

# Constitution of Humanist Aid Australia



***Humanist Aid***  
***AUSTRALIA***

## **Part 1 NAME**

- 1** The name of the organisation shall be Humanist Aid Australia.

## **Part 2 OBJECTS**

- 2** The objects of Humanist Aid Australia are to:
  - (a) encourage and facilitate humanists and others to contribute to secular charities;
  - (b) raise funds for humanist and secular charities;
  - (c) engage in activities which advance health, educational and social welfare outcomes for the general public; and
  - (d) provide practical assistance to those who have been disadvantaged because of their atheism or humanism.

## **Part 3 MEMBERSHIP**

- 3** The Board may resolve to invite a person who supports the objects of Humanist Aid Australia to become a member.
- 4** Should such person advise the Board in writing that they consent to the invitation to become a member, their membership shall commence upon such consent being received and noted by the Board.
- 5** A person ceases to be a member of Humanist Aid Australia if that person:
  - (a) sends written notice of their resignation to the Secretary;
  - (b) dies; or
  - (c) is expelled by a resolution of the Board.
- 6** A membership list shall be kept specifying in respect of each person who is a member of Humanist Aid, their name, address and the date of commencement of membership.

## **Part 4 BOARD**

- 7** The management of Humanist Aid shall be vested in the Board, subject to this constitution.
- 8** The Board shall consist of seven (7) members elected by the members at the annual general meeting.

- 9** A meeting of the Board may be called by:
- (a) a resolution of the Board;
  - (b) the Chairperson;
  - (c) the Secretary; or
  - (d) any three (3) members of the Board requesting the Secretary to do so.
- 10** The Secretary shall give at least seven (7) days notice in writing of all Board meetings specifying the time and place of the meeting and the business to be dealt with.
- 11** If a vacancy occurs on the Board, the Board may appoint another member of Humanist Aid to fill that vacancy.

## **Part 5 OFFICE BEARERS**

- 12** The Board shall elect from their number at each annual general meeting, a:
- (a) Chairperson;
  - (b) Secretary;
  - (c) Treasurer; and
  - (d) such other offices as may be decided by the Board.
- 13** The terms of the offices elected pursuant to clause 12 will cease immediately following the election of new office bearers at the subsequent annual general meeting.

### **Annual General Meetings**

- 14** The annual general meeting shall be held between 1 October and 30 November each year at which the audited financial statements for the preceding financial year shall be presented.
- 15** The Secretary shall give at least fourteen (14) days notice in writing of the annual general meeting, or a special general meeting, to all members specifying the time and place of the meeting and the business to be dealt with.

### **Chairperson**

- 16** The Chairperson shall:
- (a) be the official spokesperson of Humanist Aid Australia;

- (b) have the power to call a meeting of the Board or a special general meeting of members;
- (c) preside at meetings of Board and general meetings of the members;
- (d) have the power to delegate any authority of the office to other persons; and
- (e) ensure that the responsibilities of other office bearers are being carried out.

### **Secretary**

**17** The secretary shall:

- (a) maintain minutes of all meetings including a record of attendance at those meetings;
- (b) maintain a current copy of Humanist Aid Australia's constitution;
- (c) maintain the membership list;
- (d) give the required notice to members of the Board and general membership of meetings and the business to be transacted at those meetings; and
- (e) arrange the venue for meetings or make arrangements for a teleconference or other form of telecommunication if the meeting is to take place by that means.

### **Treasurer**

**18** The treasurer shall:

- (a) ensure that all money due to Humanist Aid Australia is collected and received and that all payments authorised by Humanist Aid Australia are made;
- (b) maintain true and accurate records showing the financial affairs of Humanist Aid Australia;
- (c) ensure that all funds raised are dealt with in accordance with any Australian laws relating to charities and fundraising; and
- (d) report Humanist Aid Australia's financial affairs to each meeting of the Board.

### **Vacation of Office**

**19** A vacation in the office of Board member or of another office in the organisation occurs if the member:

- (a) sends written notice of their resignation to the Secretary;
- (b) dies;
- (c) becomes insolvent within the meaning of the Corporations Law;

- (d) becomes of unsound mind or their person or estate is liable to be dealt with in any way under an Australian law relating to mental health;
- (e) is absent without the consent of the Board from all meetings of the Board during a period of six (6) months;
- (f) ceases to be a member of Humanist Aid Australia;
- (g) holds any office of profit under the organisation;
- (h) is directly or indirectly interested in any contract or proposed contract with the organisation; or
- (i) is removed from office by a resolution of the Board.

**20** The Board may by resolution remove any member of the Board before the expiration of that member's term and may by resolution appoint another member to hold that office until the expiration of the term of office of the member so removed.

## **Part 6    AUDIT**

**21** In addition to the office bearers listed in clause 12, an auditor (which may include a firm of auditors) shall be elected at the annual general meeting.

**22** The auditor shall examine all accounts, vouchers, receipts, books, etc., and furnish a report thereon to the members at the annual general meeting. Audits shall be conducted for, at least, each annual general meeting following the completion of a financial year.

**23** An auditor shall not be a member or closely related to a member of the Board.

## **Part 7    MISCELLANEOUS**

### **Making of decisions**

**24** A question arising at any meeting shall be determined by a vote of members entitled to vote at that meeting.

**25** A simple majority shall be required for any resolution to be deemed adopted. In the case of an equality of votes, the resolution shall be deemed not passed.

### **Quorums at meetings**

**26** A majority (more than half) of the members of the Board shall constitute a quorum for the transaction of the business of that meeting.

**27** Five members of the organisation shall constitute a quorum for the transaction of the business at a general meeting.

## **Teleconferences**

- 28** Meetings of Humanist Aid Australia may take place by teleconference or some other form of telecommunication.

## **Financial Year**

- 29** The financial year shall conclude on 30 June each year.

## **Special General Meetings**

- 30** A special general meeting shall be convened by the Secretary upon receiving the written request of:

- (a) the Chairperson;
- (b) any three (3) members of the Board; or
- (c) not less than twenty-five (25) per cent of the members.

- 31** The Secretary shall convene a special general meeting requested under clause 30 within a period of one (1) month from the date of receipt of the request.

## **Amendment of constitution**

- 32** This constitution may be amended by a resolution of a general meeting of members adopted with not less than seventy-five (75) per cent of the votes cast in favour of such resolution provided that notice of the resolution was given to each member of the organisation not less than fourteen (14) days prior to the meeting at which the resolution was considered.

## **Non-profit clause**

- 33** The income and property of Humanist Aid Australia, however derived, shall, subject to any obligations under laws relating to charities or any other statutory requirements, be used and applied solely in the furtherance of its above mentioned objects and in the exercise of powers conferred upon it by this constitution.

- 34** No portion of this income and property shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the organisation.

- 35** The requirement contained in clause 34 shall not, however, prevent the payment in good faith of:

- (a) interest (provided it is based on the prevailing rate of interest charged by banks, building societies or credit unions for unsecured loans) to any such member in respect of moneys advanced by that member to the organisation, or otherwise

owing by the organisation to the member; or

- (b) any remuneration to any officers or servants of the organisation or other person in return for any services genuinely rendered to the organisation.

### **Dissolution or Revocation Clause**

- 36** In the event of the organisation being dissolved, any assets of any kind that remain after the satisfaction of all debts and liabilities shall be transferred to an organisation or organisations with similar purposes which are not carried on for the profit or gain of their individual members.