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## **NATIONAL DISABILITY SERVICES BY-LAWS**

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Revised June 2017

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**NATIONAL DISABILITY SERVICES  
BY-LAW NO 1  
ELECTION OF THE MEMBERS OF THE BOARD**

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**1. DEFINITIONS AND INTERPRETATION**

**1.1 Definitions**

In this By-law, unless otherwise provided or the context requires otherwise:

- (a) **Board** means the Board of Directors of NDS.
- (b) **CEO** means the Chief Executive Officer;
- (c) **Chief Executive Officer, Director, Division, Member, Organisational Member**, and other words and expression defined in the Constitution have the same meaning where used in this document.
- (d) **Company** means NDS.
- (e) **Constitution** means the Constitution of NDS;
- (f) **NDS** means National Disability Services Limited ACN 008 445 485.

**1.2 Interpretation**

In this By-law, unless the context otherwise requires:

- (a) where an expression is defined, another part of speech or grammatical form of that expression has a corresponding meaning;
- (b) a reference to any legislation or legislative provision includes any statutory modification or re-enactment of, or legislative provision substituted for, and any subordinate legislation issued under, that legislation or legislative provision;
- (c) the singular includes the plural and vice versa;
- (d) a reference to any gender includes all genders;
- (e) a reference to any document is to that document (and, where applicable, any of its provisions) as amended, novated, supplemented or replaced from time to time;
- (f) any reference to time is to the time in Canberra, ACT on the relevant day.

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### **1.3 Consistency with Constitution**

- (a) Article 7.1(d) of the Constitution provides that "The Directors have the power from time to time to make such by-laws as are in their opinion necessary and desirable for the proper control, administration and management of the Company's affairs. Such By-laws shall be subject to and consistent with this Constitution and shall be binding on Members."
- (b) Where there is any inconsistency between any By-law and the Constitution, the Constitution shall prevail to the extent of the inconsistency.

## **2. ELECTION OF THE MEMBERS OF THE BOARD**

### **2.1 Conduct of elections**

The election of persons to be elected as Directors shall be conducted either by:

- (a) secret postal ballot among the Organisational and Life Members of NDS; or
- (b) secret ballot at a general meeting of NDS under supervision of two Returning Officers elected by the meeting.

### **2.2 Nature of ballot**

Unless the Board shall make a determination to hold the election by secret ballot at the annual general meeting no later than 59 days prior to the date fixed for the annual general meeting, such election shall be conducted by secret postal ballot.

### **2.3 Application of By-laws**

The provisions of the relevant By-laws shall apply to elections held by secret postal ballot.

## **3. REGISTER OF MEMBERS**

### **3.1 Closure of Register**

That part of the Register of Members which records Organisational and Life Members shall close four months after the date on which the membership fee is due and payable or on such other date as is determined by the Board but so that the Corporations Act is not contravened.

### **3.2 Change of Voting Representative**

After that part of the Register of Members has been closed, no further entries shall be made therein until after the next annual general meeting of NDS has been held. If an Organisational Member listed on the Register of Members wishes to change its voting representative it must notify NDS National Office of the new voting representative in writing no later than 14 days before the date of the annual general meeting.

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**4. [OMITTED MARCH 2012]**

**5. ELIGIBILITY OF PERSONS WHO MAY BE NOMINATED FOR ELECTION**

**5.1 Eligibility**

In accordance with the Constitution, the only persons who may be elected by the Company as Directors are:

- (a) Life Members, and
- (b) persons in respect of whom the Company has received a written endorsement from an Organisational Member.

**6. RULES AS TO THE CONDUCT OF THE BALLOT AND DETERMINATION OF THE RESULTS THEREOF**

**6.1 Returning Officers**

For the purpose of conducting a secret postal ballot for the election of Directors, the Board shall appoint 2 Returning Officers.

**6.2 Nominations**

Nominations for the election of Directors shall be in writing, dated and signed by the person making the nomination. The consent of the person nominated shall be endorsed upon their nomination, failing which the nomination shall be treated as invalid.

**6.3 Closing Time**

Nominations for the election of Directors shall close at 5.00pm on the 7th day prior to the date upon which part of the Register of Members is closed pursuant to sub-clause 3.1 in each calendar year or at 5.00pm on such other date as is specified by the Board (**Closing Time**).

**6.4 Receipt of nominations**

All nominations shall be forwarded to the Returning Officers who shall endorse upon each the time and date of receipt. Any nomination received after the Closing Time shall be treated as invalid.

**6.5 Ballot paper preparation**

After nominations have closed the Returning Officers shall prepare a ballot paper in which shall be included the names of all persons validly nominated for election to office as Directors. The order of the names in the ballot paper shall be determined by lot conducted by the Returning Officers.

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## **6.6 Ballot paper formalities**

The Returning Officers shall then arrange for the ballot paper to be printed and after printing each ballot paper shall be initialled at the foot thereof by either of them using a red pen.

## **6.7 Application of particular Rules**

The following Rules 6.8, 6.9, 6.10 and 6.11 apply only where the election of Directors is conducted by secret postal ballot.

## **6.8 Despatch of ballot papers**

In each calendar year as soon as possible after part of the Register of Members is closed pursuant to sub-clause 3.1, each Member who is eligible to participate in the ballot shall be forwarded a ballot paper by the Returning Officers together with an envelope marked "Ballot Paper" and another addressed to "The Returning Officers".

## **6.9 Voting formalities**

Each eligible Member who desires to exercise their right to vote shall in the ballot paper forwarded to them place a mark in the square opposite the names of the candidates for whom they wish to vote but shall not cast their vote for a number of candidates in excess of the number indicated on the ballot paper, otherwise their ballot paper shall be treated as informal.

## **6.10 Return of ballot papers**

The Member who has exercised their right to vote shall seal their ballot paper in the envelope provided, complete the details on the back of the envelope addressed to the Returning Officers and return it to them and be in their hands not less than 2 full business days prior to the time for holding the annual general meeting. Any ballot paper received by the Returning Officers after this time shall be rejected.

## **6.11 Compliance**

As soon as practicable after the closure of the ballot the Returning Officers shall open all envelopes received by them up to the time the ballot closed and ascertain that each ballot paper complies with this By-law. Any that do not do so or any which do not bear the authentication of either of them shall be rejected by them. The decision of the Returning Officers as to whether or not any ballot paper should be rejected shall be final and conclusive.

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## **6.12 Scrutineers**

Any candidate for election to office may, in writing addressed to the Returning Officers, nominate one scrutineer to be present at the time the Returning Officers open the ballot papers and determine the result of the ballot.

## **6.13 Counting**

The votes cast in the election shall be counted by the Returning Officers and the result of the ballot determined by them in accordance with Simple Majority Voting (first-past-the-post). Should there be an equality of votes cast for 2 or more candidates, the Returning Officers shall determine by lot which candidate shall be elected.

## **6.14 Counting records**

As soon as the Returning Officers have counted the votes cast in the ballot, they shall inform the CEO and submit their record sheet as to the counting of votes cast in the ballot.

## **6.15 Results**

The result of the ballot shall be declared at the annual general Meeting. Immediately after the chairperson of the annual general meeting has declared the results of the ballot pursuant to the Constitution, the Returning Officers shall destroy all ballot papers.

## **7. RETURNING OFFICERS**

### **7.1 Persons not eligible**

No person shall be elected or appointed as a Returning Officer if he or she is an employee or Director of an Organisational Member or a Life Member or a person in the employment of NDS.

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**NATIONAL DISABILITY SERVICES  
BY-LAW NO 2  
STATE AND TERRITORY DIVISIONS OF NATIONAL DISABILITY SERVICES**

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**1. DEFINITIONS AND INTERPRETATION**

**1.1 Definitions**

In this By-law, unless otherwise provided or the context requires otherwise:

- (a) **Board** means the Board of Directors of NDS.
- (b) **CEO** means the Chief Executive Officer.
- (c) **Chief Executive Officer, Director, Division, Member, Organisational Member**, and other words and expression defined in the Constitution have the same meaning where used in this document.
- (d) **Company** means NDS.
- (e) **Constitution** means the Constitution of NDS.
- (f) **Deemed Member** means Organisational Member who has appointed a voting representative in the relevant Division pursuant to clause 2.3(b) of this By-law.
- (g) **Division Manager** means a manager of a Division established in a State or Territory of Australia.
- (h) **Divisional Committee** means a committee established in accordance with clause 3.1 of this By-law.
- (i) **member** means a member or a Deemed member of the relevant Division or relevant Divisional Committee, as applicable.
- (j) **NDS** means National Disability Services Limited ACN 008 445 485.
- (k) **policy** or **policies** means a policy or policies formulated by the Board in relation to NDS.
- (l) **President** means the person elected or appointed as President of the Board in accordance with the Constitution or, if there is no such person at any relevant time, the person then holding the position of Vice-President of the Board.

**1.2 Interpretation**

In this By-law, unless the context otherwise requires:

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- (a) where an expression is defined, another part of speech or grammatical form of that expression has a corresponding meaning;
  - (b) a reference to any legislation or legislative provision includes any statutory modification or re-enactment of, or legislative provision substituted for, and any subordinate legislation issued under, that legislation or legislative provision;
  - (c) the singular includes the plural and vice versa;
  - (d) a reference to any gender includes all genders;
  - (e) a reference to any document is to that document (and, where applicable, any of its provisions) as amended, novated, supplemented or replaced from time to time;
  - (f) any reference to time is to the time in the capital city of the State or Territory of the relevant Division on the relevant day.

### **1.3 Consistency with Constitution**

- (a) Article 7.1 (d) of the Constitution provides that "The Directors have the power from time to time to make such by-laws as are in their opinion necessary and desirable for the proper control, administration and management of the Company's affairs. Such By-laws shall be subject to and consistent with this Constitution and shall be binding on Members."
- (b) Article 7.3 of the Constitution provides that the Company may establish such Divisions in such places in the Commonwealth as it may from time to time determine necessary or desirable, and that each Division shall have a Divisional Committee and such powers and duties and conform to such regulations as may from time to time be promulgated by the Directors.
- (c) Where there is any inconsistency between any By-law and the Constitution, the Constitution shall prevail to the extent of the inconsistency.

## **2. DIVISIONS AND MEMBERSHIP**

### **2.1 Name of Division**

Each State or Territory Division shall be known as the name of the State, Territory or place in respect of which it has been established immediately following the words 'National Disability Services' or 'NDS'.

### **2.2 Divisional responsibilities**

Each State or Territory Division is responsible within its jurisdiction for furthering the objects of NDS. Any negotiations or correspondence with the Australian Government, Departments thereof and any of its instrumentalities on national issues must only be conducted with the prior knowledge and approval of the CEO or his or her delegate.



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## 2.3 Divisional members

- (a) The members of each State or Territory Division shall comprise those members of NDS irrespective of their categories of membership, residing or carrying on business within the State, Territory or place in respect of which the Division has been established. Where an Organisational Member operates in more than one State or Territory then that Member shall be registered as a member of the State or Territory Division which will be the place where its head office is located.
- (b) Notwithstanding clause 2.3(a) where an Organisational Member operates in more than one State or Territory, that Organisational Member may seek multi-state representation by applying to the Board to be registered as a member of more than one State or Territory.
- (c) The Board may accept or reject any application, or withdraw its approval in relation to the appointment of one or more voting representatives, or may remove the Deemed Member from the Register of any Division at any time.
- (d) If approved, that Organisational Member will be deemed to be a member of that State or Territory Division (“Deemed Member”) for the purposes of these By-laws only and their name will be registered in the Register of Members of that Division for that purpose.
- (e) A Deemed Member must appoint a voting representative (“voting representative”) in each State or Territory in which they are registered as a Deemed Member
- (f) An Organisational Member who seeks multi state representation is bound by the following conditions:
  - (i) The Organisational Member must satisfy the Board that it is operating and has a material presence in the State or Territory in which they are seeking to become a Deemed Member.
  - (ii) The Organisational Member must only have one voting representative in each State or Territory.
  - (iii) The voting representative in each State or Territory shall be eligible for election to the relevant State or Territory Divisional Committee and if elected, may participate in and vote on that Divisional Committee
  - (iv) Only one of the voting representatives of the Organisational Member shall be entitled to occupy the position of a State or Territory Chairperson at any time
  - (v) The Organisational Member shall not endorse more than one voting representative under clause 5.2(b)(ii) of the Constitution;

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(vi) No voting representative of the Organisational Member shall be entitled to be appointed as an Alternate Director under clause 5.4 (a) of the Constitution;

(g) The Board may impose other conditions on Deemed Members and their voting representatives as it deems fit from time to time.

## **2.4 NDS President**

The President of NDS shall be ex-officio a member of each Division.

## **3. DIVISIONAL COMMITTEES**

### **3.1 Divisional Committees**

(a) Each State or Territory Division shall establish a committee (Divisional Committee) comprising not less than 7 and not more than 15 persons. Divisional Committee members must be a Life Member or the voting representative of an Organisational Member established under Clause 2.3. Individuals may be co-opted to serve on a Divisional Committee with the approval of the Board.

(b) Each Division shall take all steps necessary to ensure that the conditions set out in clause 2.3(f) are complied with.

### **3.2 Chairperson**

Subject to clause 2.3(f)(iv) and (v), at its first meeting following the announcement of annual Divisional election results, a Divisional Committee shall elect a Chairperson and one or two Vice-Chairpersons from amongst its members. If the Divisional Committee is unable to elect a Chairperson in accordance with this clause, the Board may appoint a Chairperson to represent that State or Territory on the Board.

### **3.3 Elections**

The members of a Divisional Committee to be elected annually shall be elected for a period of 3 years.

### **3.4 Secret postal vote**

The election of members to a Divisional Committee shall be conducted by secret postal vote.

### **3.5 Removal and appointment**

(a) A State or Territory Division in general meeting may by ordinary resolution remove any member or voting representative of its Divisional Committee from office and may resolve to appoint another qualified person in their stead, pursuant to sub-clause 3.1.

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- (b) Any person so appointed shall hold office until the person in whose stead they were appointed would have vacated office and shall then be eligible for re-election.

### **3.6 Vacation of office**

A member of a Divisional Committee shall be deemed to have vacated their office if they:

- (a) cease to be a Member of any one of the categories of membership of NDS or lose their voting representative status;
- (b) become an insolvent under administration;
- (c) become of unsound mind or a person whose person or estate is liable to be dealt with under any law relating to mental health;
- (d) become prohibited from being a director of a company by reason of the application of any law relating to companies;
- (e) resign their office by notice in writing to the Divisional Committee;
- (f) are absent without permission of the Divisional Committee from 3 consecutive meetings thereof;
- (g) cease to reside or carry on business within the State or Territory in respect of which they are a member of the Divisional Committee;
- (h) cease to be a Deemed Member of the Division; or lose their voting representative status;
- (i) are directly or indirectly interested in any contract or proposed contract with the State or Territory Division and fail to declare the nature of their interest in the manner required by the Corporations Act 2001 (Cth).

### **3.7 Directors and CEO**

- (a) Elected Directors of NDS residing within a State or Territory shall be ex-officio members of the Divisional Committee of that Division, but shall not be counted for the purpose of determining the size limits of a Divisional Committee as specified in sub-clause 3.1.
- (b) The CEO may attend and be heard at any meeting of a Divisional Committee.

## **4. POWER AND DUTIES OF DIVISIONAL COMMITTEES**

### **4.1 Strategic priorities**

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The strategic priorities of each State or Territory Division shall be directed by its Divisional Committee unless otherwise directed by the Board.

#### **4.2 Other powers and duties**

In addition to the powers, duties and functions imposed on each State or Territory Division by the Constitution and By-laws, each Divisional Committee shall have the following powers and duties:

- (a) assist in the delivery, support and promotion of the national strategic priorities and mission;
- (b) provide input to the Board's strategic planning;
- (c) develop strategic priorities that respond effectively to the concerns and interests of members in its State or Territory and are compatible with the goals set by the Board;
- (d) assist in developing resources (such as projects) which benefit the whole organisation and be aware of resources developed in other Divisions which could be applied locally;
- (e) protect and enhance NDS's reputation in its State or Territory;
- (f) promote collegiate and effective relationships among members in each State or Territory;
- (g) provide advice in the best interests of the whole membership of its State or Territory (not a sectional interest);
- (h) support sub-committees which enable NDS to consult with and mobilise members to achieve outcomes;
- (i) assist the CEO in the employment, monitoring and performance appraisal of its Division Manager;
- (j) support and advise its Division Manager;
- (k) assist in preparing Divisional budgets and reviewing finances;
- (l) cause minutes to be made of the names of its members present at all general meetings of the State or Territory Division and all meetings of its Divisional Committee and of all proceedings at all general meetings of the State or Territory Division and meetings of the Divisional Committee;
- (m) delegate any of its powers to committees consisting of at least one member of the Divisional Committee and such other persons as it may determine upon such terms and conditions as it may see fit and may fix the quorum of any such

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committee. The Chairperson shall be an ex-officio member of any sub-committee established by the Divisional Committee;

- (n) resolve to invite representatives of any organisation or any person to attend a meeting. Any representative or person so invited shall have the right to attend and take part in discussion but shall not be entitled to vote;
- (o) keep the Board informed in respect of relevant trends, Members concerns, opportunities and risks in its State or Territory and provide such other information and reports to NDS as the Board may require;
- (p) seek authorisation in writing from the Board prior to the purchase, lease or mortgage of any property or incur any liability outside the Company's Financial Delegation policy;
- (q) establish and conduct branches of its State or Territory Division in accordance with conditions approved from time to time by the Board;
- (r) ensure that its activities and those of its division and branches are consistent with the Constitution;
- (s) raise funds for such special projects as are approved from time to time by the CEO;
- (t) appoint a person to hold office as a member of its Divisional Committee to fill a casual vacancy occurring amongst its elected members, pursuant to sub-clause 3.1. Any person so appointed shall hold office only until the person in whose stead they were appointed would have vacated office and shall then be eligible for re-election.

## **5. PROCEEDINGS OF DIVISIONAL COMMITTEES**

### **5.1 Meetings**

Each Divisional Committee shall meet regularly and not less than six times a year, at such times and places as it determines. In the absence of any such determination it shall meet at such time and place as the Division Manager of the Division, on the instructions of its Chairperson or on the requisition of 3 members of the Divisional Committee, notifies Committee members.

### **5.2 Votes**

Each member of a Divisional Committee shall have one vote. In the event of an equality of votes the motion shall be declared lost.

### **5.3 Notice of meeting**

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Not less than 14 days' notice shall be given to every member of the Divisional Committee of any meeting thereof specifying the time, place and general nature of the business of such meeting. The Chairperson shall have absolute discretion to call an emergency meeting at any time notwithstanding that 14 days notice shall not have been given.

#### **5.4 Quorum**

A quorum of a meeting of a Divisional Committee shall be one-third of the members of the Divisional Committee or the nearest whole number above that fraction.

#### **5.5 Chairperson**

At a Divisional Committee meeting, the Chairperson shall preside unless unwilling to act or absent in which case the Vice-Chairperson shall preside. If the Vice-Chairperson is unwilling to act or is absent then after 15 minutes have elapsed after the time appointed for the meeting, the members of the Divisional Committee present, provided they constitute a quorum, may elect one of their number to chair the meeting.

### **6. GENERAL MEETINGS OF DIVISIONS**

#### **6.1 Frequency**

Each State or Territory Division shall hold at least one general meeting each year which shall be open to members. Such a meeting shall be held at such time and place as determined by the Divisional Committee.

#### **6.2 Special general meeting on requisition**

On the requisition of not less than 5 per cent of the members of its Division, a Divisional Committee shall call a special general meeting of the Division, to be held not later than 3 months after the date of receipt by the Divisional Committee of the requisition.

#### **6.3 Requisition requirements**

The requisition for a special general meeting shall state the objects and shall be signed by the requisitionists and deposited with the Chairperson of the State or Territory Division and may consist of several documents each signed by one or more requisitionists. The business dealt with at a special general meeting shall be restricted to that business which is the subject of the requisition.

#### **6.4 Convening of meetings**

If a Divisional Committee does not within 21 days after the deposit of the said requisition proceed to convene a special general meeting the requisitionists, or any of them constituting more than one-half of the total, may themselves in the same manner as nearly as possible as that in which meetings are to be convened by a Divisional Committee, convene a meeting. A meeting so convened shall not be held after the expiration of 3 months from the said date of the deposit of the said requisition.

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## **6.5 Notices**

21 days' notice at least exclusive of the day on which the notice is served or deemed to be served but inclusive of the day for which the notice is given specifying the place, day and the venue of the meeting and in the case of special business the general nature of that business, shall be given to such persons as are entitled to receive notices from the State or Territory Division .

## **6.6 Special business**

All business shall be special that is transacted at a special general meeting and also all that is transacted at a general meeting with the exception of the consideration of financial statements and the report of the Divisional Committee.

## **7. PROCEEDINGS AT GENERAL MEETINGS OF DIVISIONS**

### **7.1 Quorum**

No business shall be transacted at any general meeting of a State or Territory Division unless a quorum of members is present at the time when the meeting proceeds to business. Subject to the provisions of sub-clause 7.2, a quorum shall be 10 per centum of the members of that Division.

### **7.2 Quorum not present**

If within 30 minutes from the time appointed for the meeting a quorum is not present the meeting is convened upon the requisition of members shall be dissolved. In any other case it shall stand adjourned until the same day in the next week at the same time and place or to such other day and such other time as the Divisional Committee may determine and if at the adjourned meeting a quorum is not present within 30 minutes of the time appointed for the meeting, the members present shall constitute a quorum.

### **7.3 Chairperson**

The Chairperson shall chair every general meeting. If there is no Chairperson, or the Chairperson is absent or not present within 15 minutes of the time appointed for the holding of the meeting, or is unwilling to act, the Vice-Chairperson shall chair the meeting. If there is no Vice-Chairperson or the Vice-Chairperson is not present within 15 minutes of the time appointed for the holding of the meeting, or is unwilling to act, the members present shall elect one of their number to chair the meeting.

### **7.4 Adjournment**

The Chairperson may with the consent of any meeting, and shall if so directed by the meeting, adjourn the meeting from time to time and from place to place, but no business

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shall be transacted at any adjourned meeting other than business left unfinished at the meeting from which the adjournment took place.

#### **7.5 Voting**

At any general meeting a resolution put to the vote of the meeting shall be decided on the show of hands unless a poll (before or on the declaration of the result of the show of hands) is demanded either by the Chairperson or by at least 3 members present in person.

#### **7.6 Resolutions**

Unless a poll is so demanded a declaration by the Chairperson that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the book containing the minutes of proceedings of the State or Territory Division shall be conclusive evidence of the fact, without particulars of the number or proportion of the votes recorded in favour of or against the resolution.

#### **7.7 Withdrawal of demand for poll**

The demand for a poll may be withdrawn.

#### **7.8 Demand for poll**

If a poll is duly demanded it shall be taken in such a manner or either at once or after an interval or adjournment or otherwise as the Chairperson directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded, but a poll demanded on the election of a Chairperson or on a question of adjournment shall be taken forthwith.

#### **7.9 Member voting**

Subject to sub-clause 7.12, at any general meeting, each member shall have one vote. In the case of any equality of votes, whether on a show of hands or on a poll, the motion shall be deemed lost.

#### **7.10 Organisational Member**

The representative of an Organisational Member may attend a general meeting and shall be entitled to cast one vote either on a show of hands or on a poll.

#### **7.11 Objections**

No objection shall be raised to the qualifications of any voter except at the meeting or adjourned meeting at which the vote objected to is given or tendered and every vote not



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disallowed at such meeting shall be valid for all purposes. Any such objection made in due times shall be referred to the Chairperson of the meeting whose decision, made following consultation with an NDS officer, shall be final and conclusive.

#### **7.12 Invitees**

For the purpose of securing the widest participation of activities of a State or Territory Division and the carrying out of its objects, its Divisional Committee may from time to time by resolution invite representatives of any organisation or any person to attend a general meeting. Any such representative or person so invited shall have the right to attend that general meeting and, with leave of the Chairperson, take part in discussion thereat, but do not have the right to vote.

#### **7.13 CEO and Divisional Manager**

The CEO and Divisional Manager shall be entitled to attend all general meetings of a Division and be heard at such meetings.

### **8. ACCOUNTS OF DIVISIONS**

#### **8.1 Constitution applies**

Provisions of the Constitution in relation to accounts shall apply to each State or Territory Division *mutatis mutandis*.

#### **8.2 Provision of records**

Each State or Territory Division shall, on request, furnish to the CEO and to the auditors of NDS (or such persons directed by them) by or on a date specified by them, its records, including financial records, statements of financial performance, reports and minutes, as may be required by either of them from time to time.

### **9. NOTICE**

#### **9.1 Giving notices**

A notice may be given by the State or Territory Division to any member either personally or by sending it by email or post to them at their registered address. Where a notice is sent by post, service of the notice shall be deemed to be effective by properly addressing, pre-paying and posting a letter containing the notice and to have been effective in the case of a notice of a general meeting on the day after its posting and in any other case at the time at which the letter would be delivered in the ordinary post. Where a notice is sent by email, service of the notice shall be deemed effective if it is sent to the email address nominated by the member and an undeliverable system notice is not received by the sender.

#### **9.2 Notice of general meeting**

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- (a) Notice of every general meeting of a State or Territory Division shall be given to every member of the State or Territory Division and to the CEO.
  - (b) No other person shall be entitled to receive notice of a general meeting of a Division.

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**NATIONAL DISABILITY SERVICES  
BY-LAW NO 3  
ELECTION OF THE MEMBERS OF STATE AND TERRITORY DIVISIONAL COMMITTEES**

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**1. DEFINITIONS AND INTERPRETATION**

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- (a) **Board** means the Board of Directors of NDS;
- (b) **CEO** means the Chief Executive Officer;
- (c) **Member, Organisational Member**, and other words and expression defined in the Constitution have the same meaning where used in this document;
- (d) **Company** means NDS;
- (e) **Constitution** means the Constitution of NDS;
- (f) **Deemed Member** means Organisational Member who has appointed a voting representative in the relevant Division pursuant to clause 2.3 of By-law 2.
- (g) **Division Manager** means a manager of a Division established in a State or Territory of Australia;
- (h) **Divisional Committee** means a committee established in accordance with clause 3.1 of By-law No. 2;
- (i) **member** means a member or Deemed Member of the relevant State or Territory Division or relevant Divisional Committee, as applicable;
- (j) **NDS** means National Disability Services Limited ACN 008 445 485;
- (k) **policy** or policies means a policy or policies formulated by the Board in relation to NDS;
- (l) **President** means the person elected or appointed as President of the Board in accordance with the Constitution or, if there is no such person at any relevant time, the person then holding the position of Vice-President of the Board;
- (m) **Register of Members** means the register of members of the relevant Division.

**1.2 Interpretation**

In this By-law, unless the context otherwise requires:

- (a) where an expression is defined, another part of speech or grammatical form of that expression has a corresponding meaning;

- 
- (b) a reference to any legislation or legislative provision includes any statutory modification or re-enactment of, or legislative provision substituted for, and any subordinate legislation issued under, that legislation or legislative provision;
  - (c) the singular includes the plural and vice versa;
  - (d) a reference to any gender includes all genders;
  - (e) a reference to any document is to that document (and, where applicable, any of its provisions) as amended, novated, supplemented or replaced from time to time;
  - (f) any reference to time is to time in the capital city of the State or Territory of the relevant State or Territory Division on the relevant day.

### **1.3 Consistency with Constitution**

Where there is any inconsistency between any By-law and the Constitution, the Constitution shall prevail to the extent of the inconsistency.

## **2. ELECTION OF THE MEMBERS OF DIVISIONAL COMMITTEES**

### **2.1 Rules**

The election of persons as members of a Divisional Committee shall be conducted in accordance with the following Rules of this By-law.

### **2.2 Secret postal ballot**

Such elections shall be conducted by secret postal ballot amongst the members of a State or Territory Division who are Organisational Members or Life Members and whose names appear on the Register of Members of that State or Territory Division at 5.00pm on June 30 in each calendar year.

### **2.3 Register of Members**

No further entries shall be made in the Register of Members until after that ballot has been conducted and the Returning Officer issued the certificate pursuant to sub-clause 2.17. An Organisational Member listed on the Register of Members may change its voting representative, but must notify NDS National Office of the change in writing no later than 5.00pm on the date on which nominations close.

### **2.4 Eligible persons**

The only person who shall be eligible to:

- (a) nominate a person for election to hold office as a member of a Divisional Committee; and

- 
- (b) participate in the said ballot or be nominated to be elected as a member of a Divisional Committee,

shall be a person who is:

- (i) either Life Members, the voting representatives of an Organisational Member or the voting representative of a Deemed Member; and
- (ii) whose names appear in the Register of Members and who by the date it is closed pursuant to sub-clauses 2.2 and 2.3 have paid all sums due and owing to NDS.

## **2.5 Returning Officer**

For the purpose of conducting the secret ballot, the Divisional Committee shall appoint a Returning Officer.

## **2.6 Nominations**

Nominations for the election of members of a Divisional Committee shall be in writing, dated and signed by the voting representative of two Organisational Members or Life Members who are members of that Division. The consent of the person nominated shall be endorsed upon their nomination, failing which the nomination shall be treated as invalid.

## **2.7 Closing time**

Nominations shall close at 5.00pm on July 21 in each calendar year or the next business day thereafter if July 21 falls on a weekend or is a public holiday.

## **2.8 Receipt of nominations**

All nominations shall be forwarded to the Returning Officer who shall endorse upon each the time and date of receipt. Any nominations received after 5.00pm on July 21 aforesaid or the next business day if July 21 falls on a weekend or a public holiday or after 5.00pm on such other date as is specified by the Divisional Committee shall not be treated as valid.

## **2.9 Ballot paper preparation**

After nominations have closed the Returning Officer shall prepare a ballot paper for the State or Territory Division in which shall be included the names of all persons validly nominated for election to office as elected members. The order of the names in the ballot paper shall be determined by lot conducted by the Returning Officer.

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## **2.10 Ballot paper formalities**

The Returning Officer shall then arrange for the ballot paper to be printed and after printing each ballot paper shall be initialled at the foot thereof by the Returning Officer using a red pen. There shall be printed on the ballot paper the number of members of the Divisional Committee to be elected pursuant to the relevant By-law.

## **2.11 Despatch of ballot papers**

Seven days after the close of nominations, each member of the State or Territory Division whose name is included in the Register of Members of NDS and who has paid all sums due and owing by them to NDS shall be forwarded a ballot paper together with an envelope marked "Ballot Paper" and another addressed to the "Returning Officer".

## **2.12 Voting formalities**

A member of a State or Territory Division who desires to exercise their right to vote shall in the ballot paper forwarded to them place a mark in the square opposite the names of the candidates for whom they wish to vote but shall not cast their vote for a number of candidates in excess of the number fixed pursuant to the relevant By-law and indicated on the ballot paper, otherwise their ballot paper shall be treated as informal.

## **2.13 Return of ballot papers**

The member of a State or Territory Division who has exercised their right to vote shall seal their ballot paper in the envelope provided, complete the details on the back of the envelope addressed to the Returning Officer and return it by the date advised on the ballot paper but such date to be not more than 23 days after the posting of ballot papers as specified in sub-clause 2.11. Any ballot paper received by the Returning Officer after that date shall be rejected.

## **2.14 Compliance**

As soon as practicable after the closure of the ballot the Returning Officer shall open all envelopes received up to the time the ballot closed and ascertain that each ballot paper complies with this By-law. Any that do not do so or any which do not bear the authentication shall be rejected by them. The decision of the Returning Officer as to whether or not any ballot paper should be rejected shall be final and conclusive.

## **2.15 Scrutineers**

Any candidate for election to office may, in writing addressed to the Returning Officer, nominate one scrutineer to be present at the time the Returning Officer opens the ballot papers and determines the result of the ballot.

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## **2.16 Counting**

The votes cast in the election shall be counted by the Returning Officer and the result of the ballot determined in accordance with Simple Majority Voting (first-past-the-post). Should there be an equality of votes cast for 2 or more candidates, the Returning Officer shall determine by lot which candidate shall be elected.

## **2.17 Counting records**

As soon as the Returning Officer has counted the votes cast in the ballot, he or she shall inform the Division Manager and the Chairperson and submit the record sheet as to the counting of votes cast in the ballot.

## **2.18 Destruction of ballot papers**

Immediately after the results of the ballot have been declared, all ballot papers shall be destroyed.

## **2.19 Persons not eligible to be Returning Officer**

No person shall be elected as a Returning Officer if he or she is an employee or director of an Organisational or a Life Member, or a person in the employment of NDS.

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## NATIONAL DISABILITY SERVICES

### BY-LAW NO 4

## ELECTION OF PRESIDENT AND VICE-PRESIDENT ON THE NDS BOARD AFTER ANNUAL GENERAL MEETING

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### 1. DEFINITIONS AND INTERPRETATION

#### 1.1 Definitions

In this By-law, unless otherwise provided or the context requires otherwise:

- (a) **Board** means the Board of Directors of NDS;
- (b) **CEO** means the Chief Executive Officer;
- (c) **Chief Executive Officer, Director** and other words and expression defined in the Constitution have the same meaning where used in this document;
- (d) **Company** means NDS;
- (e) **Constitution** means the Constitution of NDS;
- (f) **NDS** means National Disability Services Limited ACN 008 445 485;

#### 1.2 Interpretation

In this By-law, unless the context otherwise requires:

- (a) where an expression is defined, another part of speech or grammatical form of that expression has a corresponding meaning;
- (b) a reference to any legislation or legislative provision includes any statutory modification or re-enactment of, or legislative provision substituted for, and any subordinate legislation issued under, that legislation or legislative provision;
- (c) the singular includes the plural and vice versa;
- (d) a reference to any gender includes all genders;
- (e) a reference to any document is to that document (and, where applicable, any of its provisions) as amended, novated, supplemented or replaced from time to time;
- (f) any reference to time is to time in Canberra, ACT on the relevant day.

#### 1.3 Consistency with Constitution

Where there is any inconsistency between any By-law and the Constitution, the Constitution shall prevail to the extent of the inconsistency.



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## **2. ELECTIONS**

### **2.1 Positions**

The results of the Board elections will be announced at NDS' Annual General Meeting. At this time, all Directors will be invited to nominate for the positions of President and Vice-President on the Board and nomination forms will be made available.

### **2.2 Nominations**

Nominations will require a proposer and a seconder. Only Directors will be eligible to propose and second nominations.

### **2.3 Submission of nominations**

Nominations must be submitted to the CEO on the required form no less than 18 hours before the scheduled commencement time of the first Board meeting occurring after the close of the annual general meeting, except that where such meeting is to take place within that 18 hour period then the nominations must be submitted to the CEO on the required form before the scheduled commencement time of the meeting.

### **2.4 Election**

The election of the positions of President and Vice-President will be the first item of business at the first Board meeting following the Board election, subject to Rule 2.5. The CEO will chair the meeting until the election of President and Vice-President has occurred.

### **2.5 More than one candidate**

If there is more than one candidate for either position of President or Vice-President, a secret ballot shall be conducted. In this situation, the appointment of a Returning Officer will be the first item of business at the Board meeting.

### **2.6 Returning Officer**

The Returning Officer shall not be a Director or in the employment of NDS.

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## NATIONAL DISABILITY SERVICES

### BY-LAW NO 5

## NATIONAL DISABILITY PRACTITIONERS – A DIVISION OF NATIONAL DISABILITY SERVICES.

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### 1. DEFINITIONS AND INTERPRETATION

#### 1.1 Definitions

In this By-law, unless otherwise provided or the context requires otherwise:

- (a) **Board** means the Board of Directors of NDS;
- (b) **CEO** means the Chief Executive Officer or their nominated delegate;
- (c) **Chief Executive** means the Chief Executive Officer of NDS or their nominated delegate;
- (d) **Company** means NDS;
- (e) **Constitution** means the Constitution of NDS;
- (f) **Divisional Committee** means a committee established in accordance with clause 3.1 of this By-law;
- (g) **Executive Officer** means the manager appointed under 2.4 of these By Laws;
- (h) **Member** means a person who has paid a membership fee and who is registered by NDS as a Member of National Disability Practitioners. A Member under these by laws is not a Member as that term is defined in the Constitution of NDS and has no status and voting rights in relation to NDS;
- (i) **NDS** means National Disability Services Limited ACN 008 445 485;
- (j) **Policy** or **Policies** means a policy or policies formulated by the Board in relation to NDS and its Divisions;
- (k) **President** means the person elected or appointed as President of the Board in accordance with the Constitution or, if there is no such person at any relevant time, the person then holding the position of Vice-President of the Board.

#### 1.2 Interpretation

In this By-law, unless the context otherwise requires:

- (a) where an expression is defined, another part of speech or grammatical form of that expression has a corresponding meaning;

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- (b) a reference to any legislation or legislative provision includes any statutory modification or re-enactment of, or legislative provision substituted for, and any subordinate legislation issued under, that legislation or legislative provision;
  - (c) the singular includes the plural and vice versa;
  - (d) a reference to any gender includes all genders;
  - (e) a reference to any document is to that document (and, where applicable, any of its provisions) as amended, novated, supplemented or replaced from time to time;
  - (f) any reference to time is to the time in Sydney.

### **1.3 Consistency with Constitution**

- (a) Article 7.1(d) of the Constitution provides that "The Directors have the power from time to time to make such By-laws as are in their opinion necessary and desirable for the proper control, administration and management of the Company's affairs."
- (b) The Directors have resolved to create National Disability Practitioners (NDP) to facilitate the provision of services to individual Disability Service practitioners and have created the Divisional Committee to administer and advance the objects of the Division. This By-Law will be binding on Members of NDS as required under the Constitution, and will also be binding on Members of NDP.
- (c) Unless expressly denoted, where there is any inconsistency between any By-law and the Constitution, the Constitution shall prevail to the extent of the inconsistency.
- (d) For the purposes of clause 1.3(c) it is expressly denoted that the use of the terms "Division" and "Member" in the Constitution and in this By-Law are different and that the Constitutional definition of those terms does not prevail when interpreting this By-Law.

## **2. THE DIVISION AND MEMBERSHIP**

### **2.1 Name of Division**

For the purpose of the By-Law the Division shall be known as "National Disability Practitioners – A Division of National Disability Services" ("NDP").

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## **2.2 Divisional responsibilities**

The Division is responsible within its jurisdiction for furthering the objects of NDS, and, at the discretion and direction of the Board, providing a range of professional initiatives, educational programs, e-learning, accreditation, qualifications and other support initiatives for those individuals working in the disability sector.

## **2.3 NDP Members**

An individual person cannot become a member of NDS, however the Divisional Committee shall create and maintain a register of Members that shall include any person who applies to be included on that register and who has paid the divisional membership fee.

## **2.4 Divisional Executive Officer**

The Board shall, from time to time and as required, engage a Divisional Executive Officer. The Divisional Executive Officer shall report to the Chief Executive or their nominated delegate.

## **2.5 Function**

The Board may, from time to time, require the Division's support in creating particular educational, accreditation, certification and registration programs for practitioners in the disability sector.

## **2.6 President**

The President of NDS (or such other Director as the Board may delegate from time to time) shall be ex-officio a member of the Divisional Committee.

## **3. NDP DIVISIONAL COMMITTEE**

### **3.1 Divisional Committee**

- (a) The Board and Members shall elect a committee (Divisional Committee) comprising not less than 7 and not more than 9 persons.
- (b) Divisional Committee members must be current paid up Members of NDP.
- (c) The Members may annually elect two persons to the Divisional Committee for a three (3) year appointment. That Member may be re-elected but can only serve for a maximum of two consecutive terms.
- (d) The Divisional Committee may annually appoint one person to the Divisional Committee for a one two (2) year appointment. That person may be re-appointed but can only serve for a maximum of three consecutive terms.

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- (e) In the event of a vacancy for any reason, the Divisional Committee may recommend to the Board the appointment of a replacement Divisional Committee member to sit on the Committee until the expiration of the original term of the person being replaced.

### **3.2 Chairperson**

NDS shall appoint the Chairperson of the Division from the NDS Board. The Chairperson must also be a Member of NDP. The Chairperson shall be appointed for two years and is eligible for re-appointment for a maximum of two terms.

### **3.3 Elections**

Subject to the clause 5.1, the Members of the Divisional Committee elected by Members shall be appointed for three years up to a maximum of two consecutive terms and Members appointed by the Divisional Committee shall be appointed for two years up to a maximum of three consecutive terms.

### **3.4 Secret vote**

The election of Members to a Divisional Committee may be conducted by secret vote by any means (including electronic, postal or in general meeting) determined appropriate by the Board.

### **3.5 Removal and appointment**

The Board may remove any member of the Divisional Committee from office if, in the reasonable opinion of the Board, having taken advice from the Chair of the Divisional Committee and the Divisional Committee, it is appropriate to do so.

### **3.6 Vacation of office**

A member of the Divisional Committee shall be deemed to have vacated their office if they:

- (a) cease to be a Member;
- (b) become an insolvent under administration;
- (c) become of unsound mind or a person whose person or estate is liable to be dealt with under any law relating to mental health;
- (d) become prohibited from being a director of a company by reason of the application of any law relating to companies;
- (e) resign their office by notice in writing to the Divisional Committee;

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- (f) are absent without permission of the Divisional Committee from 3 consecutive meetings thereof;
  - (g) are directly or indirectly interested in any contract or proposed contract with the NDS and fail to declare the nature of their interest in the manner required by the Corporations Act 2001 (Cth).

### **3.7 Directors and Chief Executive**

The Divisional Executive Officer, the President (or their delegate) and the Chief Executive may attend and be heard at any meeting of the Divisional Committee.

## **4. POWER AND DUTIES OF DIVISIONAL COMMITTEE**

### **4.1 Strategic priorities**

The strategic priorities of the Division shall be directed by its Divisional Committee unless otherwise directed by the Board.

### **4.2 Other powers and duties**

Subject to express approval of the Board or the Chief Executive (or their delegate), the Divisional Committee will:

- (a) assist in the delivery, support and promotion of the national strategic priorities and mission of the Division;
- (b) provide input to the Division's strategic planning;
- (c) develop strategic priorities that respond effectively to the concerns and interests of Members that are compatible with the strategic priorities set by the Board;
- (d) assist in developing resources (such as projects and programs) which benefit Members and the whole organisation and be aware of resources developed within NDS which could be applied for the benefit of Members;
- (e) protect and enhance the Division and NDS's reputation;
- (f) promote collegiate and effective relationships among Members in each State or Territory;
- (g) assist the Chief Executive or their delegate in the employment, monitoring and performance appraisal of the Executive Officer;
- (h) support and advise the Executive Officer;
- (i) assist in reviewing Divisional budgets and finances;

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- (j) maintain all appropriate and prudent records relating to all proceedings at all meetings of the Division and meetings of the Divisional Committee and to make those records available to the Board as required;
  - (k) keep the Board informed in respect of relevant trends, Members concerns, opportunities and risks in the Division and provide such other information and reports to NDS as the Board may require;
  - (l) ensure that its activities are consistent with the Constitution;
  - (m) act in accordance with NDS By-laws, policies and codes of practice.

and may

- (n) delegate any of its powers to committees consisting of at least one member of the Divisional Committee and such other persons as it may determine upon such terms and conditions as it may see fit and may fix the quorum of any such committee. The Chairperson shall be an ex-officio member of any sub-committee established by the Divisional Committee;
- (o) resolve to invite representatives of any organisation or any person to attend a meeting. Any representative or person so invited shall have the right to attend and take part in discussion but shall not be entitled to vote;
- (p) establish and conduct branches of its Division in accordance with conditions approved from time to time by the Board;
- (q) raise funds for such special projects as are approved from time to time by the Chief Executive
- (r) undertake such other activity as approved by the Board from time to time.

## **5. PROCEEDINGS OF DIVISIONAL COMMITTEE**

### **5.1 Meetings**

The Divisional Committee shall meet regularly and not less than four times a year, at such times and places as it determines. In the absence of any such determination it shall meet at such time and place as the Board, on the advice of its Chairperson or on the requisition of 3 members of the Divisional Committee, notifies Committee members.

### **5.2 Votes**

Each member of a Divisional Committee shall have one vote. In the event of an equality of votes the motion shall be declared lost.

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### **5.3 Notice of meeting**

Not less than 14 days' notice shall be given to every member of the Divisional Committee of any meeting thereof specifying the time, place and general nature of the business of such meeting. The Chairperson and Chief Executive (jointly) shall have absolute discretion to call an emergency meeting at any time notwithstanding that 14 days' notice shall not have been given.

### **5.4 Quorum**

A quorum of a meeting of a Divisional Committee shall be one third of the members of the Divisional Committee or the nearest whole number above that fraction provided that the Chairperson, or an alternate nominated by the Board, is present. A member may attend in person, by telephone, by web conference, by video conferencing or by such other electronic means as may be agreed.

### **5.5 Chairperson**

At a Divisional Committee meeting, the Chairperson or an alternate nominated by the Board, shall preside unless unwilling to act or absent in which case after 15 minutes have elapsed after the time appointed for the meeting, the members of the Divisional Committee present, provided they constitute a quorum, may elect one of their number to chair the meeting.

## **6. GENERAL MEETINGS OF DIVISION**

### **6.1 Frequency**

The Division may hold one general meeting each year which shall be open to all Members. Such a meeting shall be held at such time and place as determined by the Board on advice from the Divisional Committee.

### **6.2 Notices**

At least twenty one (21) clear days' notice specifying the place, day and the venue of the meeting and in the case of any special business the general nature of that business, shall be given to the Members of the Division.

## **7. PROCEEDINGS AT GENERAL MEETINGS OF DIVISION**

### **7.1 Quorum**

(a) No business shall be transacted at any general meeting of a Division unless a quorum of Members is present at the time when the meeting proceeds to business. Subject to the provisions of sub-clause 7.2, a quorum shall include

(i) in number:



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(A) 10% per cent of the members entitled to be present at the meeting;  
or

(B) 10 Members of the Division being present.

whichever is lesser.

(b) Up to 50% of the attendances required to constitute a Quorum may be constituted by counting validly held proxies.

## **7.2 Quorum not present**

If within 30 minutes from the time appointed for the meeting a quorum, including the Chairperson or an alternate nominated by the Board, is not present the meeting if convened upon the requisition of Members shall be adjourned until the same day in the next week at the same time and place or to such other day and such other time as the Divisional Committee may determine. If at the adjourned meeting a quorum is not present within 30 minutes of the time appointed for the meeting, the Members present shall constitute a quorum. In any other case it shall stand adjourned until the same day in the next week at the same time and place or to such other day and such other time as the Divisional Committee may determine and if at the adjourned meeting a quorum is not present within 30 minutes of the time appointed for the meeting, the Members present shall constitute a quorum.

## **7.3 Chairperson**

The Chairperson or alternate nominated by the Board shall chair every general meeting. If there is no Chairperson or alternate, or the Chairperson or alternate is absent or not present within 15 minutes of the time appointed for the holding of the meeting, or is unwilling to act, the Members present shall elect one of their number to chair the meeting.

## **7.4 Adjournment**

The Chairperson may with the consent of any meeting, and shall if so directed by the meeting, adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than business left unfinished at the meeting from which the adjournment took place.

## **7.5 Voting**

At any general meeting a resolution shall state whether it is to be decided electronically via a voting facility acceptable to the Committee, or on the show of hands. If on a show of hands a poll (before or on the declaration of the result of the show of hands) may be demanded either by the Chairperson or by at least 3 Members present in person.

## **7.6 Proxies**

(a) A member may hold up to 10 Proxies at any one meeting.

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- (b) If notice has been provided in relation to any proposed resolution, each proxy must specify the votes to be cast by the holder of the Proxy at the meeting (or any adjournment of the meeting). The proxy holder may vote on any other motion at their discretion.
  - (c) If a vote is to be taken by electronic means, the validity and method of calling for proxies shall be notified to the member in the accompanying documents.

## **7.7 Resolutions**

- (a) Unless a poll is so demanded a declaration by the Chairperson that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the book containing the minutes of proceedings of the Division shall be conclusive evidence of the fact, without particulars of the number or proportion of the votes recorded in favour of or against the resolution.
- (b) If the vote is held electronically, a declaration by the Chairperson that a resolution has been carried or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the book containing the minutes of proceedings of the Division shall be conclusive evidence of the fact, without particulars of the number or proportion of the votes recorded in favour of or against the resolution.

## **7.8 Demand for poll**

If a poll is duly demanded it shall be taken in such a manner or either at once or after an interval or adjournment or otherwise as the Chairperson directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded, but a poll demanded on the election of a Chairperson or on a question of adjournment shall be taken forthwith.

## **7.9 Withdrawal of demand for poll**

The demand for a poll may be withdrawn.

## **7.10 Member voting**

Subject to sub-clause 7.12, at any general meeting, a Member shall have one vote. In the case of any equality of votes, whether electronically taken, on a show of hands or on a poll, the motion shall be deemed lost.

## **7.11 Objections**

No objection shall be raised to the qualifications of any voter except at the meeting or adjourned meeting at which the vote objected to is given or tendered and every vote not disallowed at such meeting shall be valid for all purposes. Any such objection made in due times shall be referred to the Chairperson of the meeting whose decision, made following consultation with an NDS officer, shall be final and conclusive.

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## **7.12 Invitees**

For the purpose of securing the widest participation of activities of the Division and the carrying out of its objects, its Divisional Committee may from time to time by resolution invite representatives of any organisation or any person to attend a meeting. Any such representative or person so invited shall have the right to attend that general meeting and, with leave of the Chairperson, take part in discussion, but do not have the right to vote.

## **7.13 Chief Executive and Divisional Executive Officer**

- (a) The Chief Executive and the Executive Officer shall be entitled to attend all meetings of the Division and be heard at such meetings.
- (b) The President, Chairperson of the Divisional Committee, Executive Officer and the Chief Executive shall be the only persons entitled to make public comment on any matter or issue relevant to the Division. The Chief Executive may from time to time, in their absolute discretion and in writing withdraw entitlement from the Executive Officer to make public comments or announcements about a specific issue.

## **8. ACCOUNTS AND RECORDS OF DIVISIONS**

### **8.1 Accounts**

The financial accounts of the Division shall be maintained by NDS and financial summaries of the Division's finances and performance shall be provided by NDS to the Divisional Committee for each scheduled meeting of the Divisional Committee.

### **8.2 Provision of records**

**8.3** The Division shall, on request, furnish to the Chief Executive and to the auditors of NDS (or such persons directed by them) by or on a date specified by them, any records, including financial records, statements of financial performance, reports and minutes, as may be required by either of them from time to time.

### **8.4 Member Records**

The member records of the Division (including personal and professional details of all members) shall be maintained exclusively by NDS in accordance with all relevant privacy principles and legislation. No Member or Committee Member shall have access to or use of those records nor shall they use or disclose any member records, except with the express written authority of the Chief Executive.

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## **9. NOTICE**

### **9.1 Giving notices**

A notice may be given by the Division to any Member either personally or by sending it electronically, by email or post to them. Where a notice is sent by post, service of the notice shall be deemed to be effective by properly addressing, pre-paying and posting a letter containing the notice and to have been effective in the case of a notice of a general meeting on the day after its posting and in any other case at the time at which the letter would be delivered in the ordinary post. Where a notice is sent electronically or by email, service of the notice shall be deemed effective if it is sent to the email address nominated by the member and an undeliverable system notice is not received by the sender.

### **9.2 Notice of general meeting**

- (a) Notice of every general meeting of the Division shall be given electronically to each member of the Board, every Member of the Division, the Divisional Executive Officer and to the Chief Executive.
- (b) No other person shall be entitled to receive notice of a general meeting of the Division.
- (c) Subject to confirmation by the Committee of an acceptable electronic voting system, resolutions to be put to the general meeting shall state whether they are to be voted on electronically (by all members whether present at the meeting or not) and the time frame for voting, or by a show of hands of those present at the meeting.