

National Centre for Australian Children’s Literature Inc. Association Rules

Contents

Part 1.1	Preliminary
1 Definitions	3
1A Application of Legislation Act 2001	4
Part 1.2	Membership
2 Membership qualifications.....	4
3 Nomination for membership.....	4
4 Membership entitlements not transferable.....	5
5 Cessation of membership	5
6 Resignation of membership	5
7 Fee, subscriptions etc.....	5
8 Members’ liabilities	6
9 Disciplining of members.....	6
10 Right of appeal of disciplined member	7
Part 1.3	Board
11 Powers of Board.....	8
12 Constitution and membership	8
13 Election of Board members.....	9
14 Secretary.....	10
15 Treasurer.....	10
16 Vacancies	10
17 Removal of Board members.....	11
18 Board meetings and quorum	11
19 Delegation by Board to subcommittee	11
20 Voting and decisions	12
Part 1.4	General meetings
21 Annual general meetings—holding of	13
22 Annual general meetings—calling of and business at	13
23 General meetings—calling of.....	13
24 Notice.....	14
25 General meetings—procedure and quorum.....	15
26 Presiding member	15
27 Adjournment	15
28 Making of decisions.....	16
29 Voting.....	16
30 Appointment of proxies.....	16
Part 1.5	Miscellaneous
31 Funds—source.....	17

32 Funds—management.....	17
33 Alteration of objects and rules	17
34 Custody of books.....	17
35 Inspection of books.....	17
36 Service of notice.....	18
37 Surplus property	18
Appendix 1	19
Application for membership of association	19
Appendix 2.....	20
Form of appointment of proxy	20
Appendix 3.....	21
Nomination Form for National Centre for Australian Children's Literature Inc. Board....	21

Part 1.1 Preliminary

The National Centre for Australian Children's Literature Inc. is the premier national institution that collects, documents and promotes Australian children's literature and ensures this national heritage is publicly available and shared with future generations.

The Centre's objects are:

- (a) To collect, preserve and document developments in Australian children's literature.
- (b) To make the collection available to the people of Australia, including all ages and all communities, in recognition of our cultural heritage in children's literature.
- (c) To make the collection available to students, researchers and others interested and to assist them in their study and research.
- (d) To provide encouragement and inspiration for current and future authors and illustrators of children's literature.
- (e) To assist in the recognition and contribution of Australian children's authors and illustrators to children's literature around the world.
- (f) In connection with these objectives to:
 - (i) preserve the creators' works;
 - (ii) nurture the children's literature industry;
 - (iii) support future-professionals in the children's literature industry;
 - (iv) support the research community in Australia and particularly those engaged in researching children's literature;
 - (v) encourage reading in children and
 - (vi) celebrate children's literature.

For the furtherance of the objects above, the Association has the power to act as a trustee of, and solicit and accept donations to, a trust established for the operation of a public library.

1 Definitions

In these rules:

Note A definition applies except so far as the contrary intention appears (see Legislation Act, s 155).

Association is the National Centre for Australian Children's Literature Association Inc.

financial year means the year ending on 30 June.

Life member shall mean a person who, in the opinion of the Board, has made a significant contribution to association.

member means a member, however described, of the Association.

ordinary Board member means a member of the Board who is not an office-bearer of the Association as mentioned in section 12 (1) (a).

secretary means the person holding office under these rules as secretary of the Association or, if no such person holds that office, the public officer of the Association.

the Act means the *Associations Incorporation Act 1991*.

the regulation means the *Associations Incorporation Regulation 1991*.

1A Application of Legislation Act 2001

The *Legislation Act 2001* applies to these Rules in the same way as it would if they were an instrument made under the Act.

Part 1.2 Membership

2 Membership qualifications

A person is qualified to be a member if—

- (a) the person is a person mentioned in the Act, section 21 (2) (a) or (b) and has not ceased to be a member of the Association at any time after incorporation of the Association under the Act; or
- (b) the person—
 - (i) has been nominated for membership in accordance with section 3 (1); and
 - (ii) has been approved for membership of the Association by the Board of the Association: and,
 - (iii) has paid the required fee.
- (c) the person is a member of The Children's Book Council of Australia ACT Branch.

3 Nomination for membership

- (1) A nomination of a person for membership of the Association—
 - (a) must be made by a member of the Association in writing in the form (Appendix 1) approved by the Board from time to time; and
 - (b) must be lodged with the Secretary of the Association; and
 - (c) must pay the required fees
 - (d) members of The Children's Book Council of Australia ACT Branch will become members when the membership secretary of the Children's Book Council of Australia (ACT Branch) Inc. transfers that member's details and fees to the Association in July and December each calendar year. (The word "the" is more correct)
- (2) As soon as is practicable after receiving a nomination for membership, the secretary must refer the nomination to the Board which must

decide whether to accept or to reject the nomination.

- (3) If the Board decides to accept a nomination for membership, the secretary must as soon as practicable after that decision notify the nominee of that approval and request the nominee to pay, within 28 days after receipt of the notification, the sum payable under these rules by a member as the entrance fee and first year's annual subscription.
- (4) The secretary must, on approval by the Board and on payment by the nominee of the amounts mentioned in subsection (3) within the period mentioned in that subsection, 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.

4 *Membership entitlements not transferable*

A right, privilege or obligation that a person has because of being a member of the Association—

- (a) cannot be transferred or transmitted to another person; and
- (b) terminates on cessation of the person's membership.

5 *Cessation of membership*

A person ceases to be a member of the Association if the person—

- (a) dies or, if a corporation, is wound up; or
- (b) resigns from membership of the Association; or
- (c) is expelled from the Association; or
- (d) fails to pay their membership fees of the Association by the due date in any year and is declared by the Board to no longer be a member of the Association.

6 *Resignation of membership*

- (1) A member who has paid all amounts payable by the member to the Association may resign from membership of the Association by giving notice in writing to the secretary.
- (2) Such person ceases to be a member, upon the secretary making the appropriate entry in the register of members.

7 *Fee, subscriptions etc.*

- (1) The entrance fee to the Association is \$10 or, such amount that may be determined by the Board from time to time and which includes the membership fees for the member until the 30th June, immediately following the person's becoming a member.

- (2) The annual membership fee of the Association is \$10 or, if any other amount has been determined by resolution of the Board, that other amount.
- (3) The annual membership fee is payable—
 - (a) except as provided by paragraph (b)—before 1 July in each calendar year; or
 - (b) if a person becomes a member on or after 1 July in any calendar year—before 1 July in each succeeding calendar year.

8 *Members' liabilities*

The liability of a member 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 relation to membership of the Association as required by section 7.

9 *Disciplining of members*

- (1) If the Board resolves that there is a prima facie case that a member—
 - (a) has persistently refused or failed to comply with a provision of these Rules; or
 - (b) has persistently acted in a manner prejudicial to the interests of the Association;

The Board may, by resolution, call on the member to show cause why the member should not be expelled or suspended from the Association

- (c) expel the member from the Association; or
 - (d) suspend the member from the rights and privileges of membership of the Association for a specified period.
- (2) A resolution of the Board under subsection (1) is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subsection (3), confirms the resolution in accordance with this section.
- (3) If the Board passes a resolution under subsection (1), the Secretary must, as soon as practicable, serve a written notice on the member—
 - (a) setting out the resolution of the Board and the grounds on which they are based; and
 - (b) stating that the member may address the Board at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and
 - (c) stating the date, place and time of that meeting; and

- (d) informing the member that the member may do either or both of the following:
 - (i) attend and speak at that meeting;
 - (ii) submit to the Board at or before the date of that meeting written representations relating to the resolution.
- (4) Subject to section 50 of the Act, at a meeting of the Board mentioned in subsection (2), the Board must—
 - (a) give to the member mentioned in subsection (1) an opportunity to make oral representations; and
 - (b) give due consideration to any written representations submitted to the Board by that member at or before the meeting; and
 - (c) by resolution determine whether to expel or suspend the member;
- (5) If the Board passes a resolution under subsection (3), the Secretary must, within 7 days after that confirmation, by written notice inform the member of the resolution and of the member's right of appeal under clause 10.
- (6) A resolution confirmed by the Board under subsection (3) does not take effect—
 - (a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
 - (b) if within that period the member exercises the right of appeal— unless and until the Association confirms the resolution in accordance with clause 10 (4).

10 *Right of appeal of disciplined member*

- (1) A member may appeal to the Association in general meeting against a resolution of the Board that is confirmed under clause 9 (4), within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- (2) On receipt of a notice under clause 10(1), the Secretary must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice or as soon as possible after that date.
- (3) Subject to section 50 of the Act, at a general meeting of the Association called under clause 10(2)—
 - (a) no business other than the question of the appeal may be transacted; and
 - (b) the Board and the member must be given the opportunity to make representations in relation to the appeal orally or in writing,

- or both; and
 - (c) the members present must vote by secret ballot on the question of whether the resolution made under clause 9(3) should be confirmed or revoked.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under section 9 (4), that resolution is confirmed.

Part 1.3 Board

11 Powers of Board

The Board, subject to the Act, the regulation, these rules, and to any resolution passed by the Association in general meeting—

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

12 Constitution and membership

- (1) The Board consists of—
- (a) the office-bearers of the Association; and
 - (b) 3 ordinary Board members; and
 - (c) 2 Board members nominated in accordance with clause 12(3); each of whom must be elected under clause 13 or appointed in accordance with clause 12(3).
 - (d) the person occupying the position of honorary Director shall be an ex-officio member with full voting rights except in all matters relating to the position of honorary Director.
- (2) The office-bearers of the Association are—
- (a) the chairman; and
 - (b) the deputy-chairman; and
 - (c) the treasurer; and
 - (d) the secretary.

- (3) The nominated Board members of the Association are –
 - (a) a nominee of the University of Canberra;
 - (b) a nominee of the Children's Book Council of Australia ACT branch;
 - (c) any member of the Board under this clause, may nominate a deputy in writing for any meeting of the Board.
- (4) Each member of the Board holds office, subject to these Rules, until the conclusion of the annual general meeting following the date of the member's election, but is then eligible for re-election.
- (5) If there is a vacancy in the membership of the Board, or in the office bearers, the Board may appoint a member of the Association to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.

13 Election of Board members

- (1) Nominations of candidates for election as office-bearers and ordinary Board members of the Association—
 - (a) must be made in writing, signed by 2 members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form, Appendix 3); and,
 - (b) must be given to the Secretary of the Association not less than 7 days before the date fixed for the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the Board, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the Board are taken to be vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of office-bearers and ordinary Board members must be conducted at the annual general meeting in the way the Board may direct.

- (7) A person is not eligible to simultaneously hold more than 1 position on the Board.

14 Secretary

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

15 Treasurer

- (1) The Treasurer of the Association must—
- (a) collect and receive all amounts owing to the Association and make all payments authorized 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.

16 Vacancies

For these Rules, a vacancy in the office of a member of the Board happens if the member—

- (a) dies; or
- (b) ceases to be a member of the Association; or
- (c) resigns the office; or
- (d) is removed from office under clause 17 (Removal of Board members); or
- (e) suffers from mental or physical incapacity; or
- (f) is disqualified from office under section 63 or section 63B of the Act; or
- (g) is subject to a disqualification order under section 63A of the Act; or
- (h) is absent without the consent of the Board from all meetings of

the Board held during a period of 6 months.

17 Removal of Board members

The Association in general meeting may by resolution, subject to section 50 of the Act, remove any member of the Board from the office of member of the Board before the end of the member's term of office. **(Typo)**

18 Board meetings and quorum

- (1) The Board must meet at least 3 times in each calendar year at the place and time that the Board may decide.
- (2) Additional meetings of the Board may be called by any member of the Board.
- (3) Oral or written or electronic notice of a meeting of the Board must be given by the Secretary to each member of the Board at least 48 hours (or any other period that may be unanimously agreed on by the members of the Board) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subsection (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the Board members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 5 members of the Board constitute a quorum for the transaction of the business of a meeting of the Board.
- (6) No business may be transacted by the Board unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.
- (8) At meetings of the Board—
 - (a) the chairman or, in the absence of the chairman, the deputy-chairman presides; or
 - (b) if the chairman and the deputy-chairman are absent—one of the remaining members of the Board may be chosen by the members present to preside.

19 Delegation by Board to subcommittee

- (1) The Board may, in writing, delegate to one or more subcommittees

(consisting of the member or members of the Association that the Board considers appropriate) the exercise of the functions of the committee that are specified in the instrument, other than—

- (a) this power of delegation; and
 - (b) a function that is a function imposed on the Board by the Act, by any other Territory law, or by resolution of the Association in general meeting.
- (2) A function, the exercise of which has been delegated to a subcommittee under this section may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances, that may be specified in the instrument of delegation.
- (4) Despite any delegation under this section, the Board may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this section has the same force and effect as it would have if it had been done or suffered by the Board.
- (6) The Board may, in writing, revoke wholly or in part any delegation under this section.
- (7) A subcommittee may meet and adjourn as it considers appropriate.

20 Voting and decisions

- (1) Questions arising at a meeting of the Board or of any subcommittee appointed by the Board are decided by a majority of the votes of members of the Board or subcommittee present at the meeting.
- (2) Each member present at a meeting of the Board or of any subcommittee appointed by the Board (including the person presiding at the meeting) is entitled to one vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.

Part 1.4 General meetings

21 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 5 months after the end of each financial year of the Association, call an annual general meeting of its members.
- (2) The Association must hold its first annual general meeting—
 - (a) within 18 months after its incorporation under the Act; and
 - (b) within 5 months after the end of the first financial year of the Association.
- (3) Subsections (1) and (2) have effect subject to the powers of the registrar-general under section 120 of the Act, in relation to extensions of time.

22 Annual general meetings—calling of and business at

- (1) The annual general meeting of the Association must, subject to the Act, be called on the date and at the place and time that the Board considers appropriate.
- (2) In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is—
 - (a) to confirm the minutes of the last annual general meeting and of any general meeting held since that meeting; and
 - (b) to receive from the Board reports on the activities of the Association during the last financial year; and
 - (c) to elect members of the Board, including office-bearers; and
 - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members under section 73(1) of the Act.
- (3) An annual general meeting must be specified as such in the notice calling it in accordance with clause 24 (Notice).
- (4) An annual general meeting must be conducted in accordance with the provisions of this part.

23 General meetings—calling of

- (1) The Board may, whenever it considers appropriate, call a general meeting of the Association.
- (2) The Board must, on the requisition in writing of not less than 5% of the total number of members, call a general meeting of the Association.

- (3) A requisition of members for a 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 Board fails to call a general meeting within one month after the date when a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may call a general meeting to be held not later than three months after that date.
- (5) A general meeting called by a member or members mentioned in clause 23(4) must be called as nearly as is practicable in the same way as general meetings are called by the Board and any member who thereby incurs expense is entitled to be reimbursed by the Association for any reasonable expense so incurred.

24 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, send by prepaid post or email to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) 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, send notice to each member in the way provided in clause 24(1) specifying, in addition to the matter required under that clause, the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice calling a general meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under clause 22(2).
- (4) A member desiring to bring any business before a general meeting may give written notice 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.

25 General meetings—procedure and quorum

- (1) No item of business may 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 in person (who are 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 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of 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 30 minutes after the time appointed for the start of the meeting, the members present (being not less than five) constitute a quorum.

26 Presiding member

- (1) The chairman, or in the absence of the chairman, the deputy-chairman, presides at each general meeting of the Association.
- (2) If the chairman and the deputy-chairman are absent from a general meeting, the members present must elect one of their number to preside at the meeting.

27 Adjournment

- (1) The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business may 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 clauses 27(1) and 27(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.

28 Making of decisions

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

29 Voting

- (1) Subject to clause 29(3), on any question arising at a general meeting of the Association a member has one vote only.
- (2) All votes may be given personally or by proxy but no member may hold more than 5 proxies.
- (3) If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the Association unless all money due and payable by the member or proxy to the Association has been paid, other than the amount of the annual subscription payable for the then current year.

30 Appointment of proxies

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

Part 1.5 Miscellaneous

31 Funds—source

- (1) The funds of the Association must be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Association in general meeting and subject to section 114 of the Act, any other sources that the Board decides.
- (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 account.
- (3) The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.

32 Funds—management

- (1) Subject to any resolution passed by the Association in general meeting, the funds of the Association must be used for the objects of the Association in the way that the Board decides.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed or authorised for electronic transfer by any two office bearers of the Board or an employee of the Association authorised by the Board from time to time, being members of the Board or employees authorised to do so by the Board.
- (3) Each payment made electronically must be authorised by email before it is made by at least two members of the Board. These authorisations must be kept with the payment receipts.

33 Alteration of objects and rules

Neither the objects of the Association mentioned in section 29 of the Act, nor these rules may be altered except in accordance with the Act.

34 Custody of books

Subject to the Act, the regulation and these rules, the Secretary must keep in his or her custody or under his or her control all records, books, and other documents relating to the Association.

35 Inspection of books

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

36 Service of notice

For these rules, the Association may serve a notice on a member by sending it via email, post or any other written method to the member at the member's address shown in the register of members.

Note For how documents may be served, see the Legislation Act, pt 19.5.

37 Surplus property

- (1) At such time as the Association is dissolved or wound up any surplus property and funds will be given to but not limited to the following:
 - (a) The Children's Book Council of Australia; or
 - (b) The Children's Book Council of Australia, ACT Branch (particularly in circumstances of that Branch's agreeing (if it should do so) to maintain the Archives); or
 - (c) The University of Canberra; or
 - (d) The National Library of Australia; or
 - (e) Any Library which may agree to preserve intact the Archives and to participate in its development.

Appendix 1

Application for membership of the National Centre for Australian Children's Literature Inc.

.....
(full name of applicant)

of(address)

.....

E-mail address.....

apply to become a member of the National Centre for Australian Children's Literature Inc. If I am admitted as a member, I agree to be bound by the rules of the Association for the time being in force.

.....
(Signature of applicant) Date

I,(full name)
a member of the Association, nominate the applicant, who is personally known to me, for the membership of the Association.

.....
(Signature of proposer) Date

I,(full name)
a member of the Association, second the nomination of the applicant, who is personally known to me, for membership of the Association.

.....
(Signature of seconder) Date

Appendix 2

National Centre for Australian Children's Literature Inc.

Form of appointment of proxy

I,
(full name)
of
(address)

a member of the National Centre for Australian Children's Literature Inc.

appoint(full
name of proxy)

of(address)

a member of that incorporated association, as my proxy to vote for me on my behalf at the general meeting of the Association (annual general meeting or other general meeting, as the case may be) to be held on

.....and at any adjournment of that meeting.

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

.....
(Signature of member appointing proxy)

Date
(*To be inserted if desired.)

Note A proxy vote may not be given to a person who is not a member of the Association.

Appendix 3

Nomination Form for the National Centre for Australian Children’s Literature Inc. Board

I,
(full name of applicant)

of
(address)

apply and consent to become a **nominated/ordinary** (circle appropriate title) member of the Board. I nominate for one of the following office-bearer positions of the Board

Chairman/Deputy Chairman/Treasurer/Secretary/Nominated/Ordinary
(circle the appropriate title).

I agree to be bound by the rules of the Association for the time being in force.

.....
(Signature of applicant)

.....
Date

I,
(full name)

a member of the Association, nominate the applicant, who is personally known to me, for the membership of the Association.

.....
(Signature of proposer)

.....
Date

I,
(full name)

a member of the Association, second the nomination of the applicant, who is personally known to me, for membership of the Association.

.....
(Signature of seconder)

.....
Date