shall be attested by the signatures either of 2 members of the executive or of 1 member of the executive and of the secretary.

### **38. Custody of books**

Subject to this Act, the Regulations and these rules, the secretary shall keep in his or her control all records, and other documents relating to the society.

### **39. Inspection of books**

The records, books and other documents of the society shall be open to inspection at a place in the Territory, free of charge, by a member of the society at any reasonable hour.



40. ***Service of notices***

- (1) For the purpose of these rules, a notice may be served by or on behalf of the society upon any member either:
  - (a) personally; or
  - (b) by posting it in a pre-paid letter properly addressed to the member at the last address which the member notified to the society or at the usual or last known place of abode or business of the member; or
  - (c) by delivering it to the document exchange which the member last advised the society to be available for delivery of documents to the member, in a letter addressed to the member; or
  - (d) by email if the member has provided the society with an email address; or
  - (e) by facsimile transmission if the member has provided the society with a facsimile number.
- (2) Where a document is sent to a person by the methods referred to in rule 40(1)(b) or 40(1)(c) hereof the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.
- (3) Where a document is sent to a person by email or facsimile transmission, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person one hour after the time and date at which it was sent.

41. ***Surplus property***

- (1) At the first general meeting of the society, the society shall pass a special resolution nominating:
  - (a) another society for the purpose of paragraph 92(1)(a) of the Act, or
  - (b) a fund, authority or institution for the purpose of paragraph 92(1)(b) of the Act, in which it is to vest its surplus property in the event of the dissolution or winding up of the society.
- (2) Any society nominated under paragraph (1)(a) must fulfil the requirements in subsection 92(2) of the Act.

**APPENDIX 1**

**APPLICATION FOR MEMBERSHIP OF SOCIETY**

Subrule 4(1)

**ASIA-PACIFIC CORONERS SOCIETY INCORPORATED**  
(Incorporated under the Associations Incorporation Act 1991)

I, \_\_\_\_\_

of \_\_\_\_\_  
(address)

\_\_\_\_\_ hereby apply to become an  
(occupation)

ordinary/associate (strike out one) member of the above named incorporated society.  
My qualifications for ordinary/associate membership are as follows:

In the event of my admission as a member, I agree to be bound by the rules of the  
society for the time being in force.

\_\_\_\_\_  
(signature of applicant)

Date: \_\_\_\_\_

Admitted/Not admitted

\_\_\_\_\_  
Secretary

Date: \_\_\_\_\_

APPENDIX 2

FORM OF APPOINTMENT OF PROXY

Subrule 33

(2)

I,

\_\_\_\_\_

of

\_\_\_\_\_

(address)

being a member of the **Asia-Pacific Coroners Society Incorporated**

hereby

appoint:

\_\_\_\_\_

(full name of proxy)

being an ordinary member of that incorporated society, as my proxy to vote for me on

my behalf at the general meeting of the society (annual general meeting, as the case

may be) to be held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

and at

any adjournment of that meeting.

\* My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details below):

(\* To be inserted if desired)

\_\_\_\_\_  
(signature of member appointing proxy)

Date: \_\_\_\_\_