

Constitution and By-laws
of the
Institute of Metadata Management
Under the Associations Incorporation Act 2009
(NSW)

Table of Contents

Table of Contents.....	2
Constitution	4
Part 1 – Preliminary	4
1. <i>Definitions</i>	4
Part 2 – Membership.....	4
2. <i>Membership generally</i>	4
3. <i>Application for membership</i>	5
4. <i>Cessation of membership</i>	5
5. <i>Membership entitlements not transferable</i>	6
6. <i>Resignation of membership</i>	6
7. <i>Register of members</i>	6
8. <i>Fees and subscriptions</i>	7
9. <i>Members’ liabilities</i>	7
10. <i>Resolution of disputes</i>	7
11. <i>Disciplining of members</i>	7
12. <i>Right of appeal of disciplined member</i>	8
Part 3 – The committee.....	8
13. <i>Powers of the committee</i>	8
14. <i>Composition and membership of committee</i>	9
15. <i>Election of committee members</i>	9
16. <i>Secretary</i>	10
17. <i>Treasurer</i>	10
18. <i>Casual vacancies</i>	10
19. <i>Removal of committee members</i>	11
20. <i>Committee meetings and quorum</i>	11
21. <i>Delegation by committee to sub-committee</i>	12
22. <i>Voting and decisions</i>	12
Part 4 – General meetings.....	13
23. <i>Annual general meetings – holding of</i>	13
24. <i>Annual general meetings - calling of and business</i>	13
25. <i>Special general meetings - calling of</i>	13
26. <i>Notice</i>	14
27. <i>Quorum for general meetings</i>	14
28. <i>Presiding member</i>	15
29. <i>Adjournment</i>	15
30. <i>Making of decisions</i>	15
31. <i>Special resolutions</i>	16
32. <i>Voting</i>	16
33. <i>Proxy votes not permitted</i>	16
34. <i>Ballots</i>	16
Part 5 – Miscellaneous	16
35. <i>Insurance</i>	16
36. <i>Funds - source</i>	16
37. <i>Funds - management</i>	17
38. <i>Change of name, objects and constitution</i>	17
39. <i>Custody of books etc</i>	17
40. <i>Inspection of books etc</i>	17
41. <i>Service of notices</i>	17
42. <i>Financial year</i>	18

By-laws	23
<i>By-law 1. Operation and interpretation</i>	23
<i>By-law 2. Membership</i>	23
<i>By-law 3. Criteria for and admission to Associate Membership</i>	23
<i>By-law 4. Criteria for and admission to Full Membership</i>	23
<i>By-law 5. Honorary Fellows</i>	24
<i>By-law 6. Life Membership</i>	24
<i>By-law 7. Honorary Membership</i>	24
<i>By-law 8. Student Membership</i>	24
<i>By-law 9. Retired Members</i>	25
<i>By-law 10 Certificates</i>	25

Constitution

Part 1 – Preliminary

1. Definitions

(1) In this constitution:

- **ordinary committee member** means a member of the committee who is not an office-bearer of the association.
- **secretary** means the person holding office under this constitution as secretary of the association
- **special general meeting** means a general meeting of the association other than an annual general meeting.
- **the Act** means the Associations Incorporation Act 2009 (NSW).
- **the Regulation** means the Associations Incorporation Regulation 2010 (NSW).

(2) In this constitution:

- (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, if the function is a duty, a reference to the performance of that duty.

(3) The provisions of the Interpretation Act 1987 (NSW) apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

Part 2 – Membership

2. Membership generally

(1) A person is eligible to be a member of the association if:

- (a) the person is a natural person, and
- (b) the person has been approved for membership of the association in accordance with clause 3.

(2) A person is taken to be a member of the association if:

- (a) the person is a natural person, and
- (b) the person was:
 - (i) in the case of an unincorporated body that is registered as the association - a member of that unincorporated body immediately before the registration of the association, or
 - (ii) in the case of an association that is amalgamated to form the relevant association - a member of that other association immediately before the amalgamation, or

- (iii) in the case of a registrable corporation that is registered as an association - a member of the registrable corporation immediately before that entity was registered as an association.

(3) A person is taken to be a member of the association if the person was one of the individuals on whose behalf an application for registration of the association under section 6 (1) (a) of the Act was made.

3. Application for membership

(1) An application of a person for membership of the association:

- (a) must be made in writing in the form set out in Appendix 1.1, 1.2 or 1.3 to this constitution as appropriate to the type of membership, and
- (b) must meet such criteria or conditions relating to membership as the committee may determine under subclause 13 (c); and
- (c) must be lodged with the secretary of the association.

(2) As soon as practicable after receiving an application for membership, the secretary must refer the application to the committee which is to determine whether to approve or to reject the application.

(3) As soon as practicable after the committee makes that determination, the secretary must:

- (a) notify the applicant, in writing, that the committee approved or rejected the application (whichever is applicable), and
- (b) if the committee approved the application, request the applicant to pay (within the period of 28 days after receipt by the applicant of the notification) the sum payable under this constitution by a member an annual membership fee, except as provided by clause 8 (3).

(4) The secretary must, on payment by the applicant of the amounts referred to in subclause (3) (b) within the period referred to in that provision, enter or cause to be entered the applicant's name in the register of members and, on the name being so entered, the applicant becomes a member of the association.

(5) A member may at any time make an application for a different type of membership. Where such an application is approved by the committee, the secretary must request the applicant to pay (within the period of 28 days after receipt by the applicant of the notification) the difference in the type of membership fee payable under this constitution proportional to the remainder of the financial year.

(6) A member who is a student member must notify the secretary, in writing, within three months of ceasing full time study, at which time the member may make an application for a different type of membership.

(7) Notwithstanding any other provision of this constitution, the committee may grant annual or life membership to any member or honorary membership to any natural person.

4. Cessation of membership

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

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the association, or
- (d) fails to pay the annual membership fee under clause 8 (2) within 3 months after the fee is due.

5. Membership entitlements not transferable

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

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

6. Resignation of membership

(1) A member of the association may resign from membership of the association by first giving to the secretary written notice of at least 1 month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.

(2) If a member of the association ceases to be a member under subclause (1), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

7. Register of members

(1) The public officer of the association must establish and maintain a register of members of the association specifying the name and postal or residential address of each person who is a member of the association together with the date on which the person became a member.

(2) The register of members must be kept in New South Wales:

- (a) at the main premises of the association, or
- (b) if the association has no premises, at the association's official address.

(3) The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.

(4) A member of the association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.

(5) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.

(6) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:

- (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
- (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

8. Fees and subscriptions

(1) Except as provided by subclause (3), a member of the association must pay to the association an annual membership fee of the amount appropriate to the type of membership set out in Appendix 2:

- (a) except as provided by paragraph (b), before 1 July in each calendar year, or
- (b) if the member becomes a member on or after 1 July in any calendar year - on becoming a member and before 1 July in each succeeding calendar year.

(2) A member granted honorary membership by the committee shall not be required to pay to the association an entrance fee, and in addition a member granted honorary membership or life membership by the committee shall not be required to pay an annual membership fee.

(3) The Committee shall review membership fees on an annual basis

9. Members' liabilities

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by clause 8.

10. Resolution of disputes

(1) A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to a community justice centre for mediation under the Community Justice Centres Act 1983.

(2) If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.

(3) The Commercial Arbitration Act 1984 applies to any such dispute referred to arbitration.

11. Disciplining of members

(1) A complaint may be made to the committee by any person that a member of the association:

- (a) has refused or neglected to comply with a provision or provisions of this constitution, or
- (b) has willfully acted in a manner prejudicial to the interests of the association.

(2) The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.

(3) If the committee decides to deal with the complaint, the committee:

- (a) must cause notice of the complaint to be served on the member concerned, and
- (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
- (c) must take into consideration any submissions made by the member in connection with the complaint.

(4) The committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.

(5) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 12.

(6) The expulsion or suspension does not take effect:

- (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
- (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause 12, whichever is the later.

12. Right of appeal of disciplined member

(1) A member may appeal to the association in general meeting against a resolution of the committee under clause 11, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.

(2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.

(3) On receipt of a notice from a member under subclause (1), the secretary must notify the committee which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.

(4) At a general meeting of the association convened under subclause (3):

- (a) no business other than the question of the appeal is to be transacted, and
- (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
- (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

(5) The appeal is to be determined by a simple majority of votes cast by members of the association.

Part 3 – The committee

13. Powers of the committee

Subject to the Act, the Regulation and this constitution and to any resolution passed by the

association in general meeting, the committee:

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all such functions as may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and
- (c) may admit any person to be a member of the association who has fulfilled such of the criteria or conditions relating to membership as the committee may determine;
- (d) may make, add to, modify or repeal by-laws, such that where there is a conflict between any by-law and the constitution, the constitution shall take precedence; and
- (e) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

14. Composition and membership of committee

- (1) The committee is to consist of:
 - (a) the office-bearers of the association, and
 - (b) at least three ordinary committee members, each of whom is to be elected at the annual general meeting of the association under clause 15.
- (2) The total number of committee members is to be nine.
- (3) The office-bearers of the association are as follows:
 - (a) the president,
 - (b) the vice-president,
 - (c) the treasurer,
 - (d) the secretary.
- (4) A committee member may hold up to two offices (other than both the president and vice-president offices).
- (5) Each member of the committee is, subject to this constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

15. Election of committee members

- (1) Nominations of candidates for election as office-bearers of the association or as ordinary committee members:
 - (a) must be 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 of the nomination), and
 - (b) must be delivered to the secretary of the association at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.

(3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.

(4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.

(5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.

(6) The ballot for the election of office-bearers and ordinary committee members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

(7) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the association must be a member of the association other than an honorary member.

16. Secretary

(1) The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.

(2) It is the duty of the secretary to keep minutes of:

- (a) all appointments of office-bearers and members of the committee, and
- (b) the names of members of the committee present at a committee meeting or a general meeting, and
- (c) all proceedings at committee meetings and general meetings.

(3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

17. Treasurer

It is the duty of the treasurer of the association to ensure:

- (a) that all money due to the association is collected and received and that all payments authorised by the association are made, and
- (b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

18. Casual vacancies

(1) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.

(2) A casual vacancy in the office of a member of the committee occurs if the member:

- (a) dies, or
- (b) ceases to be a member of the association, or
- (c) becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
- (d) resigns office by notice in writing given to the secretary, or
- (e) is removed from office under clause 19, or
- (f) becomes a mentally incapacitated person, or
- (g) is absent without the consent of the committee from three consecutive meetings of the committee, or
- (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
- (i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the Corporations Act 2001 of the Commonwealth.

19. Removal of committee members

(1) The association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

(2) If a member of the committee to whom a proposed resolution referred to in subclause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

20. Committee meetings and quorum

(1) The committee must meet at least three times in each period of 12 months at such place and time as the committee may determine.

(2) Additional meetings of the committee may be convened by the president or by any member of the committee.

(3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.

(4) Notice of a meeting given under subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.

(5) Any five members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.

(6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand

adjourned to the same place and at the same hour of the same day in the following week.

(7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.

(8) At a meeting of the committee:

- (a) the president or, in the president's absence, the vice-president is to preside, or
- (b) if the president and the vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

21. Delegation by committee to sub-committee

(1) The committee may, by instrument in writing, delegate to one or more sub-committees (including branches, divisions, working parties, project teams or other devices), consisting of such member or members of the association as the committee thinks fit, the exercise of such of the functions of the committee as are specified in the instrument, other than:

- (a) this power of delegation, and
- (b) a function which is a duty imposed on the committee by the Act or by any other law; and
- (c) powers or functions greater than those bestowed on the committee by this constitution, the Act or by any other law.

(2) A function the exercise of which has been delegated to a sub-committee under this clause 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 clause may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation, or as may be limited by a resolution of a general meeting.

(4) Despite any delegation under this clause, the committee may continue to exercise any power or function delegated.

(5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.

(6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.

(7) A sub-committee may meet and adjourn as it thinks proper.

22. Voting and decisions

(1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.

(2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

(3) Subject to clause 20 (5), the committee may act despite any vacancy on the committee.

(4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

Part 4 – General meetings

23. Annual general meetings – holding of

(1) The association must hold its first annual general meeting within 18 months after its registration under the Act.

(2) The association must hold its annual general meetings:

- (a) within 6 months after the close of the association's financial year, or
- (b) within such later time as may be allowed by the Director-General or prescribed by the Regulation.

24. Annual general meetings - calling of and business

(1) The annual general meeting of the association is, subject to the Act and to clause 23, to be convened on such date and at such place and time as the committee thinks fit.

(2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:

- (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
- (b) to receive from the committee reports on the activities of the association during the last preceding financial year,
- (c) to elect office-bearers of the association and ordinary committee members,
- (d) to receive and consider any financial statement or report required to be submitted to members under the Act.

(3) An annual general meeting must be specified as such in the notice convening it.

25. Special general meetings - calling of

(1) The committee may, whenever it thinks fit, convene a special general meeting of the association.

(2) The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of the association.

(3) A requisition of members for a special general meeting:

- (a) must state the purpose or purposes of the meeting, and
- (b) must be signed by the members making the requisition, and
- (c) must be lodged with the secretary, and
- (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

(4) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.

(5) A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.

26. Notice

(1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

(2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under subclause (1), the intention to propose the resolution as a special resolution.

(3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 24 (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 must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

27. Quorum for general meetings

(1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.

(2) Five members present (being members entitled under this constitution 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:

- (a) if convened on the requisition of members, is to be dissolved, and

- (b) in any other case, is to 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 at least three) are to constitute a quorum.

28. Presiding member

(1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the association.

(2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

29. Adjournment

(1) The chairperson of 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 is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

(2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association 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 subclauses (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.

30. Making of decisions

(1) A question arising at a general meeting of the association is to be determined by either:

- (a) a show of hands, or
- (b) if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a ballot.

(2) If the question is to be determined by a show of hands, a declaration by the chairperson 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 association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

(3) If the question is to be determined by a ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

31. Special resolutions

A special resolution may only be passed by the association in accordance with section 39 of the Act.

32. Voting

- (1) On any question arising at a general meeting of the association a member has one vote only.
- (2) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (3) A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid.
- (4) A member is not entitled to vote at any general meeting of the association if the member is under 18 years of age.
- (5) A member is not entitled to vote at any general meeting if the member is an honorary member.

33. Proxy votes not permitted

Proxy voting must not be undertaken at or in respect of a general meeting.

34. Ballots

- (1) The association may hold a ballot to determine any issue or proposal (other than an appeal under clause 12).
- (2) A ballot is to be conducted in accordance with Schedule 3 to the Regulation.

Part 5 – Miscellaneous

35. Insurance

The association may effect and maintain insurance.

36. Funds - source

- (1) The funds of the association are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank or other authorised deposit-taking institution account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

37. Funds - management

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in pursuance of the objects of the association in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two members of the committee or employees of the association, being members or employees authorised to do so by the committee.
- (3) The assets and income of the association shall be applied solely in furtherance of its above mentioned objectives and no portion shall be distributed directly or indirectly to the members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of the association.
- (4) In the event of the association being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another association with similar purposes which is not carried on for the profit or gain of its individual members.

38. Change of name, objects and constitution

An application to the Director-General for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.

39. Custody of books etc

Except as otherwise provided by this constitution, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the association.

40. Inspection of books etc

- (1) The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:
 - (a) records, books and other financial documents of the association,
 - (b) this constitution,
 - (c) minutes of all committee meetings and general meetings of the association.
- (2) A member of the association may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$1 for each page copied.

41. Service of notices

- (1) For the purpose of this constitution, a notice may be served on or given to a person:
 - (a) by delivering it to the person personally, or
 - (b) by sending it by pre-paid post to the address of the person, or
 - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.

(2) For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:

- (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
- (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
- (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

42. Financial year

The financial year of the association is:

- (a) the period of time commencing on the date of incorporation of the association and ending on the following 30 June, and
- (b) each period of 12 months after the expiration of the previous financial year of the association, commencing on 1 July and ending on the following 30 June.

Appendix 1.1

(Clause 3 (1))

APPLICATION FOR ASSOCIATE MEMBERSHIP OF

THE INSTITUTE OF METADATA MANAGEMENT INCORPORATED
incorporated under the Associations Incorporation Act 2009 (NSW)

I, _____ [full name of applicant]

of _____ [address]

_____ [occupation]

hereby apply to become an Associate Member of the Institute of Metadata Management. In the event of my admission as a member, I agree to be bound by the constitution and by-laws of the association for the time being in force.

Signature of applicant

Date:

Appendix 1.2

(Clause 3 (1))

APPLICATION FOR FULL MEMBERSHIP OF

THE INSTITUTE OF METADATA MANAGEMENT INCORPORATED
incorporated under the Associations Incorporation Act 2009 (NSW)

I, _____ [full name of applicant]

of _____ [address]

_____ [occupation]

hereby apply to become a Full Member of the Institute of Metadata Management. In the event of my admission as a member, I agree to be bound by the constitution and by-laws of the association for the time being in force.

My qualifications and/or professional experience in the development, management, use or promotion of metadata are as follows (attach additional sheets if necessary):

Signature of applicant

Date:

Appendix 1.3

(Clause 3 (1))

APPLICATION FOR STUDENT MEMBERSHIP OF

THE INSTITUTE OF METADATA MANAGEMENT INCORPORATED
incorporated under the Associations Incorporation Act 2009 (NSW)

I, _____ [full name of applicant]

of _____ [address]

being a student at

_____ [educational institution]

studying _____ [discipline/course]

hereby apply to become a Student Member of the Institute of Metadata Management. In the event of my admission as a member, I agree to be bound by the constitution and by-laws of the association for the time being in force.

Signature of applicant

Date:

CERTIFICATION

I, _____ [name]

a _____ [position]

at _____ [educational institution]

certify that the applicant for membership of the association is personally known to me and a student actively pursuing the abovementioned course of study at the abovenamed educational institution.

Signature

Date:

Appendix 2

(Clause 8)

SCHEDULE OF FEES

Fee		Amount
Annual membership fee:	Full Member	\$250
	Associate Member	\$100
	Student Member	\$50
	Retired Member	\$75

By-laws

By-law 1. Operation and interpretation

- 1.1 These by-laws are made by the committee under clause 13 of the constitution of the Institute of Metadata Management ('the constitution').
- 1.2 These by-laws shall operate and have effect subject to the constitution.
- 1.3 Where there is a conflict between any by-law and the constitution, the constitution shall take precedence.
- 1.4 Subject to the provisions of the constitution, the committee may:
 - 1.4.1 make, add to, modify or repeal any by-law; and
 - 1.4.2 determine all matters of business not provided for in the constitution or these by-laws.

By-law 2. Membership

- 2.1 The committee may admit persons to either of two types of membership.
 - 2.1.1 Associate Membership
 - 2.1.2 Full Membership
- 2.2 The admission of an applicant shall be determined by the committee following consideration of criteria for admission for that type of membership.
- 2.3 The committee may refuse the application of any applicant whose character, reputation or professional conduct makes his or her admission undesirable.

By-law 3. Criteria for and admission to Associate Membership

- 3.1 The committee may admit any person to Associate Membership if the applicant has an interest in the development, management, use or promotion of metadata.

By-law 4. Criteria for and admission to Full Membership

- 4.1 The committee may admit any person to Full Membership if the applicant has:
 - 4.1.1 A recognised qualification in a relevant discipline; and/or
 - 4.1.2 At least three (3) years of professional experience in the development, management, use or promotion of metadata.
- 4.2 A Full Member of the Institute of Metadata Management shall be entitled to use the abbreviated designation MIMM after the member's name.

By-law 5. Honorary Fellows

- 5.1 The award of Honorary Fellow may be granted by the committee to a person who has:
 - 5.1.1 Been a Full Member for not less than three (3) continuous years; and
 - 5.1.2 Made a significant contribution to the development, management, use or promotion of metadata.
- 5.2 A person must be nominated as a Fellow by two (2) Full Members.
- 5.3 A Fellow of the Institute of Metadata Management shall be entitled to use the abbreviated designation FIMM after the member's name.
- 5.4 Notwithstanding any other by-law or provision of the constitution, a Fellow of the Institute of Metadata Management shall retain all other rights and privileges of continuing Full Membership.

By-law 6. Life Membership

- 6.1 The award of Life Membership may be granted by the committee to a member who has rendered significant and conspicuous service to the Institute of Metadata Management.
- 6.2 A person may be nominated for Life Membership by petition signed by not less than five (5) members.
- 6.3 A Life Member of the Institute of Metadata Management shall be entitled to use the abbreviated designation MIMM, or if the member is also an Honorary Fellow the abbreviated designation FIMM, for life.
- 6.4 Notwithstanding any other by-law or provision of the constitution, a Life Member of the Institute of Metadata Management shall retain all other rights and privileges of continuing Full Membership without paying membership fees.

By-law 7. Honorary Membership

- 7.1 The award of Honorary Membership may be granted by the committee to any person who has made a significant contribution to development, management, use or promotion of metadata.

By-law 8. Student Membership

- 8.1 Bona fide students may apply for and receive a membership at a reduced membership fee as described in the constitution.
- 8.2 A person applying for Student Membership must submit the relevant application form signed by a lecturer or equivalent from a bona fide educational institution who certifies that the applicant is known to him or her and is actively pursuing an appropriate course of study in a relevant discipline.
- 8.3 Notwithstanding any other by-law or provision of the constitution, a Student Member of the Institute of Metadata Management shall have all other rights and privileges of Associate Membership.

By-law 9. Retired Members

- 9.1 A member who has retired from the profession may apply for and receive a membership at a reduced fee as described in the constitution.
- 9.2 Notwithstanding any other by-law or provision of the constitution, a retired member of the Institute of Metadata Management shall retain all other rights and privileges of continuing membership.

By-law 10. Certificates

- 10.1 A certificate, in a form prescribed by the committee, shall be issued to each Honorary Fellow, Life Member or Honorary Member. The certificate shall be under the Common Seal of the Institute of Metadata Management and its issue shall be recorded in the register of members.