

# **ALLERGY AND ENVIRONMENTAL SENSITIVITY SUPPORT AND RESEARCH ASSOCIATION Inc.**

Reg.No A0006141S ABN 32 386 589 943  
PO Box 298, Ringwood Vic 3134 – [www.aessra.org](http://www.aessra.org)

## **Constitution 2010**

- **Statement of Purposes (Aims)**
- **Rules**
- **Appendices**

Passed by Special Resolution at the Annual General Meeting 20th October 2010  
Approved by Department of Justice 1st November 2010 - Ref 7097358

### **STATEMENT OF PURPOSES (Aims)**

- a) To encourage and sponsor research into chemical, food and inhalant allergies and other sensitivities, in particular, those that involve the immune system.
- b) To create greater public awareness of the symptoms, causes and available treatments for allergic conditions and the urgent need for research.
- c) To provide material aid, practical assistance and emotional support to people with food and chemical allergy and sensitivity problems, particularly children whose mental, physical and social development may be adversely affected.
- d) To offer support and understanding to alleviate the suffering and promote the well-being of all those - adults, adolescents and children who are physically and or psychologically, disabled, disadvantaged or debilitated as a result of food, chemical allergies or sensitivities.
- e) To promote the development of scientifically-based procedures and programs designed to improve diagnosis and provide more effective preventive and treatment measures for allergic conditions and sensitivities.
- f) To disseminate well-documented research findings, so that government, industry and other relevant bodies recognize the extent and the consequences of allergies and sensitivities within the wider community and take the appropriate action.
- g) To initiate, establish and develop programs, aimed at minimizing the occurrence of allergic and sensitivity conditions in the community.
- h) To print and publish newsletters, periodicals, books, pamphlets and leaflets that the organization may think desirable for the promotion of its purposes.
- i) To promote courses, lectures, seminars and any form of public or specialized forum aimed at educating the public and health professionals about the causes, consequences and treatment of these conditions.
- j) To generally encourage and sponsor research into that area of health referred to as Environmental Medicine or Clinical Ecology.

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**RULES**

**1 Name**

The name of the incorporated association is **Allergy and Environmental Sensitivity Support and Research Association** (in these Rules called "the Association").

**2 Definitions**

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

*committee* means the committee of management of the Association;

*committee meeting* means a meeting of committee members convened in accordance with Rule 25;

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

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

*member* means a member of the Association;

*ordinary member of the committee* means a member of the committee who is not an officer of the Association under rule 21;

*Regulations* means regulations under the Act;

*relevant documents* has the same meaning as in the Act;

*the Act* means the **Associations Incorporation Act 1981**.

(2) In these Rules, a reference to the Secretary of an Association is a reference—

(a) if a person holds office under these Rules as Secretary of the Association—to that person; and

(b) in any other case, to the public officer of the Association

**3 Alteration of the rules**

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

**4 Membership, entry fees and subscription**

(1) A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Association on payment of the entrance fee, if applicable, and annual subscription payable under these Rules, for a period of one year, after which period membership ceases.

(2) A person who is not a member of the Association at the time of the incorporation of the Association (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless—

(a) he or she applies for membership in accordance with subrule (3); and

(b) the admission as a member is approved by the committee, or subcommittee appointed by the committee for this purpose.

(3) An application of a person for membership or renewal of membership of the Association must—

(a) be made in writing in the form set out in Appendix 1 (or other form as approved by the committee from time to time) or by completing the equivalent online form; and

(b) include payment of the annual fee, and entrance fee if applicable,

(c) be lodged with the Secretary of the Association, or the committee member appointed to this task by the committee.

(4) As soon as practicable after the receipt of an application, the Secretary must refer the application to the committee, or subcommittee appointed by the committee for this purpose.

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- (5) The committee must determine whether to approve or reject the application.
- (6) If the committee approves an application for membership, the Secretary must, as soon as practicable notify the applicant in writing of the approval for membership.
- (7) The Secretary must, within 28 days after receipt of the amounts referred to in sub-rule (3), enter the applicant's name in the register of members.
- (8) An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.
- (9) If the committee rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected and return the payment referred to in sub-rule (3).
- (10) A right, privilege, or obligation of a person by reason of membership of the Association—
  - (a) is not capable of being transferred or transmitted to another person; and
  - (b) terminates upon the cessation of membership whether by death or resignation or otherwise.
- (11) The entrance fee is whatever the Committee may decide from time to time.
- (12) The annual subscription is whatever the Committee may decide from time to time and is payable in advance on or before either 31<sup>st</sup> January, 30<sup>th</sup> April, 31<sup>st</sup> July or 31<sup>st</sup> October.

**5 Register of members**

- (1) The Secretary, or Committee member appointed by the Committee, must keep and maintain a register of members containing—
  - (a) the name and address of each member; and
  - (b) the date on which each member's name was entered in the register.
- (2) Members may give permission for their names and some or all contact details to be made available to members who request a copy of the register of members.
- (3) A member may request a copy of the register of members but in accordance with sub-rule (2) where permission has not been given, relevant names and contact details will be omitted.

**6 Ceasing membership**

- (1) A member of the Association who has paid all moneys due and payable by a member to the Association may resign from the Association by giving one month's notice in writing to the Secretary of his or her intention to resign.
- (2) After the expiry of the period referred to in sub-rule (1) —
  - (a) the member ceases to be a member; and
  - (b) the Secretary must record in the register of members the date on which the member ceased to be a member.

**7 Discipline, suspension and expulsion of members**

- (1) Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the committee may by resolution—
  - (a) suspend that member from membership of the Association for a specified period; or
  - (b) expel that member from the Association; or
  - (c) fine that member an amount not exceeding \$500.
- (2) A resolution of the committee under subrule (1) does not take effect unless—
  - (a) at a meeting, held in accordance with subrule (3), the committee confirms the resolution; and

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- (b) if the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.
- (3) A meeting of the committee, held in person, by electronic means, by phone, by mail or any other method, to confirm or revoke a resolution passed under subrule (1) must be held not earlier than 21 days, and not later than 42 days, after notice has been given to the member in accordance with subrule (4).
- (4) For the purposes of giving notice in accordance with subrule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice—
  - (a) setting out the resolution of the committee and the grounds on which it is based; and
  - (b) stating that the member may give the committee a written statement seeking the revocation of the resolution, at least one week before a meeting to be held not earlier than 21 days and not later than 42 days after the notice has been given to that member; and
  - (c) stating the date of that meeting, and
  - (d) the member will be informed, by mail or email sent within 48 hours, if at that meeting the committee confirms the resolution, and he or she may, not later than 7 days after notification is sent, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in a general meeting against the resolution.
- (5) At a meeting of the committee, to confirm or revoke a resolution passed under subrule (1), the committee must—
  - (a) give due consideration to any written statement submitted by the member; and
  - (b) determine by resolution whether to confirm or to revoke the resolution.
- (6) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 7 days after notification is sent, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- (7) If the Secretary receives a notice under subrule (6), he or she must notify the committee and the committee must convene a general meeting of the Association to be held within 42 days after the date on which the Secretary received the notice.
- (8) At a general meeting of the Association convened under subrule (7)—
  - (a) no business other than the question of the appeal may be conducted; and
  - (b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
  - (c) the member, or his or her representative, must be given an opportunity to be heard; and
  - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members who have voted in person, or by proxy, are in favour of the resolution. In any other case, the resolution is revoked.

### **8 Disputes and mediation**

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between—
  - (a) a member and another member; or
  - (b) a member and the Association.
- (2) A member with a grievance must complete the Complaint Form (Appendix 4, or other form as approved by the committee from time to time) and send it to the committee.

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- (3) The parties to the dispute must discuss the matter in dispute in person, by phone, by email or by mail, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (4) If the parties are unable to resolve the dispute by discussion under subrule (3) or if a party fails to participate in the discussion, then the parties must, within 30 days, hold a meeting in the presence of a mediator, or, if that is not possible take part in a phone, electronic or other discussion in the presence of a mediator.
- (5) The mediator must be—
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement—
    - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
    - (ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (6) A member of the Association can be a mediator.
- (7) The mediator cannot be a member who is a party to the dispute.
- (8) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (9) The mediator, in conducting the mediation, must—
  - (a) give the parties to the mediation process every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (10) The mediator must not determine the dispute.
- (11) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

**9 Annual general meetings**

- (1) The committee may determine the date, time and place of the annual general meeting of the Association.
- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (3) The ordinary business of the annual general meeting shall be—
  - (a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
  - (b) to receive from the committee reports upon the transactions of the Association during the last preceding financial year; and
  - (c) to announce the result of the election of the executive officers and ordinary committee members, including the result of any postal ballot made necessary by these Rules;
  - (d) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.
- (4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

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**10 Special general meetings**

- (1) In addition to the annual general meeting, any other general meetings may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (4) If, but for this subrule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.
- (5) The committee must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Association.
- (6) The request for a special general meeting must—
  - (a) state the objects of the meeting; and
  - (b) be signed by the members requesting the meeting; and
  - (c) be sent to the postal or email address of the Association.
- (7) If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (8) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee, and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons incurring the expenses.

**11 Special business**

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

**12 Notice of general meetings**

- (1) The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting, and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent—
  - (a) by prepaid post to the address appearing in the register of members; or
  - (b) by electronic transmission, or by facsimile transmission if requested.
- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

**13 Quorum at general meetings**

- (1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.

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- (2) Five members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- (3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present—
  - (i) in the case of a meeting convened upon the request of members—the meeting must be dissolved; and
  - (ii) in any other case—the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

**14 Presiding at general meetings**

- (1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Association.
- (2) If the President and the Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

**15 Adjournment of meetings**

- (1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.
- (4) Except as provided in subrule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

**16 Voting at general meetings**

- (1) Upon any question arising at a general meeting of the Association, a member (excluding Associate and Overseas members) has one vote only.
- (2) All votes must be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Association have been paid.

**17 Poll at general meetings**

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

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**18 Manner of determining whether resolution carried**

If a question arising at a general meeting of the Association is determined on a show of hands—

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

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

**19 Proxies**

- (1) Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than three days before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy must be—
  - (a) for a meeting of the Association convened under rule 7(7), in the form set out in Appendix 2 (or other form as approved by the committee from time to time); or
  - (b) in any other case, in the form set out in Appendix 3 (or other form as approved by the committee from time to time).

**20 Committee of management**

- (1) The affairs of the Association shall be managed by the committee of management.
- (2) The committee—
  - (a) shall control and manage the business and affairs of the Association; and
  - (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and
  - (c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.
- (3) Subject to section 23 of the Act, the committee shall consist of—
  - (a) the officers of the Association; and
  - (b) a minimum of two and a maximum of five ordinary members—

each of whom shall be elected at the annual general meeting of the Association in every second year.
- (4) All members of the committee must act in accordance with all internal codes of conduct, policies and bylaws of the Association as in force from time to time.

**21 Office holders**

- (1) The officers of the Association shall be—
  - (a) a President;
  - (b) a Vice-President;
  - (c) a Treasurer; and
  - (d) a Secretary.

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- (2) The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in subrule (1).
- (3) Each officer of the Association shall hold office until the second annual general meeting next after the date of his or her election but is eligible for re-election.
- (4) In the event of a casual vacancy in any office referred to in sub-rule (1), the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting at which an election of committee members is held next following the date of the appointment.

**22 Ordinary members of the committee**

- (1) Subject to these Rules, each ordinary member of the committee shall hold office until the second annual general meeting next after the date of election but is eligible for re-election.
- (2) In the event of a casual vacancy occurring in the office of an ordinary member of the committee, the committee may appoint a member of the Association to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting at which an election of committee members is held next following the date of the appointment.

**23 Election of officers and ordinary committee members**

- (1) Nominations of candidates for election as an executive officer of the Association or as an ordinary committee member must be—
  - (a) 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 nomination); and
  - (b) delivered to the Secretary of the Association not less than sixty days before the date fixed for the holding of the annual general meeting
- (2) Prior to the annual general meeting a candidate may only be nominated either for one executive office, or as an ordinary committee member.
- (3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of the executive officers and of the ordinary committee members must be concluded no later than 3 days prior to the date of the relevant annual general meeting and must be conducted by means of a postal vote of all members eligible to vote in the election who choose to take part in the ballot and otherwise in such manner as the committee may from time to time direct.
- (7) The incoming executive officers and ordinary committee members shall take up their respective positions at the conclusion of the annual general meeting.

**24 Vacancies**

The office of an officer of the Association, or of an ordinary member of the committee, becomes vacant if the officer or member—

- (a) ceases to be a member of the Association; or

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

**25 Meetings of the committee**

- (1) The committee must meet at least 3 times in each year
- (2) Committee meetings may be held at more than 1 place, provided that the technology used enables each Committee member present at all places the meeting is held to clearly and simultaneously communicate with every other such committee member. Mail and email contributions from committee members unable to attend the meeting will be considered at the meeting.
- (3) Special meetings of the committee may be convened by the President or by any 4 members of the committee.

**26 Notice of committee meetings**

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

**27 Quorum for committee meetings**

- (1) Any 3 members of the committee, attending in accordance with Clause 25 (2), constitute a quorum for the conduct of the business of a meeting of the committee.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present—
  - (i) in the case of a special meeting—the meeting lapses;
  - (ii) in any other case—the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The committee may act notwithstanding any vacancy on the committee.

**28 Presiding at committee meetings**

At meetings of the committee—

- (a) the President or, in the President's absence, the Vice-President presides; or
- (b) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

**29 Voting at committee meetings**

- (1) Questions arising at a meeting of the committee, or at a meeting of any subcommittee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (2) Each member present at a meeting of the committee held in accordance with Clause 25 (2), or at a meeting of any subcommittee appointed by the committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

**30 Removal of committee member**

- (1) The Association in general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.

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- (2) A member who is the subject of a proposed resolution referred to in subrule (1) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (3) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting.

**31 Minutes of meetings**

- (1) The Secretary of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.
- (2) Members may on request to the committee inspect the minutes of general meetings at any reasonable time.
- (3) Members may not inspect the minutes of committee meetings or other documents produced or distributed at committee meetings except as permitted by the committee.

**32 Funds**

- (1) The Treasurer of the Association must—
  - (a) collect and receive all moneys due to the Association and make all payments authorised by the Association; and
  - (b) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee.
- (3) The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the committee determines.
- (4) All monies received shall be applied in furthering all or any of the objects of the Association and no portion of such monies shall be paid to any member or co-opted member of the Association, provided that nothing herein shall prevent the payment, in good faith, of reasonable and proper remuneration of any member of the Association, in return for any goods or services actually rendered to the Association.
- (5) Standard Conditions for an Approved Research Institute under the Income Tax Assessment Act (Section 73A) as follows:
  - (a) that a separate research fund account be established to be used exclusively for health research purposes, and all gifts and bequests on which tax exemption is claimed must be paid into that account;
  - (b) that this fund be administered by a research committee of not less than five members, four of whom shall be suitably qualified for assessing health research, and all of whom have been approved by the Secretary, Commonwealth Department of Health;
  - (c) written evidence is to be provided by each proposed member of the research committee indicating acceptance to serve on the committee;
  - (d) changes in the membership of the research committee are subject to the approval of the Secretary, Commonwealth Department of Health;
  - (e) in the event of the organisation being wound-up or upon it ceasing to carry out research activities, any surplus remaining in the research fund be transferred to another research

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fund or organisation which has been approved by the Commissioner of Taxation for the purposes of any of the sub-paragraphs of Section 78 (1) (a) of the Income Tax Assessment Act; and

- (f) the results of research financed from the research fund shall be freely available and wherever possible published in the scientific press.
- (g) In respect of (b) above and in order to assess the nominated researcher's qualification, a curriculum vitae is to be submitted for each nominee, together with a list of publications covering at least the immediate past five (5) years of medical research.

**33 Seal**

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

**34 Notice to members**

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

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

**35 Winding up**

If, upon the winding up or dissolution of the Association there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association and which is a fund, authority or institution approved by the Commissioner of Taxation as a fund, authority, or institution referred to in Section 78 (1) (a) of the Income Tax Assessment Act 1938, as amended.

**36 Custody and inspection of books and records**

- (1) Except as otherwise provided in these Rules, the Secretary, or a committee member appointed to this task by the committee, must keep in his or her custody or under his or her control all books, documents and securities of the Association
- (2) Except as otherwise provided for in these Rules, members may request to see or be posted a copy of a document of the Association. The member will be responsible for copying and postage costs.
- (3) Members may not inspect the records of the Association that relate to confidential personal, employment, commercial and legal matter, except as permitted by the committee.

**ALLERGY AND ENVIRONMENTAL SENSITIVITY SUPPORT AND RESEARCH ASSOCIATION  
CONSTITUTION – Effective from 1<sup>st</sup> November 2010**

**37 Correspondence**

All official correspondence to AESSRA should be posted to the Secretary at AESSRA's postal address or emailed to one of AESSRA's official email addresses.

**38 By Laws**

- (1) The Committee may prescribe by resolution By-laws to give better effect to these Rules and/or for the proper and effective administration of the Association
- (2) A resolution dealing with the adoption, addition to, alteration of or repeal of By-Laws shall not be dealt with by the Committee unless notice of motion has been given of the resolution not less than one week before any meeting of the Committee
- (3) Subsequent to the adoption or variation of a By-Law or the repeal of a By-law, a full copy of the By-law or the variation to it or notice of its repeal shall be advised to all members of the Association. Such advice may be provided by display on the Association's website.

CONSTITUTION – Effective from 1<sup>st</sup> November 2010

Appendix 1 – Membership Form



Reg. No. AOO061415

ABN 32 386 589 943

**MEMBERSHIP FORM**

I give permission for my:  name,  phone number,  email address and/or  address to be made available to other members who request a copy of the register of members. Any information you don't give us permission to share with other members will be kept confidential.

- New member     Previous member
- Full (Australia) \$30
- Concession (Australia) \$18 Pension or Health Care Card No. ....
- Full (Asia Pacific) \$44
- Concession (Asia Pacific) \$32 .....
- Full (Rest of World) \$54
- Concession (Rest of World) \$42 .....
- Donation to AESSRA Research Fund .....
- Donation to AESSRA Inc. ....
- Keep my donation anonymous (If box isn't ticked donors will be listed and thanked in *Sensitivity Matters*) Donations of \$2 and over are tax deductible.

Mr/Mrs/Ms/Miss .....

Address .....

.....Postcode .....

Phone Number/s .....

Email .....

I agree to be bound by the Code of Conduct and Rules of AESSRA Inc for the time being in force:

Signature.....Date:.....

*(for further information see your Members' Handbook, [www.aessra.org/joinaessra](http://www.aessra.org/joinaessra) or contact AESSRA Inc.)*

How many people in your family (including you) have chemical sensitivities? .....

How many people in your family (including you) have food allergies or sensitivities? .....

Can you or your family help with any AESSRA activities?  
YES/NO .....

**Brochures** to give people or put in waiting rooms, health food shops, libraries, community health centres etc. (Ask permission first.)

Please send me the following brochures:

Are you sensitive to chemicals?  
 5    10    20

What's in your perfume, fragrances and scented products?  
 5    10    20

Fragrance and Health  
 5    10    20

Post to: AESSRA Inc., P.O. Box 298, Ringwood, Vic 3134  
Or apply online at [www.aessra.org](http://www.aessra.org)

CONSTITUTION – Effective from 1<sup>st</sup> November 2010

Appendix 2 – Proxy Form

**FORM OF APPOINTMENT OF PROXY FOR MEETING OF AESSRA INC. CONVENED UNDER RULE 7(7)**

I,.....  
(*name*)  
of .....

.....  
(*address*)  
being a member of AESSRA Inc. appoint

.....  
(*name of proxy holder*)  
of .....

.....  
(*address of proxy holder*)  
being a member of AESSRA Inc, as my proxy to vote on my behalf at the appeal to the general meeting of the Association convened under rule 7 (7), to be held on

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

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution [*insert details of resolution passed under rule 7 (1)*].

.....  
Signed  
Date

Complete this form and return it to:  
The Secretary  
AESSRA Inc.,  
P.O. Box 298,  
Ringwood, Vic 3134

by .....



**Allergy and Environmental Sensitivity Support and Research Association Inc.**

Reg. No. A0006141S ABN 32 386 589 943  
P.O. Box 298, Ringwood, Vic 3134  
Phone: 03 9888 1382 www.aessra.org

CONSTITUTION – Effective from 1<sup>st</sup> November 2010

Appendix 3 – Directed Proxy Form

**FORM OF APPOINTMENT OF PROXY**

I,.....  
(*name*)  
of .....

.....  
(*address*)  
being a member of AESSRA Inc. appoint

.....  
(*name of proxy holder*)  
of .....

.....  
(*address of proxy holder*)  
being a member of AESSRA Inc.,  
or failing him/her, the Chairman of the meeting,  
as my proxy to vote on my behalf at the annual/  
special\* general meeting of the Association to be  
held on

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

My proxy is authorised to vote \*in favour of/  
\*against the following resolution [*insert details of  
resolution*].

.....  
Signed  
Date

\* Delete if not applicable

Complete this form and return it to:  
The Secretary  
AESSRA Inc.,  
P.O. Box 298,  
Ringwood, Vic 3134

by .....



**Allergy and Environmental Sensitivity  
Support and Research Association Inc.**

Reg. No. AOOO6141S ABN 32 386 589 943  
P.O. Box 298, Ringwood, Vic 3134  
Phone: 03 9888 1382 www.aessra.org

ALLERGY AND ENVIRONMENTAL SENSITIVITY SUPPORT AND RESEARCH ASSOCIATION  
CONSTITUTION – Effective from 1<sup>st</sup> November 2010

Appendix 4 – Complaint Form

# COMPLAINT FORM



Today's date .....

**Your details**

Name .....

Address .....

Phone number .....

Email address .....

**Brief summary of your complaint**

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

**Details of your complaint**

Please attach to this form a detailed letter, setting out what happened in chronological order.  
Also attach copies of any relevant letters, emails or other documents.

**Have you already attempted to resolve or discuss this complaint with an AESSRA committee member or volunteer? If so, what happened?**

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

**What outcome are you seeking?**

(What do you hope will happen as a result of you lodging this complaint?)

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

Please post this completed form with attached letter and any relevant documents to: AESSRA Inc., P.O. Box 298, Ringwood, Vic 3134 or email them to [aessra@aessra.org](mailto:aessra@aessra.org)

The committee will send you a letter or email acknowledging receipt of your complaint and will take steps to resolve your complaint as soon as possible.