

# THE RULE BOOK

CAAPS Aboriginal Corporation  
ICN: 8076

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This rule book complies with the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*.

## **The rule book contents**

<b>1. Name</b> .....	<b>3</b>
<b>2. Objectives</b> .....	<b>3</b>
<b>3. Members</b> .....	<b>3</b>
<b>4. Meetings</b> .....	<b>5</b>
<b>5. Directors</b> .....	<b>8</b>
<b>6. Contact person or secretary</b> .....	<b>12</b>
<b>7. Records</b> .....	<b>16</b>
<b>8. Finances</b> .....	<b>16</b>
<b>9. Application of funds</b> .....	<b>17</b>
<b>10. Winding up</b> .....	<b>17</b>
<b>11. Dispute resolution</b> .....	<b>17</b>
<b>12. Changing the rule book</b> .....	<b>18</b>
<b>Schedule 1—Application for membership form</b> .....	<b>19</b>
<b>Schedule 2—Appointment of proxy form</b> .....	<b>20</b>
<b>Schedule 3—Consent to become a director form</b> .....	<b>21</b>

## **1. Name**

The name of the corporation is **CAAPS Aboriginal Corporation**.

## **2. Objectives**

The corporation aims to:

1. provide care and support services to Aboriginal and Torres Strait Islander persons, families and communities that are affected by alcohol, drugs and other substances misuse and related problems.
2. assist Aboriginal and Torres Strait Islander persons, families and communities affected by alcohol, drugs, other substances misuse and related problems to achieve a quality of life consistent with Aboriginal and Torres Strait Islander and Torres Strait Islander culture, spirituality, law and traditions.
3. provide resources and support services in the treatment of addiction to alcohol, drugs and other substances amongst Aboriginal and Torres Strait Islander persons, families and communities.
4. provide and promote education and awareness to assist with the prevention of alcohol, drugs and other substances misuse amongst Aboriginal and Torres Strait Islander persons.
5. facilitate the restoration of cultural dignity amongst Aboriginal and Torres Strait Islander persons, families and community through encouraging and initiating cultural awareness programs which emphasizes traditional, contemporary and spiritual aspects of our culture.
6. promote and facilitate appropriate strategies for the minimization and prevention of addiction to alcohol, drugs and other substances misuse amongst Aboriginal and Torres Strait Islander persons.

## **3. Members**

### **3.1 *Who is eligible?***

A full member must be:

1. At least 18 years old.
2. An Aboriginal or Torres Strait Islander persons that resides in the Top End of the Northern Territory.
3. A person who is not an employee of the corporation

An associate member should be:

1. At least 18 years old;
2. A person that resides in the Top End of the Northern Territory.
3. Considered and approved by resolution at a directors' meeting.
4. Entitled to attend and participate in events, meetings and activities under observer status without voting rights, and may be an employee of the corporation.

### **3.2 How to become a member**

1. An applicant ought to apply in writing, fill in a membership application form and lodge it with the corporation's secretariat support located at the corporation's office location.

**3.3** The membership application must include the applicant's name, address, date and place of birth, proof of applicant's status as an Aboriginal and Torres Strait Islander person and date of application.

**3.4** A full member is not permitted to be a full time, part-time and/or casual employee of the corporation. All and any remunerated employee(s) of the corporation are deemed ineligible to acquire membership status of the corporation.

1. A member's and associate member's eligibility is determined under rule 3.1, above. The directors ought to consider a membership and/or associate membership application by resolution at a directors' meeting.

The directors ought to consider and resolve on all membership and/or associate membership applications within a reasonable period after they are received.

2. The directors retain the right to refuse acceptance of a membership and/or associate membership application. In the event of a refusal of acceptance, the directors must notify the unsuccessful applicant in writing about the decision and the reasons for it.
3. A successful applicant's name, address and date of acquisition of status as a member are entered on the register of members.

### **3.5 Members' rights**

A member is entitled to:

1. attend, speak and vote at General Meetings
2. be made a director
3. put forward resolution proposals at general meetings
4. ask the directors to call a General Meeting
5. access and peruse the books and records of the corporation (if the directors have authorised them to do this, or if the members have passed a resolution which permits them to do this). All books and records must be held at the corporation's business premises.

### **3.6 Members' responsibilities**

A member must:

1. act in the best interests of the corporation as outlined in the objectives of the corporation
2. abide by the corporation's rules
3. notify the corporation of any change of their address
4. treat other members with respect.
5. conduct themselves in a professional manner

### **3.7 Liability of members**

Members are not liable to pay corporation debts, other than only by way of payment of their membership fees, in the event the corporation is wound up or otherwise.

### **3.8 How to cease being a member**

A person ceases being a member if:

1. he/she resigns in writing
2. he/she dies
3. his/her membership is cancelled due to non-contact for a period of two years
1. member has not notified the corporation of their current contact details
2. he/she commits a misdemeanor, fraud and/or engages in inappropriate conduct
3. he/she has given misleading information concerning his/her status as an Aboriginal or Torres Strait Islander person.

In the event of cancellation of membership, the cancelled member's name, address and date of membership cancellation is maintained on the register of former members.

### **3.3 *Cancelling membership***

1. Membership can be cancelled by a majority vote resolution at an annual and/or extraordinary general meeting.
2. In the event a general meeting resolution has been passed concerning cancellation of a membership, the directors must send the interested person a copy of such special resolution at interested person's last known address, no later than within five working days of passing of such resolution.

If a person is not eligible for continuation of membership for a reason set out in Rule 3.5 above, the directors are empowered to cancel such person's membership by passing a resolution at a directors' meeting. Before such directors' meeting, the directors must allow said member 14 days to object in writing.

In the event the challenged member objects in writing, the directors are not authorised to cancel the membership status in a directors' meeting. The challenged member can only then be removed by a simple majority vote resolution of the general meeting.

### **3.4 *The register of members and former members***

The register must contain:

1. members' and former members' names and addresses
2. the date when the names were put on the register
3. identification of associate membership status, if a member is not an Aboriginal or Torres Strait Islander person
4. for former members, the date of their membership cancellation.

The register must be kept at the corporation's document access address or registered office. It must be available at the annual general meeting (AGM). The register will be located at the corporation's business address for all members to access.

## **4. Meetings**

### **4.1 Annual general meeting (“AGM”) timing**

AGMs must be held before the end of November each year.

### **4.2 AGM business**

AGMs are for:

1. confirming the signed and dated minutes of the previous general meeting
2. presenting and debating reports: general, financial, directors’
3. electing directors
4. choosing an auditor (if required) and agreeing on the fee
5. checking the register of members
6. asking questions about how the corporation is managed.

### **4.3 General meetings**

1. A director can call a general meeting by submitting a request in writing to the Directors
2. Members can ask directors to call a general meeting; this request must be put in writing to the Board of Directors detailing the reasons why the meeting is being requested. All relevant documentation must be provided for the Directors to make an informed decision.
3. The directors must call the general meeting within 21 days, from submission of written request.

<b>Number of members in corporation</b>	<b>Number of members needed to ask for a general meeting</b>
2–10 members	= 1 member
11–20 members	= 3 members
21–50 members	= 5 members
51 members or more	= 10 per cent of members

### **4.4 General meeting business**

General meetings are for:

1. confirming the minutes of the previous general meeting
2. completing the business specified in the notice of the meeting.

#### **4.5 Notice for general meetings**

1. At least 21 days' notice must be given.
2. Notice must be given to members, directors, officers, the contact person and the auditor (if the corporation has one).
3. The notice must set out:
  - a) the place, date and time for the general meeting
  - b) the business of the general meeting
  - c) if a special resolution is being proposed, and what it is
  - d) if a member can appoint a proxy.

Notices can be given to members personally (or in a manner which accords with Aboriginal or Torres Strait Islander custom), sent by post to their address, sent by fax, text or sent by email.

A notice of meeting:

4. sent by post is taken to be given three days after it is posted
5. sent by fax, or other electronic means, is taken to be given on the business day after it is sent. This includes Indigenous radio, local newspaper, advertisement, community notice boards on television, text, email and notice via website informing members.

#### **4.6 Members' resolutions**

1. Members can propose a resolution by giving notice of it to the corporation.

<b>i. Number of members needed in corporation resolution</b>	<b>Number of members to propose a</b>
ii. 2–10 members	= 1 member
iii. 11–20 members	= 3 members
iv. 21–50 members	= 5 members
v. 51 members or more members	= 10 per cent of members

2. The notice must set out the resolution in writing and must be signed by the members proposing it.
3. The corporation must give notice of the resolution to all people entitled to it (see rule 4.5).
4. The corporation must consider the resolution at the next general meeting which is being held more than 28 days after the notice has been sent out.

#### **4.7 Quorum at General Meetings**

The quorum must be present during the whole meeting. If there is no quorum after one hour, the meeting is adjourned until the next week at the same time. If there is still no quorum at the next meeting, the meeting is cancelled.

<b>Number of members in corporation</b>	<b>Number of members to make a quorum</b>
30 or less members	= 2 members
31 to 90members	= 5 members
91 members or more	= 10 members

#### **4.8 Chairing general meetings**

The directors can elect someone to chair the meeting. If the directors don't elect someone to chair the meeting, then the members must elect someone.

#### **4.9 Using technology**

General meetings can be held at more than one place using any technology that gives members a way of taking part.

#### **4.10 Voting**

1. Each member has one vote.
2. The chairperson has one vote (if he or she is a member) plus a casting vote.
3. A resolution at a general meeting should be decided by consensus (discussion and agreement). If consensus cannot be reached after a reasonable effort has been made, the resolution should be decided by majority vote.
4. A challenge to a right to vote at a general meeting may only be made at the meeting, and must be determined by the chairperson, whose decision is final.
5. A resolution can be decided by majority on a show of hands, unless a poll is demanded. (A poll is a formal vote, not by show of hands—for example, by writing on a voting paper or placing marbles in labelled jars.)
6. The chairperson tells the meeting whether they have received any proxy votes and what they are.
7. The chairperson declares the results of the vote, on a show of hands, or when a poll is demanded.

#### **4.11 Demanding a poll**

1. Any member entitled to vote on the resolution or the chair can demand a poll.
2. A poll can be held before or after a show of hands vote.

3. A poll on the election of a chairperson or on the question of an adjournment must be taken immediately. A poll demanded on other matters must be taken when and in the manner the chairperson directs.
4. The corporation can seek assistance from the Australian Electoral Commission to facilitate voting at AGM and/or general meetings as the directors deem reasonable.

#### **4.12 Proxies**

1. Members can appoint a member as proxy to attend meetings and vote for them.
2. Proxies can also speak at meetings and join in demanding a poll. They can vote if their appointment allows them to.
3. A proxy appointment must contain the member's name and address, the corporation's name, the proxy's name, the meeting where the proxy is going, and it must be signed by the member.
4. The corporation must receive the proxy's appointment at least 48 hours before the meeting.
5. A member must not be a proxy for more than one member at a time per meeting.

### **5. Directors**

#### **5.1 Number of directors**

1. The number of directors of the corporation is decided by resolution at a general meeting.
2. The minimum number is three directors (excluding any associate members that are non-member directors), and the maximum number is 5 directors (excluding any non-member directors).

#### **5.2 Eligibility of directors**

A director must be:

1. at least 18 years old
2. a member but may also be a non-member subject to Rule 5.6 herein.
3. an Aboriginal or Torres Strait Islander person
4. not employed by the corporation as a paid employee.
5. lodge a written expression of interest detailing, their experience, knowledge, skills, reference two independent people and a brief explanation on why he/she wants to be a director of the corporation.
6. provide a copy of a current Australian wide police check attached to their expression of interest.

### **5.3 Majority of director requirements**

A majority of directors of the corporation must:

1. be individuals who are Aboriginal or Torres Strait Islander people
2. usually reside in Northern Territory of Australia
3. be members of the corporation
4. not be employees of the corporation.

The chief executive officer (CEO) may be required from time to time to attend meetings, however his/her role will be to present reports, operational issues such as staffing, resources, financial and any other matter that directors must be informed about.

### **5.4 How to become a director**

1. A member that is seeking to be a director must apply in writing detailing the following: name, address, expression of interest detailing why such member is choosing to be a director of the corporation, skills, capabilities and level of commitment.
2. The corporation can appoint a director by resolution passed at a general meeting based on written expression of interest.
3. Directors must give the corporation their consent in writing to act as a director before being appointed.
4. The corporation must send the Registrar the director's personal details within 28 days after they are appointed. The corporation can use the Registrar's *Notification of a change to corporation officers' details* form.

### **5.5 Directors' terms of appointment and rotation**

Directors are appointed at the AGM on a rotation of a term for two years, so that half the director's appointment expires each year. They are eligible to be re-elected.

The rotation system is as follows:

1. The director of the corporation at the time these rules were approved will only hold office until the next AGM and will be eligible to be re-elected.
2. At the next AGM half of the directors (including the chairperson if you have one) will be appointed for the term of two years. The other directors will be appointed for a term of one year. The AGM minutes must record the term of each director appointed.
3. Half of the directors are appointed at the AGM for a term of one year. They are eligible to be re-elected.

### **5.6 How to become an independent or specialist non-member director**

1. The directors may appoint non-member directors. Non-member directors may be selected because they're independent or have skills in financial management, corporate governance, accounting, law or a field relating to the corporation's activities.
2. Non-member directors must give the corporation their written consent to become a director before being appointed. Non-member directors are appointed for the term specified by the directors in their appointment. Non-member directors cannot be appointed for a term of more than two years, but they can be reappointed.

### **5.7 How to become an office bearer (for example, chairperson, vice-chairperson, treasurer)**

1. Chairperson can be appointed and/or rotated in the position. The chairperson will be responsible for chairing meetings, spokesperson for the corporation and offer leadership to other directors.
2. The office bearers are directors of the corporation and are elected by the directors at their first directors meeting after the AGM.
3. Refer to the corporation's Governance Charter which outlines detailed roles and responsibilities of directors.
4. The number of directors is 5 directors which include:
  - a) Chairperson
  - b) Deputy Chairperson
  - c) A secretary
  - d) A treasurer

### **5.8 How to fill vacancies**

1. Directors can fill casual director vacancies, including office bearers.
2. Directors can appoint someone as a director to make up a quorum. Their appointment must be confirmed by resolution at the next general meeting or they cease being a director.

### **5.9 How to cease being a director**

A person ceases to be a director due to a number of events, as follows:

1. When a director dies.
2. When a director resigns, in writing.
3. When a director's appointment expires.
4. When a director is removed as a director by the members or the other directors.

5. When a director is disqualified from managing a corporation.

When a person ceases to be a director, the corporation must send the Registrar such director's personal details within 28 days from the day such person ceased being a director. The corporation can use the Registrar's *Notification of a change to corporation officers' details* form

#### **5.10 How to remove a director**

By the members:

1. A notice for a resolution to remove a director must be given to the corporation at least 21 days before the next relevant general meeting (or AGM).
2. The corporation must give the director concerned a copy of the notice as soon as possible.
3. The director can give the corporation a written statement and speak at the meeting. The statement must be given to everyone entitled to notice of the meeting (see rule 4.5).

By other directors:

1. Directors can only remove a director if the director fails to attend three or more consecutive directors' meetings without a reasonable excuse.
2. Directors must give the director a notice in writing and they must give the director 14 days to object in writing.
3. If the director objects, they cannot remove the director. The director can only then be removed at a general meeting by resolution.

#### **5.11 Directors' and officers' duties**

The duties are:

1. a duty of care and diligence
2. a duty of good faith
3. a duty to disclose a conflict of interest (material personal interest)
4. a duty not to improperly use position or information
5. a duty to not trade while insolvent.

The business of the corporation is to be managed by or under the direction of directors. The directors may exercise all the powers of the corporation except any that the Corporations (Aboriginal and Torres Strait Islanders) Act 2006 "CATSI Act" or this Rule Book requires the corporation to exercise in a general meeting.

#### **5.12 Conflict of interest (material personal interest)**

A director who has a material personal interest in a corporation matter must tell the other directors. The directors will keep registered record of all and any conflict of interest in a register of conflict of interest as they present themselves at directors' meetings.

The director must give details of what the interest is and how it relates to the corporation. These details must be given at a directors' meeting as soon as

possible, and must be recorded in the minutes of the meeting and the register of conflict of interest.

A director who has a material personal interest must not:

- a) be present at the directors' meeting while the matter in question is being considered. It must be noted in the minutes that the director has excluded themselves from the meeting.
- b) vote on the matter

unless allowed to do so under the CATSI Act.

### **5.13 Payment**

1. A director cannot be paid a salary or sitting fees for their work as directors.
2. Directors may be paid if they are employed by the corporation, or if they have a contract to provide goods or services to the corporation (so long as the director has exercised any duty to disclose a conflict of interest and has followed the processes detailed in 5.12 and 5.14).
3. The corporation may pay the directors' travelling and other expenses for attending meetings or to do with other corporation business.

### **5.14 Related party benefit**

If a corporation wants to give a financial benefit to a director or related party (such as a spouse, child or parent of a director) it must comply with part 6.6 of the CATSI Act and, where required, follow the procedure to get the approval of the members.

### **5.15 Delegation**

Directors can pass a resolution to delegate any of their powers to:

1. another director
2. a sub-committee
3. an employee of the corporation
4. any other person.

The delegate must follow the directions of the directors when using the delegated powers. Directors will undertake the following to give clear delegated roles to delegates referred to in Rule 5.15 (1) through (4). Directors will ensure the following:

- a) seek expression of interest in writing from members, staff, non-member directors, associate members to participate as a delegate. The delegate will be required to put in writing their name, role and how they will contribute as a delegate to the corporation.
- b) Directors may appoint a non-member director and/or seek direct appointment to undertake a delegate role. A resolution must be documented and recorded.
- c) Directors must develop clear terms of reference, roles and responsibilities, communication and monitoring process to the delegate referred to in Rule 5.15 (1) to (4);

- d) Outline roles and responsibilities and level of delegation power e.g.; can be to inform and/or make a decision concerning detail level of decision making directors are delegating;
- e) Provide details and how this delegated power will be monitored and performance managed by directors;
- f) Detail communication process from directors to delegated group referred to in Rule 5.15 (1) to (4).

With relation to the establishment of sub-committees, directors are authorised to establish and monitor sub-committees within the corporation exercising their power of delegation as set out in Rule 5.15. A number of approved sub-committees: are as follows:

- a) risk and financial management subcommittee
- b) churches subcommittee
- c) remote area members subcommittee
- d) alcohol and other drug agencies subcommittee

Directors have the option to further add other subcommittees as the corporation determines from time to time.

#### **5.16 Directors' meetings**

1. Directors must meet at least every three months.
2. The directors will usually decide at a meeting when and where the next meeting will be.
3. A director can call a meeting by giving reasonable notice to all the other directors.

#### **5.17 Quorum for directors' meetings**

A majority of the directors must be present at all times during the meeting.

#### **5.18 Chairing directors' meetings**

1. The directors can elect a director to chair their meetings.
2. Directors must decide how long a particular director will be the chairperson.

#### **5.19 Using technology**

Directors' meetings can be held at more than one place using any technology, as long as all directors agree to it.

#### **5.20 Resolutions at directors' meetings**

1. A resolution of directors must be passed by a majority of the votes.
2. Each director is entitled to one vote. The chairperson has a vote, plus a casting vote.
3. Resolutions can be passed without a directors' meeting if all directors sign a statement saying that they are in favour of it. These types of meeting can be referred to as out of session meetings as long as they have quorum, documented and minuted, endorsed at the following directors' meeting.

## **6. Contact person or secretary**

1. The contact person or secretary must be at least 18 years old.
2. The directors appoint a contact person or secretary.
3. The directors decide the contact person or secretary's pay and terms and conditions of employment, if any.
4. The contact person or secretary must pass on any correspondence received to at least one of the directors within 14 days.
5. The contact person or secretary must give the corporation their consent in writing to become a contact person before being appointed.
6. The corporation must send the Registrar a contact person or secretary's personal details within 28 days after contact person is appointed. (See *Notification of a change to corporation officers' details form*)

## **7. Records**

The corporation must keep the:

1. minutes of meetings (in writing or as an audio or video recording)
2. rule book (constitution)
3. register of members and former members
4. names and addresses of directors, officers and the contact person
5. financial records that correctly record and explain the corporation's transactions and financial position which would enable true and fair financial reports to be prepared and audited.

These records must be kept at the corporation's document access address or registered office.

## **8. Finances**

The corporation must follow these procedures.

1. All money of the corporation must be deposited into a corporation bank account.
2. The corporation must give receipts for all money it receives.
3. All payments made out of the corporation's money must be supported by adequate documents which explain the nature and purpose of the payment.
4. All accounts must be approved for payment at a directors' meeting or in accordance with valid delegations.
5. All cheques, withdrawal forms, electronic funds transfer (EFT) transactions, and other banking documents must be signed by at least two directors.

## **9. Application of funds**

Directors can use the money and property of the corporation to carry out its business. They cannot give the money and property to members of the corporation.

Note: This rule does not stop the corporation from making reasonable payment to:

- a member in their capacity as an employee
- a member under a contract for goods or services provided.

## **10. Winding up**

The winding up of the corporation will follow the CATSI Act. If the corporation is wound up all debts, liabilities and cost of winding up must be paid first. In the event, the corporation has entered into any public funding agreement the terms of such agreement must be met before any surplus assets are declared to be available and a respective audited report made available to the public funding counterparty.

Upon winding up, all and any surplus assets left over must be distributed in accordance with a Distribution Plan to be formulated and approved by the members and passed by special resolution requiring seventy five (75) per cent of the votes of the members present and entitled to vote.

Surplus assets of the corporation cannot be given to any member or any person to be held on trust for any member.

The Distribution Plan must be submitted to the Registrar for approval. In the event, the Registrar withholds approval the Distribution Plan must either be re-drafted by the members in accordance with the Registrar's proposals or filed before the Court for adjudication.

## **11. Dispute resolution**

1. If a dispute arises, the parties must first try to resolve it themselves.
2. If the dispute is not resolved within 10 business days, any party may give a dispute notice to the other parties.
3. The dispute notice must be in writing and must say what the dispute is about. A copy of the dispute notice must also be given to the corporation.
4. The directors or any of the dispute parties may ask the Registrar for assistance.
5. The directors must help the parties resolve the dispute within 20 business days after the corporation receives the notice.
6. If the directors cannot resolve the dispute, it must be put to the members to resolve at a general meeting.

## **12. Changing the rule book**

The rule book can be changed by passing a special resolution which must be passed by 75 per cent or more of the members present and entitled to vote at the general meeting. The proposed changes must be set out in the notice of the general meeting.

Within 28 days after the resolution is passed, the corporation must send the Registrar a completed *Request to change corporation rule book form* together with copies of the:

- a) rule book changes
- b) special resolution
- c) minutes of the meeting.

The changes do not take effect until the new rule book is registered by the Registrar

## Schedule 1 (a) -Application for membership



### CAAPS Aboriginal Corporation

60 Boulter Road, Berrimah NT 0828 – PMB 22, Berrimah NT 0828

Phone: (08) 8922 4800 Fax: (08) 8922 4832

E-mail: [caaps@caaps.org.au](mailto:caaps@caaps.org.au)

Website: [www.caaps.org.au](http://www.caaps.org.au) ABN: 2498 1990 592

## MEMBERSHIP APPLICATION

Name \_\_\_\_\_

Contact Address / Community

\_\_\_\_\_  
\_\_\_\_\_

My reasons for wanting to be a member of CAAPS under the Rule Book are

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I \_\_\_\_\_ declare I have no known conflict of interest at the time of applying for membership, and I am of Aboriginal or Torres Strait Islander descent.

Signed \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

### For Office Use Only

CAAPS Board Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Applicant Notified \_\_\_\_\_ Board Contact person \_\_\_\_\_:

Entered into membership list \_\_\_\_\_ *Or CAAPS signatory*)

**Schedule 1(b) -Application for Associate Membership**

**CAAPS Aboriginal Corporation**

60 Boulter Road, Berrimah NT 0828 – PMB 22, Berrimah NT 0828

Phone: (08) 8922 4800 Fax: (08) 8922 4832 E-mail:

[caaps@caaps.org.au](mailto:caaps@caaps.org.au)

Website: [www.caaps.org.au](http://www.caaps.org.au) ABN: 2498 1990 592



**CAAPS ASSOCIATE  
MEMBERSHIP APPLICATION**

Name \_\_\_\_\_

Contact Address / Community

\_\_\_\_\_  
\_\_\_\_\_

My reasons for wanting to be a member of CAAPS under the Rule Book are

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I \_\_\_\_\_ understand I am unable to be a voting member if I am not of Aboriginal or Torres Strait Islander descent. My role will be advisory only.

Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**For Office Use Only**

CAAPS Board Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Applicant Notified \_\_\_\_\_ Board Contact person \_\_\_\_\_:

Entered into membership list \_\_\_\_\_ (Or CAAPS signatory)

## Schedule 2 Appointment of proxy form



### CAAPS Aboriginal Corporation

60 Boulter Road, Berrimah NT 0828 – PMB 22, Berrimah NT 0828

Phone: (08) 8922 4800 Fax: (08) 8922 4832

E-mail: [caaps@caaps.org.au](mailto:caaps@caaps.org.au)

Website: [www.caaps.org.au](http://www.caaps.org.au) ABN: 2498 1990 592

### Appointment of proxy

I, \_\_\_\_\_ (full name of member)

of \_\_\_\_\_ (address of member)

am a member of the corporation.

I appoint \_\_\_\_\_ (full name of proxy)

of \_\_\_\_\_ (address of proxy)

as my proxy to vote for me on my behalf at the general meeting of the corporation  
(Annual General Meeting or other general meeting, as the case may be) to be held  
on

\_\_\_\_\_ (insert date of meeting)

and at any adjournment of that meeting.

Signature of  
member  
appointing proxy

Date

NOTE: A proxy vote may be given to a member of the corporation or another person.  
Check your corporation's rule book for rules about proxies—section 201-90 of the  
CATSI Act.

## Schedule 3—Consent to become a director form



### CAAPS Aboriginal Corporation

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### Consent to become a Director

I, \_\_\_\_\_ (first and last name of person) ( residential  
of \_\_\_\_\_ address, a postal address is not sufficient)

give consent to become a director of the corporation.

I confirm my date \_\_\_\_\_ (date of birth)  
of birth was

and my place of \_\_\_\_\_ (place of birth)  
birth was

I also acknowledge I am automatically disqualified from managing corporations if I:

- have been convicted of an offence under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act) that is punishable by imprisonment for more than 12 months
- have been convicted of an offence involving dishonesty that is punishable by imprisonment for at least three months
- have been convicted of an offence against the law of a foreign country that is punishable by imprisonment for more than 12 months
- are an undischarged bankrupt
- have signed a personal insolvency agreement and have not kept to the agreement
- have been disqualified under the *Corporations Act 2001* from managing corporations

and I will notify the corporation if any of the above events occur after my appointment.

Signature of  
person

Date

NOTE: This form should be completed and given to the corporation **before** the person is appointed as a director—section 246-10(1) of the CATSI Act.

The period of automatic disqualification is set out in sections 279-5 and 279-10 of the CATSI Act.