

Constitution of:

(under the Associations Incorporation Act 2009, Australia)

Sustainable Event Alliance (incorporated)

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Sustainable Event Alliance Membership Charter

Introduction

NAME

The name of the incorporated Association shall be Sustainable Event Alliance (in these rules called "SEA" or "the Association")

VISION

Our vision is to unite event professionals and together work towards increased attention to and the practice of sustainability in event management, ultimately to reduce the impacts of events, to play their part in restoring and regenerating natural systems and in creating a fair and healthy world for all.

- Offer a space for networking, discussion and ideas exchange around sustainable event management.
- Engage those currently not involved with sustainable event management, who may benefit from further development and implementation of sustainable practices.
- Spread the desire to reduce the impacts of event production.
- Network with other event sustainability and related programmes and organisations.
- Communicate and create a commonality of best practice in sustainable event management across all industry sectors and the supply chain.
- Set competency standards and accredit event professionals.
- Open opportunities for innovation of sustainable production solutions within the industry.
- Provide a database of solutions and services.
- Offer pathways to professional development training and capacity building.
- Offer external assessment for ISO 20121 and host the global ISO 20121 Registry

POWERS OF THE ASSOCIATION

The powers of the Association shall be:

1. The Association has, in the exercise of its affairs, all the powers of an individual.
2. The Association may, for example:
 - a. enter into contracts; and
 - b. acquire, hold, deal with and dispose of property; and
 - c. make charges for services and facilities it supplies; and
 - d. do other things necessary or convenient to be done in carrying out its affairs.
3. The Association may prepare By-Laws to assist in the management of the Association.

Part 1 – Preliminary

1. Definitions

1. In this constitution:

Director-General means the Director-General of the Department of Services, Technology and Administration.

ordinary member means a member of the committee who is not an office-bearer of the association, as referred to in rule 14(2)

secretary means:

- a. the person holding office under these rules as secretary of the association, or
- b. if no such person holds that office – the public officer of the association

membership co-ordinator means that member or staff member charged with the responsibility to manage membership, in collaboration with the association's secretary.

special general meeting means a general meeting of the association other than an annual general meeting

the Act means the Associations Incorporation Act 2009.

the Regulation means the Associations Incorporation Regulation 2010.

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 the duty.

3. The provisions of the Interpretation Act 1987 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.

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 nominated for membership of the association as provided by clause 3, or
- c. who has been approved for membership of the association through demonstration of effective work in the field of sustainable event management with endorsement by clients, colleagues or other members of the association.

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 a member of that unincorporated body immediately before the registration of the association, or

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. Nomination for membership

1. A nomination of a person for membership of the association:

- a. can be made by a member of the association or the nominee themselves in the form so placed on the association's website,
- b. can be made by the person themselves, If a nominee nominates themselves for membership, they must also provide name and contact details of an industry professional or client that can attest to their credibility as a practitioner or intended practitioner of sustainable event management and their ability to adhere to the association's charter. See Appendix 1.

2. As soon as practicable after receiving a nomination for membership, the **secretary** and **membership co-ordinator** must review the nomination to determine whether to approve or to reject the nomination.

3. As soon as practicable after the secretary makes that determination, the secretary Must:

- a. notify the nominee, via email, that their membership is approved or rejected (whichever is applicable), and
- b. if the nomination was approved, the payment will be processed by PayPal or Stripe. There is a 5 day cool-off period where the nominated member may rescind their application and cancel their membership payment and application.
- c. if the nomination is rejected, refund the nominee to (within the period of 28 days after receipt by the nominee of the membership fee) the sum payable under these rules by a member as entrance fee and annual subscription.

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

5. Initial membership shall be for 12 months from the date a membership fee is paid, and shall be renewed annually on the anniversary of first becoming a member.

4. Membership Charter

1. Upon joining or nominating for membership, a nominee/member must agree to the membership charter. This charter is placed on the association's website and this code of conduct/charter must be read, agreed and adhered to in order to qualify to be a member of the association.

2. Members found to be not adhering to the membership charter and code of conduct shall be reviewed and their membership may be ceased.

5. 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 as per section 12.
- d. fails to pay the annual membership fee under clause 9 (2) within 3 months after the fee is due.

6. 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.

7. Resignation of membership

1. A member of the association who has paid all amounts payable by the member to the association in respect of the member's membership may resign from membership of the association by first giving to the secretary notice via email of the member's intention to resign and, on the acknowledgement of receipt of that notice the member ceases to be a member.

2. If a member of the association ceases to be a member under clause (1) above, 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.

8. Register of members

1. The secretary and membership co-ordinator of the association must establish and maintain a register of members of the association specifying the name and 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.

9. Fees and subscriptions

1. A member of the association must, on admission to membership, pay to the association a fee of AU\$75 for individual members or other fees as decided by the committee, for example institutional members or student membership.

2. In addition to any amount payable by the member under sub clause (1), a member of the association must pay to the association an annual membership fee of AU\$75.

a. on the same day each calendar year as corresponds with their first membership to the association.

b. Membership fees may be changed by the committee upon a majority vote.

10. 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 9.

11. Resolution of internal disputes

1. Disputes between members (in their capacity as members) of the association, and disputes between members and the association, are to be referred to a community justice centre for mediation in accordance with 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.

12. Disciplining of members

1. A complaint may be made to the committee by any person that a member of the Association:

- a. has persistently refused or neglected to comply with a provision or provisions of these rules, 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. On receiving such a 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.
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 13.
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 rule 13(5), whichever is the latter.

13. 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 12, 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 sub clause (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 sub clause (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

14. 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 these rules to be exercised by a general meeting of members of the association, and
- c. 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.

15. Composition and membership of committee

1. The committee must consist of

- a. the office-bearers of the association, and
- b. at least three ordinary members, each of whom is to be elected at the annual general meeting of the association under clause 16.

2. The committee must comprise no less than five and no more than twelve people.

3. The office-bearers of the association are to be:

- i. The president
- ii. The vice president

- iii. The treasurer
- iv. The secretary

4. Each member of the committee is, subject to these rules, to hold office until they choose to stand down or after a period of five years where they will be eligible for reelection at an annual general meeting

16. Election of members

1. Nominations of candidates for election as office-bearers of the association or as ordinary members of the committee:

- a. must be made in writing via email, digitally signed by two members of the association and accompanied by the written (via email) consent of the candidate
- b. must be delivered to the secretary (via email and with confirmation of receipt) 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 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.

17. 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
 - 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.

18. 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.

19. 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 these rules, until the conclusion of the annual general meeting next following the date of the appointment.
2. For the purposes of these rules, 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 20, or
 - f. becomes a mentally incapacitated person, or
 - g. is absent without the consent of the committee from 3 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.

20. 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, due to misconduct or any of the items in 19 above, 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 sub clause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representation 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, 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.

21. 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 (email) 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 sub clause (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. Half of the committee plus at least one of the office bearers 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.

22. Delegation by committee to sub-committee

1. The committee may, by instrument in writing, delegate to one or more subcommittees (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.

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 section 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.

4. Despite any delegation under this rule, the committee 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.

6. The committee 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 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 21(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.

24. Meetings and Resolutions of Committee by electronic means

1. Meetings of the Committee by electronic means:

a. meetings of the Committee may be conducted in person, by telephone, closed circuit television, other electronic means or a mixture of these means, and shall hold the same power as meetings at which all members are present in person.

b. all the rules and provisions related to meetings shall also apply to such meetings held by electronic means.

c. notice of meeting of the Committee may also be received by telephone or electronic means. (minutes should be kept and must be certified as a record of such meetings.

2. Resolutions of the Committee by electronic means:

a) a resolution in writing communicated by post, facsimile, or electronic mail, to all the members of the Committee for the time being entitled to receive notice of a meeting of the Committee shall be as valid and effectual as if it had been passed at a meeting of the management Committee duly convened and held provided that:

i. the resolution is signed by all the members of the Committee; or

ii. the resolution is signed by a majority of the members of the Committee and:

iii. all members of the Committee have been sent notice of the proposed resolution; and

b) the Secretary has not received a request that the resolution be put to a meeting from a member of the Committee within five(5) days from the date on which the notice is deemed to be effected.

c) any such resolution may consist of several documents in like form, each signed by 1 or more members of the management Committee, and shall take effect:

- i. where the resolution is signed by all members of the management Committee, on the date the last Committee member signed; or
- ii. where the resolution is signed by a majority of members of the management Committee, either on the date the last Committee member signed or the date which is five(5) days after the date on which the notice is deemed to be effected (Clause 39), whichever is the later.

Part 4 – General meeting

25. Annual general meetings – holding of

1. With the exception of the first annual general meeting of the association, the association must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the association, convene an annual general meeting of its members.
2. The association must hold its first annual general meeting:
 - a. within the period of 18 months after its registration under the Act, and
 - b. within the period of 6 months after the expiration of the first financial year of the association, or
 - c. within such later time as may be allowed by the Director-General or prescribed by the Regulation.

26. Annual general meetings – calling of and business at

1. The annual general meeting of the association is, subject to the Act and to clause 25, 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 members of the committee if the time period of tenure is up or if vacancies exist,
 - d. to receive and consider the statement which is required to be submitted to members under the Act.
3. An annual general meeting must be specified as such in the notice convening it.

27. 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 percent 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 sub clause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.

28. 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 sub clause (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 26(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.

29. Quorum for general meetings

1. No item of business is to 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 that item.

2. Five members present (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:

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) is to constitute a quorum.

30. 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.

31. 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 sub clauses (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.

32. 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 if a virtual/electronic meeting, by submission to the real time online poll.

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 written ballot—a written 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 written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

33. Special resolution

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

34. 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.

35. Appointment of proxies

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

Part 5 – Miscellaneous

36. Insurance

The association may effect and maintain insurance.

37. 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.

38. 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. No purchases or payment can be made by the association unless funds are immediately available to cover the cost of that purchase.

3. The association, must not, at any time, make purchases which will place the association in a debt situation.

4. 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.

39. 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.

40. Custody of books etc

Except as otherwise provided by these rules, 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.

41. Inspection of books

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 sub clause (1) on payment of a fee of not more than \$1 for each page copied.

42. Service of notices

1. For the purpose of these rules, 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 these rules, 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.

43. 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

Sustainable Event Alliance Membership Charter

In joining SEA, as a member I pledge to support the following when undergoing event planning and implementation of an event:

Commitment, communication, leadership

- Embed and uphold the principles of sustainable development.
- Commit to sustainability through ensuring required resources are available – time, people, money, materials, knowledge.
- Produce and uphold a Sustainability Policy.
- Work toward relevant industry sustainability performance standards, certification or reporting principles.
- Undergo skills and capacity building in sustainability.
- Work with the supply chain to encourage sustainable solutions, and make the most sustainable choices possible.
- Communicate sustainability commitment to all stakeholders.
- Endeavour to implement lasting positive impact as a result of the event (legacy)

Environment

- Protect the natural environment in the immediate vicinity from event activities.
- Minimise resource consumption (energy, water, natural and non-renewable resources).
- Minimise the environmental impacts of purchasing and event operations (emissions to air, land and water – including toxicity issues).
- Identify environmental impacts of purchasing up the supply chain, to ensure the most sustainable purchasing choices are made.
- Minimise waste volumes and manage waste along the principles of Zero Waste.

- Implement active and participatory resource recovery processes at the event (if relevant).
- Reduce and counter the transport impacts of event activities.

Socio-economic

- Ensure an accessible, inclusive and safe event.
- Where relevant, communicate with and engage the local community in the event's sustainability ambitions.
- Ensure respect for cultural or religious sensitivities, indigenous rights and vulnerable groups.
- Prioritise health and safety, diversity and equal opportunity, and fair working conditions for the workforce, and throughout our supply chain, reflected in purchasing choices.
- Ensure socially responsible business practices, including via supply chain.
- Support local economies through local procurement policies.
- Implement policies and carry out activities in adherence with responsible business practices of inclusivity, integrity and transparency, and not to participate in anti-competitive behaviour, bribery or corruption.
- Design-in legacy including resources, knowledge, environment restoration, innovation, skills, business opportunities and economic support.

Reporting

- Measure, report and disclose impacts.
- Keep up to date with the industry norms of reporting scope.
- Feed reporting into national or international benchmarking programs so that event benchmarks can be established - where possible and relevant.
- Only make verifiable performance claims.
- Make 'Zero Waste' claims only if the amount of waste which is reused, recycled and/or composted is substantially less than that sent for energy recovery.
- Do not claim 'carbon neutral' if 'neutrality' has been achieved entirely through carbon offsetting, without measurable and transparent reductions actions firstly, as per PAS 2060 (unless in the first reporting year).
- Share successes and information with the industry.