

The rule book of

AbSec – NSW Child, Family and Community Peak Aboriginal Corporation



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

The rule book contents

1.	Name.....	3
2.	Objectives.....	3
3.	Members	4
4.	General meetings and AGMs (members' meetings)	12
5.	Directors.....	18
6.	Contact person or Secretary	27
7.	Secretary and Treasurer	28
8.	Records.....	28
9.	Finances	29
10.	Application of funds.....	30
11.	Dispute resolution	30
12.	Changing the rule book	31
13.	Gift fund rules.....	31
14.	Winding up	32
15.	Definitions and interpretation.....	32
	Schedule 1—Appointment of proxy form	1
	Schedule 2—Consent to become a Director form	2
	Schedule 3—Code of Conduct Form	3
	Schedule 4—Statement of Commitment	4

1. Name

The name of the corporation is: AbSec – NSW Child, Family and Community Peak Aboriginal Corporation.

2. Objectives

The corporation will use its funds to improve outcomes and support Aboriginal children, families and communities in NSW by.

- a. operating as a peak body to advocate and inform government, key organisations and other agencies on issues faced by Aboriginal children and young people, families, people with disability (as it relates to service provision) and communities;
- b. assisting, supporting and advocating for Aboriginal people and communities in achieving self-determination and a safe, secure and caring environment for their children and young people through Aboriginal organisations wherever possible;
- c. assisting, supporting and advocating for Aboriginal organisations in providing quality services, underpinned by Aboriginal cultural values, for Aboriginal children and young people, their families, people with disability, carers and communities;
- d. providing and supporting, information and networking opportunities for Aboriginal child and family organisations providing services for Aboriginal children, young people, families, people with disability and communities, including early childhood, early intervention, housing, homelessness, child protection, out of home care and other social justice/welfare related services;
- e. strengthening links between Aboriginal child and family organisations to support organisations in providing high-quality services for Aboriginal children and young people, families, people with disability and communities in NSW;
- f. identifying and delivering on training needs in the Aboriginal child and family system and in disability services and identify opportunities to increase access or arrange for relevant and appropriate training through subsidiary or partner entities, as required;
- g. operating any subsidiary entities, as required, that aim to fulfil the corporation's objectives, without causing compliance issues related to the corporation's deductible gift recipient status;
- h. working towards achieving self-determination for all Aboriginal people and communities, and build a safe, secure and caring environment for their children and young people, surrounded by culture;
- i. supporting Aboriginal organisations to deliver quality, holistic support for all Aboriginal children, young people, families and carers;
- j. provide and support opportunities for continual learning, growth, improvement, and change for organisations delivering Aboriginal child and family support;

- k. represent the interests, and inform government and key stakeholders of the issues facing Aboriginal children, young people, families, carers and communities;
- l. advancing Aboriginal workforce development to ensure a strong and capable workforce that is ready and equipped to meet the support needs of Aboriginal children, young people, families and communities; and
- m. operating and maintaining a gift fund to be known as 'The AbSec – NSW Child, Family and Community Peak Aboriginal Corporation Gift Fund' in accordance with the requirements of the *Income Tax Assessment Act 1997*.

3. Members

3.1 Who is eligible to apply for membership?

The Corporation will maintain two categories of members being:

Category A: Aboriginal controlled community organisations - with majority Aboriginal membership demonstrating support for the aims and objectives of the Corporation, and delivering any Aboriginal child and family services such as early intervention, family support, child protection, out of home care, or family preservation and restoration. (Each Category A member can nominate one representative who must be an individual Category B member of the Corporation. On acceptance as a Category A Representative, the member will be called a 'Category A member representative' and will have the rights and responsibilities of Category A members as per rule 3.2.)

Category B: Aboriginal Individuals as defined in the definitions in rule 15, residing in NSW with a demonstrated support for the vision, aims, objectives and policy directions of the corporation

Members cannot be current or past employees within 24 months of ceasing employment with the corporation.

Rights and Obligations of Members and Member Representatives

Category A member representatives as defined in rules 3.1 and 3.2:

- may be nominated for, stand, and be elected as Directors of the corporation
- may nominate and vote for the appointment of Directors of the corporation at any legally constituted general meeting as set out in rule 4.11
- may receive notice of the corporation's general meetings
- may attend the corporation's general meetings
- may participate in the corporation's general meetings
- must agree with and demonstrate support for the corporation's objectives as set out in rule 2
- may vote at a general meeting of the corporation as set out in rule 4.11

- receive information about the corporation's activities and
- must abide by membership standards and Code of Conduct as determined by the rule book and board of Directors.

Category B members:

- may be nominated for, stand, and be elected as Directors of the corporation
- may receive notice of the corporation's general meetings
- may attend the corporation's general meetings
- may participate in the corporation's general meetings
- must agree with and demonstrate support for the corporation's objectives as set out in rule 2
- cannot nominate any person to be a Director of the corporation other than outlined in rule 3.2
- may vote at a general meeting of the corporation as set out in rule 4.11
- may receive information about the corporation's activities and
- must abide by membership standards and the Code of Conduct as determined by the rule book and board of Directors.

At all times, at least 51% of the corporation's members must be Aboriginal people.

Observers:

The board may at its discretion and by motion, directly appoint up to two observers as per Division 158 of the CATSI Act, known as Advisors, for a period of up to two years who will have the requisite skills to progress the aims of the corporation. These skills may include expertise in such areas as finance, law, fund raising, or any other skills identified.

These Advisors:

- can be observers or Category A or B members of the corporation,
- must abide by the code of conduct as determined by the rule book and board of Directors.
- if they are not members under rule 3.1 (if they are not from Category A or B members) they do not have any right to vote on any motion at any meeting.
- may attend and participate in board meetings by invitation only.
- are entitled to attend a general meeting of the corporation.

3.2 How to become a member

All categories must provide a written application to become a member stating the category of membership being applied for and demonstrating how they meet the criteria to be a member of that category.

Category A Members

- Category A member means an incorporated body or a legal entity as defined by AbSec's ACCO definition, who are members as per rule 3.1.
- who support and can demonstrate their support for the objectives of the corporation and
- agree to comply with the corporation's rule book, standards/Code of Conduct, including paying any applicable joining or membership fees.

An application for membership must be accompanied by a nomination and endorsement of applicant by a current Category A member organisation of the corporation, in such form as the Board from time to time prescribes.

Once the Category A application for membership is approved under this rule, only then may that member organisation nominate an individual Category B member to represent them on any board or committee.

Category B Members

- can demonstrate being an Aboriginal person as defined in the Rule Book, by confirmation or statutory declaration.
- must be nominated by one Category A or B member.
- A person who supports the objectives of the corporation is eligible to apply to be a member of the corporation.

Advisors

- Can only be appointed as per rule 3.1.

A person may apply to become a member of the corporation by writing to the Secretary in such form as the Board from time to time prescribes, stating that they:

- support and can demonstrate their support for the objectives of the corporation
- want to become a member of the corporation under a particular category of membership
- agree to comply with the corporation's rule book, standards / Code of Conduct, including paying any applicable joining or membership fees.

An application for membership must be accompanied by a nomination or endorsement of the applicant by a current member of the corporation, in such form as the Board from time to time prescribes.

In this rule, 'person' means an individual, an incorporated body or an unincorporated body.

An individual or organisation needs to be eligible under rule 3.1.

The Directors will consider and decide membership applications by resolution at a Directors' meeting.

The Directors must consider all applications for membership within a reasonable period after they are received.

The Directors must not accept an application for membership of the corporation unless the applicant:

- applies according to rule 3.2 and
- meets all the eligibility for membership requirements.

The person's name, address and date they became a member is put on the register of members.

If the Directors approve an application by resolution at a Directors' meeting, the Secretary must as soon as possible:

- write to the applicant to tell them that their application was approved
- if applicable, request payment within 28 days or any fees payable in accordance with this rule book
- subject to receipt of any payment requested under rule 3.5, enter the new member on the register of members, under the relevant class of membership as set out in rule 3.1.

The Directors may refuse to accept a membership application even if the applicant has applied in writing and complies with all the eligibility requirements. If they do so, they must write to the applicant about the decision and the reasons for it.

A person does not become a member until their name is entered on the corporation's register of members. This must be done within 14 days after the Directors approve the membership application.

However, the corporation must not enter the person on the register of members until after the relevant general meeting or annual general meeting (AGM) has been held, if:

- a person applies for membership after a notice has been given for a general meeting or AGM
- the general meeting or AGM has not been held when the Directors consider the person's application.

Note: An application for membership form shall be in such form as the Board from time to time prescribes.

3.3 *Members' rights*

Category A member representatives and Category B members can:

- attend, speak, and vote at general meetings
- be made a Director (if the member is eligible to be a Director—see rules 3.1, 3.2 and 5.3 on eligibility of Directors)
- put forward resolutions at general meetings, under rule 4.3
- ask the Directors to call a general meeting under rule 4.3
- look at the members register free of charge
- look at the minutes of general meetings and AGMs (free of charge)
- look at the rule book or get a copy (free of charge)
- raise a dispute and have a dispute dealt with using rule 11
- look at the internal governance documents and any other books of the corporation subject to section 72-5 of CATSI Act, and the Privacy Act.

Observers and Advisors may:

- observe at general meetings
- request a copy of the corporation's rule book or internal governance framework rules. The corporation must provide to the Observers and Advisors a copy of the corporation's internal governance framework rules (to be provided within seven days, free of charge) subject to section 72-5 of CATSI Act, and the Privacy Act.

3.4 *Members' responsibilities*

A member must:

- comply with the CATSI Act and the Corporation's rule book
- let the corporation know if they change their contact details, and any change of representative for Category A members
- treat other members with respect
- Category A and B members must sign and abide by code of conduct or statement of commitment
- sign, abide by and update the membership conflict of interest form
- not behave in a way which significantly interferes with operation of the corporation or of corporation meetings

All members should attend general meetings (including AGMs) or give their apologies.

3.5 *Membership fee*

When requested by the corporation, Category A members must, on admission to membership, pay to the corporation a joining fee, the value of which, may differ depending on the category of membership, annual organisational turnover and as determined by the corporation's Directors and reviewed bi-annually.

Category A members must also pay the corporation an annual membership fee, prior to 30 June each year, the value of which, may differ depending on the category of membership. It will be as determined by the corporation's Directors and reviewed bi-annually.

Category B members do not pay the corporation a joining fee or an annual membership fee.

3.6 Liability of members

The members do not have to pay the corporation's debts if the corporation is wound up.

3.7 How to stop being a member

A person or representative of an organisation under Category A membership or a Category B membership stops being a member if:

- a. they resign in writing
- b. they pass away
- c. becomes of unsound mind or becomes mentally incapacitated or if the member or his or her estate is liable to be dealt with in any way under the laws relating to mental health
- d. become bankrupt or insolvent
- e. are wound up or otherwise dissolved or deregistered (for an incorporated member)
- f. they provide a false or misleading statement in their application for membership
- g. expelled under rule 3.8 or 3.9
- h. convicted of an indictable offence
- i. they act in contravention of this rule book or in contravention of the Code of Conduct or statement of commitment and have received written notice from the Secretary or a Director of the corporation advising of same
- j. they are not contactable for a period of two years and efforts have made prior to the calling of a general meeting and attempts to contact have been made as per section 150-25 of the CATSI Act. This cancellation will be made by a special resolution at a general meeting.
- k. they become an employee of the corporation
- l. if a Category A member fails to make payment of any fees payable prior to 30 June under this rule book provided that:
 - the corporation has either invoiced the member in respect of the fees payable, or notified the member in writing that the member owes a specified amount of fees to the corporation
 - the Secretary or a Director of the corporation sends written notice to the member, referencing the amount of fees owed by the member and stating that the corporation will terminate the member's membership unless the member pays all fees by 30 June
 - the member fails to make full payment of fees by 30 June receiving a notice in the form set out in rule 3.7 l.

A person's membership can be cancelled by the Directors passing a resolution at a Directors' meeting, provided that the member is not (or has stopped being) eligible for membership as set out in rule 3.7 and their membership is cancelled in accordance with rule 3.8 or 3.9.

When a person stops being a member, the corporation must put their name, address and the date they stopped being a member on the register of former members.

Nothing in this section should be construed to mean that if a person who is a Category A member resigns or stops being a member that this resignation impinges on the rights of that organisation to appoint a new representative.

If the representative was a Director at the time of resignation that new nominated representative will automatically become a member of the board of Directors if they are eligible to be a Category B member. This right is conferred until the expiration of the term of the resigning representative.

3.8 *Cancelling membership*

A person's membership can be cancelled by members passing a special resolution at a general meeting if the member:

- can't be contacted for two years
- misbehaves in contradiction of the corporation's policies and procedures
- is in breach of Code of Conduct or Statement of Commitment
- is not an Aboriginal person

The Directors must give the person notice of the cancellation of their membership at the person's last known address as soon as possible after the special resolution is passed.

When a person's membership is cancelled the corporation must put their name, address and the date they stopped being a member on the register of former members.

3.9 *Directors' limited right to cancel membership*

For grounds not covered by rule 3.8, a person's membership can be cancelled by the Directors passing a resolution at a Directors' meeting if the member is not or stops being eligible for membership as set out in rule 3.1.

To do this, the Directors must write to the member to tell them:

- the Directors are going to cancel their membership
- the member has 14 days to object to the planned cancellation
- if the member objects, they must write to the corporation to say so
- allow the member 14 days to object in writing to the intended cancellation.

If the member does not object, the Directors must cancel the membership by passing a resolution at a Directors' meeting. Then give the former member a copy of the resolution.

If the member objects, the Directors cannot cancel the membership. The membership can only be cancelled by members passing a resolution at a general meeting.

3.10 The register/s of members and former members

The register/s must contain:

- the names and addresses of members and former members
- any alternative address nominated by the member for the service of notices
- category of membership
- the date when each person's name was added to the register
- for former members, the date when they stopped being a member.

The register/s of members and former members must be kept at the corporation's document access address or, if it is a large corporation, its registered office.

Information that is accessed from the register of members must only be used in a manner relevant to the interests or rights of members.

The register of members must be made available at the AGM.

4. General meetings and AGMs (members' meetings)

4.1 AGM timing

An AGM must be held before the end of November each year, unless the Registrar grants an extension under s201-155 of the CATSI Act.

4.2 AGM business

AGM business includes:

- checking the register of members and ensuring a quorum is present
- confirming the minutes of the previous general meeting
- presenting reports: general, financial, Directors'
- opportunities for members as a whole at a general meeting to ask questions about or make comments on the management of the corporation
- electing Directors (if required)
- choosing an auditor (if required) and agreeing on the fee.

4.3 Calling general meetings

The Directors can call a general meeting or an AGM by passing a resolution in a Directors' meeting or by circulating resolution.

The required number of members can request the Directors to call a general meeting.

Number of members in corporation	Number of members required to request a general meeting
2 to 10 members	1 member
11 to 20 members	3 members
21 to 50 members	5 members
51 members or more	10 per cent of members

Members' request to call a general meeting must:

- be in writing
- state any resolutions to be proposed at the meeting
- be signed by the members making the request
- nominate a member to be the contact member on behalf of the members making the request
- be given to the corporation Secretary.

Within the 21 days of receiving the request the Directors must either call the meeting or apply to the Registrar to deny the request.

Directors agree to the request

If the Directors agree to the request, they must call the general meeting within 21 days of receiving the members' request.

Directors apply to the Registrar to deny the request

If the Directors resolve that:

- the request is frivolous or unreasonable or
- complying with the request would be contrary to the interests of the members as a whole

A Director, on behalf of all of the Directors, may apply to the Registrar for permission to deny the request to call a general meeting.

The Directors' application to the Registrar to deny the members' request must:

- be in writing
- set out the reasons why they wish to deny holding the meeting
- be made within 21 days after the members' request for a meeting was made.

The Directors must give notice to the contact member that they have applied to the Registrar to deny the request.

4.4 General meeting business

General meetings business includes:

- confirming the minutes of the previous general meeting
- considering the business or resolutions in the notice of meeting.

4.5 Notice for general meetings and AGMs

At least 21 days' notice must be given.

Notice must be given to:

- each member individually
- the Directors
- the contact person or Secretary
- the auditor (if the corporation has one).

The notice must set out:

- the place, date and time for the meeting
- the business of the meeting
- if a special resolution is being proposed, the exact wording of it
- any technology to be used in the meeting (if required)
- if a member can appoint a proxy.

Notices must be given to each member individually. This can be done by sending by post to their address, by fax, by email or via social media. In addition to individual notice, a corporation can also give notice in a manner which follows Aboriginal custom.

A notice of meeting:

- sent by post is taken to be given three days after it is posted
- sent by fax, or other electronic means, is taken to be given on the business day after it is sent.

Notice of a meeting may be provided less than 21 days before the meeting if for:

- an annual general meeting, all the members entitled to attend and vote at the annual general meeting agree beforehand
- any other general meeting, members with at least 95% of the votes that may be cast at the meeting agree beforehand.

Notice of a meeting cannot be provided less than 21 days before the meeting if a resolution will be moved to:

- remove a Director
- appoint a Director in order to replace a Director who was removed
- remove an auditor.

4.6 *Members' resolutions*

The required number of Category A member representatives that can propose a resolution by giving notice of it to the corporation in writing is six.

The required number of Category B members that can propose a resolution by giving notice of it to the corporation in writing is:

Number of Cat B members in corporation	Number of Cat B members required to propose a resolution
2 to 10 members	= 1 member
11 to 20 members	= 3 members
21 to 50 members	= 5 members
51 members or more	= 10 per cent of members

The notice must set out the resolution in writing and must be signed by the members proposing it.

The corporation must give notice of the resolution to all members in the same way as rule 4.5.

The corporation must consider the resolution at the next general meeting which is being held more than 28 days after the notice from the members has been given to the corporation.

4.7 *Resolutions without a general meeting*

The corporation may pass a resolution without a general meeting being held if all the members entitled to vote on the resolution sign a document stating that they are in favour of it. Each eligible member must sign.

Auditors cannot be removed by a resolution without a general meeting.

Separate copies of a document under this rule may be used for signing by members if the wording of the resolution and statement is identical in each copy.

A resolution under this rule is passed when the last member signs.

The corporation in passing a resolution under this rule without holding a meeting satisfies any requirement in the Act:

- a. to give members information or a document relating to the resolution—by giving members that information or document with the document to be signed
- b. to lodge with the Registrar a copy of a notice of meeting to consider the resolution—by lodging a copy of the document to be signed by members
- c. to lodge a copy of a document that accompanies a notice of meeting to consider the resolution—by lodging a copy of the information or documents referred to

- d. the passage of the resolution satisfies any requirement in the Act, or the corporation's rules, that the resolution be passed at a general meeting.

4.8 Quorum at general meetings and AGMs

The quorum for a general meeting or annual general meeting will be five Category A members and two Category B members.

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 and the same place. If there is no quorum, the meeting is cancelled.

How to count the quorum

To work out if there is a quorum:

- count each member present at the meeting (if a member also holds a proxy, that member is only counted once)

4.9 Chairing general meetings and AGMs

The Directors can elect someone to chair the meeting. If they don't, the members must elect a Director or member to chair.

4.10 Using technology at general meetings and AGMs

General meetings and AGMs can be held at more than one place using any technology that gives members a way of taking part but the type of technology to be used must be set out in the notice of meeting.

4.11 Voting at general meetings and AGMs

Each Category A and Category B member has one vote per member.

The chairperson has one vote (if he or she is a member) plus a casting vote.

A challenge to a right to vote at a meeting may only be made at the meeting, and must be determined by the chairperson, whose decision is final.

A resolution is decided by majority on a show of hands, unless a poll is demanded under rule 4.12. The chairperson tells the meeting whether they have received any proxy votes and how they are to be cast.

The chairperson declares the results of the vote, on a show of hands, or when a poll is demanded.

4.12 Demanding a formal count (i.e. a poll)

Either the chairperson or any member entitled to vote on the resolution can demand a poll. A poll is a formal count of votes.

A poll can be held instead of, or immediately after, a vote decided by majority on a show of hands.

A poll demanded on any matter must be taken immediately. The chairperson of the meeting directs how the poll will be taken.

4.13 Proxies at general meetings and AGMs

Members can appoint another member as their proxy to attend meetings and vote for them.

A person appointed by a member as their attorney under a power of attorney may not give a proxy to another member or person to attend meetings and vote for them.

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.

Note: An appointment of proxy form is at Schedule 1—Appointment of proxy form of this rule book.

The corporation must receive the proxy's appointment at least 48 hours before the meeting.

A person must not be a proxy for more than three members.

4.14 Other people at general meetings and AGMs

A person appointed by a member as their attorney under a power of attorney may not, in their capacity as attorney, attend general meetings and AGMs or vote for the member, whether personally or through a proxy.

The chairperson may allow any person (excluding an attorney) other than a corporation Director, member, proxy (if proxies are allowed) or auditor to attend general meetings and AGMs. But the person cannot propose or vote on resolutions.

4.15 Postponing a general meeting or AGM

After notice has been given for a general meeting or AGM the Directors can decide to postpone the meeting (this means, delay or reschedule the meeting for a later date) if there are exceptional reasons for doing so (such as the death of a community person or a natural disaster).

The Directors postpone the meeting by passing a resolution in a Directors' meeting. A postponed meeting must be held within 30 days of the date that the meeting was due to occur.

If during the holding of a general meeting or AGM a quorum is present, a general meeting must be adjourned (postpone) if a majority of members present direct the chairperson to adjourn it. Only unfinished business may be dealt with at a meeting resumed after an adjournment.

The Directors must give reasonable notice of the postponement and give each member individually a notice of the postponed meeting setting the new date, time and place.

5. Directors

5.1 *Role of Directors*

The Directors oversee the running of the corporation on behalf of all members, make decisions about the affairs of the corporation, and should always be aware of what the corporation and its employees are doing. The Directors set the direction for managing, the business of the corporation, and appoint the Chief Executive Officer to manage the business of the corporation within delegation.

The Directors may exercise all the powers of the corporation except any that the CATSI Act or this rule book requires the corporation to exercise in a general meeting.

5.2 *Number of Directors*

The number of Directors of the corporation is seven.

If there are seven nominees for the board of Directors and each of the positions and requirements set out in rule 5.3 can be met by the nominees, the members must resolve to accept all of the nominations accordingly.

If there are less than seven nominees for the board of Directors and the positions and requirements set out in rule 5.3 can be met by the nominees, albeit with some vacancies, the members must resolve to accept all of the nominations accordingly.

If there are more than seven nominees for the board of Directors, subject to the positions and requirements set out in rule 5.3, any contested positions on the board of Directors, including office bearer positions, must be determined by way of a secret ballot of members, conducted in accordance with the below.

Unless otherwise determined by the chairperson, a secret ballot will:

- a. be conducted at a general meeting
- b. provide Category A and B members with one vote only per member in respect of each contested position.
- c. require eligible voters to write the name of their preferred nominee(s), for any contested position(s) on a piece of paper and deposit the piece of paper into a sealed non-transparent box
- d. determine the appointment of any contested position(s) on a majority vote basis
- e. require all votes to be counted by any two office bearers (or Scrutineers appointed by a majority of the Directors) , provided that the office bearer himself or herself is not a nominee for the purposes of the secret ballot, or
- f. if there are less than two office bearers or less than two office bearers eligible to count the votes, require all votes to be counted by two eligible members of the corporation (or Scrutineers appointed by a majority of the Directors), who themselves are not nominees for the purpose of the secret ballot, as appointed by the chairperson.

To change the number of Directors, members need to pass a special resolution at a general meeting or AGM to change the rule book. Such a resolution needs to be in the notice calling that meeting.

5.3 Eligibility of Directors

A Director must:

- be a Senior Aboriginal Executive Representative from a Category A organisation with relevant experience, expertise and nominated by an eligible Aboriginal Organisation
- be at least 18 years old
- be an individual who is an Aboriginal person
- be a permanent resident of NSW for the whole term of their Directorship
- belong to the relevant membership category as required under rule 3.1
- For category A members to be nominated by way of notice in writing to the Secretary, nominations must be made by two members eligible to vote and nominated by representatives of their Category A members organisation entitled to vote 10 days prior to AGM
- For category B members to be nominated by way of notice in writing to the Secretary, and nominated by two members eligible to vote. 10 days prior to AGM
- give the corporation their signed consent to act as a Director of the corporation (in the form set out in Schedule 2)
- be eligible to be a Director under the *CATSI Act* or the *ACNC Act 2012*
- must complete or have commenced board governance training within twelve months of being appointed (this does not apply to sitting board members or newly appointed board members who have completed governance training within the previous three years)
- have been a member of the corporation for a minimum of one month
- have demonstrated knowledge and experience in the areas of child protection, out of home care, family support, early intervention, disabilities or related disciplines or finance, governance, law and/or another area that is relevant to the objectives of the Corporation
- prior to appointment, newly appointed Directors must submit their WWCC and agree for the corporation to process their National Police Check. If the newly appointed Director does not have a clear WWCC or if the National Police Check records a criminal offence within the last 10 years, a Director is terminated immediately.
- prior to the first meeting, newly appointed Directors must sign the Director's Code of Conduct, Conflict of Interest forms and Board Confidentiality Policy. If these documents are not signed prior to the first meeting, the Director's appointment could be terminated immediately.

A person is not eligible to become a Director if the person:

- has been disqualified from managing corporations
- has been convicted of a criminal offence in the last 10 years or has at any time been sentenced to imprisonment of more than 12 months

- is an employee of the Corporation at their time of appointment or has been an employee within the last two years prior to their appointment as a Director
- has an immediate family member who is an employee of the corporation
- The chief executive officer (CEO) cannot be a Director.

5.4 How to become a Director

The corporation can appoint a Director by the members passing a resolution at a general meeting or AGM.

If there is a casual vacancy in a Directorship the other Directors can pass a resolution in a Directors' meeting to fill the vacancy (see rule 5.7).

Before being appointed as a Director, the person must give the corporation their consent in writing to act as a Director.

The corporation must notify the Registrar of the Director's appointment and personal details within 28 days after they are appointed.

5.5 Directors' terms of appointment and rotation

Directors are appointed for two years. They must retire at the end of the second year and at AGM after they take office. They are eligible to be re-elected.

If, despite the operation of section 246-25(4) of the CATSI Act, the terms of all Directors expire so that there are no Directors appointed at a particular time, the Directors holding office immediately before the expiry will continue to hold office until the members appoint new Directors or reappoint the existing Directors by resolution at a general meeting.

For Directors appointed at the AGM there is a rotation system, so that one third the Directors must retire at each AGM. They are eligible to be re-elected.

To implement the rotation system:

- one third of the Directors of the corporation at the time these rules are approved will only hold office until the next AGM and must retire. They are eligible to be re-elected.
- chairperson, vice-chairperson, one Director to stand down at the next AGM, then the following AGM Treasurer, one Director, then the following AGM Secretary, one Director
- at every subsequent AGM one third of those Directors that did not retire at the previous AGM must retire. They are eligible to be re-elected.
- newly elected Directors have a term of two years, which ends at the second AGM after they take office. If a Director is replaced during their term, the replacement Director holds office for the remainder of the replaced Director's term.
- the AGM minutes must record the term of each Director appointed.

5.6 How to become an office bearer (for example, Chairperson, Vice-Chairperson, Treasurer, Secretary)

At the first Directors' meeting after the completion of each term, the Directors elect the Chairperson, Vice Chairperson, Secretary and Treasurer from the Directors in the term they were elected.

The corporation must form a board of Directors consisting of:

- a. four office bearers being a:
 - (i) Chairperson
 - (ii) Vice-Chairperson
 - (iii) Treasurer
 - (iv) Secretary
- b. and three Directors who are not office bearers, from among Category A and B members.

The corporation may designate the office of Secretary to an elected Director, or to the Chief Executive Officer.

5.7 How to fill casual vacancies

The Directors can appoint a person as a Director to fill a casual vacancy.

A casual vacancy is where a person stops being a Director before their term of appointment expires (see rule 5.9) and so the position of that Director is vacant.

The person must meet the Director eligibility criteria in rule 5.3 and any criteria that applies to the particular vacancy.

The term of an appointment made to fill a casual vacancy is for the balance of the term remaining on the vacant position, subject to confirmation by majority of members at the next AGM.

However, a person's appointment to fill a casual vacancy must be confirmed by members passing a resolution at the next general meeting otherwise the person stops being a Director at the end of the general meeting.

The Directors may fill a casual vacancy even if the number of Directors is reduced to less than the number required for a quorum.

5.8 How to stop being a Director

A person stops being a Director if:

- they pass away
- they resign in writing
- their term of appointment expires
- they are removed as a Director by the members or the other Directors
- they are a representative of a Category A membership if the Category A membership organisation ceases to be a member of the corporation that member stops being a Director.
- they are a representative of a Category A member, and the member notifies the Corporation that they are no longer a representative
- they are disqualified from managing a corporation under the *CATS/ Act* or the *ACNC Act*.
- they cease to be a member, but was a member when they became a Director.
- they do not have a clear WWCC and National Police Check
- they have not submitted the required documents eg Code of Conduct, Conflict of Interest, Consent to Become a Director and the Board Confidentiality Policy
- if they have not commenced governance training within 12 months of appointment as a new Director

The corporation must send the Registrar a notice within 28 days after a person stops being a Director.

5.9 How to remove a Director

By resolution of the members in a general meeting:

- A notice for a resolution to remove a Director must be given to the corporation at least 21 days before the next general meeting or AGM. (Alternatively, the members can request a meeting (rule 4.3) for the purpose of removing a Director.)
- The corporation must give the Director concerned a copy of the notice as soon as possible.
- The Director can give the corporation a written statement and speak at the meeting. The written statement must be given to everyone entitled to notice of the meeting (see rule 4.5).

By the other Directors:

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

5.10 Directors' and officers' duties

The duties are:

- a duty of care and diligence
- a duty of good faith and to act in the best interests of the corporation
- a duty to disclose a conflict of interest
- a duty not to improperly use position or information
- a duty to not trade while insolvent.

5.11 Conflict of interest

A Director must declare, in writing, all conflict of interests they may have in any corporation matter, annually, prior to their first meeting of the board and at each subsequent meeting. This includes, but is not limited to, a material or perceived personal or other conflict of interest.

The Director must give details of what the conflict of interest is and how it relates to the corporation. A Director must complete and submit the conflict of interest form which will be recorded on the conflict of interest register and noted in the minutes of the meeting.

The corporation will maintain a Director's conflict of interest register which will be completed at each board meeting as per division 268 of the CATSI Act.

A Director who has a conflict of interest must not:

- be present at a Directors' meeting while the matter in question is being considered
- vote on the matter

unless they have been granted approval by:

- the other Directors (those that do not have a conflict of interest) passing a resolution, or
- the Registrar in writing.

5.12 Payments to Directors

A Director cannot be paid a salary or sitting fees for their work as Directors.

Directors may be paid if they have a contract to provide goods or services to the corporation (so long as the Director has fulfilled any duty to disclose a conflict as required by this rule book and the payment is fair and reasonable to the corporation).

The corporation may pay the Directors' travelling and other expenses for attending meetings or to do with other corporation business.

5.13 Related party benefit

If a corporation wants to give a financial benefit to a Director or other related party (including 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.

5.14 Delegation of Directors' powers

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

- another Director
- a committee of Directors
- an employee of the corporation
- any other person.

The delegate must follow the written directions of the Directors when using the delegated powers.

The exercise of the power by the delegate is as effective as if the Directors had exercised it themselves. This means the Directors are still responsible for what the delegate does with the powers.

Delegates must regularly report to Directors on the exercise of their delegated power.

5.15 Calling and giving notice of Directors' meetings

Directors must meet at least every three months.

All Directors must be given reasonable notice of a Directors' meeting.

The Directors will usually decide at a meeting when and where the next meeting will be.

A Director can call a meeting by giving reasonable notice to all the other Directors.

5.16 Quorum for Directors' meetings

A minimum of five Directors must be present at all times during the meeting. No business is to be transacted by the Directors unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is, unless otherwise determined by the chairperson to be postponed with business held over to the next Directors meeting.

5.17 Chairing Directors' meetings

There must be a chair elected for each Directors' meeting if the chair or vice chair is not present.

When electing a chair, the Directors must decide how long that Director will be the chair (i.e. just for that meeting, or at every meeting over a certain period of time). The Directors may also remove a chair (but not their appointment as a Director) by a resolution of the Directors.

5.18 Using technology

Directors' meetings can be held at more than one place using any technology, as long as a majority of Directors agree to it. The type of technology to be used may be set out in the notice for a Directors' meeting.

5.19 Resolutions by Directors

Directors pass a resolution at a Directors' meeting by a majority of votes.

- Each Director has one vote.
- Advisors do not have a vote
- The chairperson of the meeting also has a casting vote (if required).

Directors can pass a resolution without a Directors' meeting if all seven Directors entitled to vote on the resolution sign a statement saying that they are in favour of it and the resolution must be endorsed at the next board meeting.

5.20 Execution of documents

The corporation may execute a document, including agreements and deeds, if the document is signed by:

- two Directors of the corporation authorised by resolution, or
- a Director, and a duly authorised representative or the Secretary authorised by resolution, or
- any other way determined by a resolution of Directors.

6. Contact person or Secretary

Small and medium corporations have a contact person. Large corporations have a Secretary.

The Directors appoint a contact person/Secretary.

The contact person/Secretary must be at least 18 years old.

The Directors decide the contact person/Secretary's pay and terms and conditions of employment, if any.

The contact person/Secretary must pass on any correspondence received to at least one of the Directors within 14 days.

The contact person/Secretary must give the corporation their consent in writing to become a contact person/Secretary before being appointed.

The corporation must send the Registrar a contact person's/Secretary's details within 28 days after they are appointed.

7. Secretary and Treasurer

The role of the Secretary includes but is not limited to:

- maintaining a register of the corporation's members
- maintaining the minutes and other records of general meetings (including notices of meetings), Directors' meetings and circular resolutions.

The role of the Treasurer, in collaboration with the Chief Executive Officer and Financial Officer, includes but is not limited to overseeing:

- all money due to the corporation is collected and received and that all payments authorised by the corporation are made
- maintenance of correct books and accounts, showing the financial affairs of the corporation, including full details of all receipts and expenditure connected with the activities of the corporation and
- the Treasurer and the Financial Officer presenting financial reports to board meetings on a quarterly basis at a minimum.

The functions performed by the Secretary and Treasurer may be delegated to the Chief Executive Officer for execution.

8. Records

The corporation must keep the:

- minutes of all board and general meetings (in writing or as an audio or video recording)
- rule book (constitution)
- register of members and former members
- names and addresses of Directors, officers and the contact person/Secretary
- record of the corporation's registered office
- corporation's document access address
- financial records
- such other matters about the corporation as are set out in the regulations.

The corporation must within one month record minutes of all board and general meetings (in writing or as an audio or video recording) including the:

- proceedings and resolutions of general meetings
- proceedings and resolutions of Directors' meetings (including meetings of a committee of Directors)
- resolutions passed by members without a meeting
- resolutions passed by Directors without a meeting

To allow members to inspect the corporation's records:

- the corporation must give a member access to the records as set out in rule 3.3
- the Directors may authorise a member to inspect other records of the corporation, including records referred to above
- a member of the corporation may obtain a copy of any of the documents referred to above, by requesting a copy in writing to the Directors.

The Directors must ensure that minutes of a general meeting or a Directors' meeting are signed within a reasonable time after the meeting by:

- the chairperson of the meeting, or
- the chairperson of the next meeting.

In the case of minutes recorded by audio or audio-visually, the chairperson must sign a declaration that identifies the relevant audio or audio-visual material and declares that the recording constitutes the minutes of the meeting.

9. Finances

The corporation must keep written and digital financial records that:

- correctly record and explain its transactions, financial position and performance
- would enable true and fair financial reports to be prepared and audited.

When the corporation is a trustee it must also keep written financial records for the trust.

The corporation must follow these procedures.

- The corporation must give receipts for all money it receives.
- All money of the corporation must be deposited into a corporation bank account.
- All accounts must be approved for payment at a Directors' meeting or in accordance with valid delegations.
- All cheques, withdrawal forms, electronic funds transfer (EFT) transactions, and other banking documents must be signed by at least two people authorised by the Directors.
- All payments made out of the corporation's money must be supported by adequate documents which explain the nature and purpose of the payment.
- The corporation must keep adequate records for all cash withdrawals from the corporation's bank accounts (i.e. records that show the cash was used for a proper purpose and in accordance with the corporation's objectives).

The financial records must be retained for seven years after the transactions covered by the records are completed.

10. Application of funds

The corporation is a not-for-profit corporation.

The Directors can use the money and property of the corporation to carry out its objectives (see rule 2).

The Directors cannot directly or indirectly give any money or property of the corporation to members of the corporation. This rule does not stop the corporation from making:

- a reasonable payment to a member in their capacity under a contract for goods or services provided
- payment to a member in carrying out the corporation's objectives.

11. Dispute resolution

If a dispute arises, the parties must first try to resolve it themselves.

If the dispute is not resolved within 10 business days, any party may give a dispute notice to the other parties.

The dispute notice must be in writing and must say what the dispute is about. It must be given to the corporation's chairperson or Secretary.

The Directors must help the parties resolve the dispute within 20 business days after the corporation receives the notice.

If the Directors cannot resolve the dispute, it must be put to an alternative dispute resolution process.

Seeking assistance from the Registrar

- If a dispute or any part of a dispute relates to the meaning of any provision of the CATSI Act or the corporation's rule book, the Directors or any party to the dispute may seek an opinion from the Registrar about the correct meaning of the relevant provision.
- The Registrar's opinion will not be binding on the parties to a dispute.
- The right to request assistance from the Registrar does not create a right to request a formal mediation. However, in an appropriate case the Registrar may provide assistance in having the matter resolved.

For more information on members' rights see rule 3.3.

12. Changing the rule book

The rule book can be changed by the members passing a special resolution at a general meeting or an AGM. The proposed changes must be set out in the notice of the meeting. Within 28 days after the resolution is passed, the corporation must send the Registrar copies of the:

- rule book changes
- special resolution
- minutes of the meeting.

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

13. Gift fund rules

The corporation shall maintain for the main purposes of the corporation a gift fund:

- to be named 'The AbSec – NSW Child, Family and Community Peak Aboriginal Corporation Gift Fund'
- which must receive gifts of money or property for the purposes (objectives) of the corporation
- which must have credited to it any money received by the corporation because of those gifts.

The gift fund cannot receive any money or property other than that for the purposes (objectives) of the corporation.

The corporation shall use gifts made to the gift fund and any money received because of them only for the purposes (objectives) of the corporation.

Receipts issued for gifts to the gift fund must state:

- the full name of the corporation
- the Australian Business Number (if applicable) and the Indigenous Corporation Number (ICN) of the corporation
- the fact that the receipt is for a gift.

As soon as:

- the gift fund is wound up, or
- the corporation's endorsement as a deductible gift recipient is revoked under section 426-55 of the *Taxation Administration Act 1953*

Any surplus assets of the gift fund must be transferred to another fund, authority or institution, which has similar objectives to the corporation. This body must also be able to receive tax deductible gifts under division 30 of the *Income Tax Assessment Act 1997*.

14. Winding up

Surplus assets of the corporation

Where:

- the corporation is wound up, and
- after all debts and liabilities have been taken care of, and costs of winding up have been paid, surplus assets of the corporation exist

The liquidator can decide or the members may pass a special resolution about how the surplus assets of the corporation are to be distributed.

The surplus assets must not be given to any member or to any person to be held on trust for any member and can only be given to a charitable organisation/s with similar charitable purposes.

Surplus assets of gift funds

If the Australian Tax Office allows the corporation to give tax deductible receipts for donations, and the corporation is wound up, any surplus gift funds must be given to another body with similar objectives and that gives tax deductible receipts for donations.

15. Definitions and interpretation

In this rule book:

Aboriginal means a person who:

- (a) is a member of the Aboriginal races of Australia;
- (b) identifies as an Aboriginal person; and
- (c) is accepted by the Aboriginal communities as an Aboriginal person.

Aboriginal Community Controlled Organisation (ACCO) is an independent, not-for-profit organisation, that is incorporated as an Aboriginal organisation and been initiated by, and is controlled and operated by Aboriginal people; thereby acknowledging the right of Aboriginal peoples to self-determination and is based in a local Aboriginal community, or communities. ACCOs are governed by an Aboriginal Board which is elected by members of the local Aboriginal community or communities where it is based; and decision making of the Board is determined by Aboriginal Board members. ACCOs deliver services that build strength and empowerment in Aboriginal communities and people.

Aboriginal Organisation means an organisation that is an Aboriginal community controlled / managed organisation operating in New South Wales and has similar objects to the objects of the Corporation

ACNC means the Australian Charities and Not-for-Profits Commission

ACNC Act means the Australian Charities and Not-for-profits Commission Act 2012 (Cth)

ATO means the Australian Taxation Office

Board charter means the establishment of procedures and protocols for the functioning of the board of Directors and in accordance with applicable laws and this constitution.

Category A and B, members have the meaning set out in rule 3.1.

CATSI Act means the Corporations (Aboriginal and Torres Strait Islander) Act 2006 as amended from time to time and any associated rules and regulations code

Code of Conduct means the set of principles approved by the Directors outlining standards of acceptable practice and conduct in relation to social justice, cultural requirements, confidentiality and professional conduct which must be adhered to by the Directors, staff, volunteer workers, students and contractors of the Corporation and each member, as amended from time to time

Aboriginal Child and family organisations relates to services and supports provided by ACCOs and targeted to children, families and communities impacted by the need for early intervention/prevention, or by child protection and out of home care services in NSW, including systems that interact with those systems listed, such as but not limited to, disability, housing, homelessness, early childhood development and education, and social welfare/ justice supports.

Child protection and permanency support program (out of home care) means the government system that relates to the safety, welfare and wellbeing of children and young people, including the provision of government assistance for early intervention, family preservation and restoration, harm prevention and family support.

Duly authorised representative means a designated individual with the permission by the board of Directors to act on behalf of the Corporation legally, financially and administratively to progress the objects of the Corporation as set out in rule 2.

Corporation means the Corporation referred to in rule 1

Elected chairperson means the Corporation's chairperson under rule 4.9

General meeting means a meeting of members and includes the annual general meeting, under rule 4

Initial member means a person who is named in the application for registration of the Corporation, with their consent, as a proposed member of the Corporation

Member present means, in connection with a general meeting, a member present in person, by representative or by proxy at the venue or venues for the meeting

Registrar means the Registrar of Indigenous Corporations

Registered charity means a charity that is registered under the ACNC Act

Special resolution means a resolution of which notice has been given under rule 4.5 that has been passed by at least 75% of the votes cast by members present and entitled to vote on the resolution.

Statement of Commitment is a written statement made by Category A and B members committing them to adhere to the currently held policy positions and values developed by AbSec in partnership with Aboriginal Community Controlled organisations. (Refer to Statement of Commitment template in Schedule 4)

Surplus assets means any assets of the Corporation that remain after paying all debts and other liabilities of the Corporation, including the costs of winding up.

Schedule 1—Appointment of proxy form

AbSec – NSW Child, Family and Community Peak Aboriginal Corporation

Purpose of form: This form should be used if an AbSec Category A or Category B member cannot attend the AGM and would like to nominate a Category A or Category B member to vote on their behalf.

1. AbSec Member Details		
Member Name:		
Member Address:		
Member Email Address:		
Member Phone:		
Member Category type:	<input type="checkbox"/> Organisation (category A)	<input type="checkbox"/> Individual (category B)
<i>I am a member of the corporation and I appoint the following member as my proxy to vote for me on my behalf to vote at the [meeting name] to be held on [meeting date and time] and [meeting address], and any adjournment of that meeting.</i>		
2. Proxy Holder Details		
Name:		
Organisation: (If applicable)		
Address:		
Member Category type:	<input type="checkbox"/> Organisation (category A)	<input type="checkbox"/> Individual (category B)
3. Directions on use of proxy for AbSec AGM		
<i>I agree to my nominated proxy the following instructions on the use of our proxy, please select</i>		
Proxy is authorised to vote as they see fit on all items of business	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If no please list and specific instructions you want your proxy to follow:		
4. Authorisation AbSec Member Signature		
Signature of member appointing the proxy:		
Date:		

Please return completed form by Time, Date

21 Carrington Road Marrickville NSW 2204 or Email: [\[email address\]](#)

Schedule 2—Consent to become a Director form

AbSec – NSW Child, Family and Community Peak Aboriginal Corporation

Purpose of form: This form should be used for a member to provide their consent to become a Director. This form must be completed and submitted before the AGM.

Name:	
Organisation: (if applicable)	
Address:	
Email address:	
Phone:	
Date of Birth:	
Place of Birth:	

I give consent to become a Director to the corporation.

I also acknowledge I am automatically disqualified from managing corporations (ss. 279-5 and 279-10 of the *Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act)* if I:

- Have been convicted of an offence under the 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
- Am an undischarged bankrupt
- Have signed a personal insolvency agreement and have not kept to that 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:	
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

Please return completed form to

21 Carrington Road Marrickville NSW 2204 or Email: agm@absec.org.au

Schedule 3 – Code of Conduct Form



AbSec Code of Conduct

THIS CODE OF CONDUCT APPLIES TO CATEGORY A AND B MEMBERS (INDIVIDUALS)

AbSec members share our vision that all Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities, and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

AbSec members are united in the belief that Aboriginal children, young people, families, carers and communities should be supported to:

- ⊙ Have their voices heard and their views taken into account;
- ⊙ Achieve their goal of self-determination;
- ⊙ Take the lead role in creating a safe, secure and caring environment for Aboriginal children and young people, as well as Aboriginal people living with disability and their families.

By joining AbSec as an individual member, you agree to:

- ⊙ Adhere to the policy positions and values developed by AbSec in partnership with Aboriginal Community Controlled Organisations, and demonstrate your commitment to these through everyday actions;
- ⊙ Have and uphold robust standards which protect children who come into contact with you;
- ⊙ Place the welfare of children and vulnerable people at the utmost importance in your work (not applicable if your work doesn't involve children or vulnerable people in any way);
- ⊙ Behave honestly and with integrity in your communication and dealings with AbSec;
- ⊙ Treat everyone with respect and courtesy when speaking about or associating with AbSec, whether in person or online;
- ⊙ Disclose any potential conflict of interest in connection with your membership with AbSec;
- ⊙ Support AbSec to influence and amplify the concerns of Aboriginal children, families and communities, with respect for Aboriginal self-determination;
- ⊙ Notify AbSec of any reputational risks that may be caused by our association.

In being a member of AbSec, you pledge to the above statement, and agree to inform AbSec if at any time you can no longer fulfil these criteria.

AbSec reserves the right to terminate membership if individuals act in contravention of AbSec's Rule Book or Code of Conduct and have received written notice from the Secretary or a Director of the Corporation advising of the contravention.

By your signature below, you agree to comply with AbSec's Members Standards and Code of Conduct.

Name:

.....

Signature: 

Date:

AbSec – NSW Child, Family and Community Peak Aboriginal Corporation (ICN 8926)
21 Carrington Road Marrickville NSW 2204, PO Box 604 Marrickville NSW 1475
T:(02)95595299 E:admin@absec.org.au W:www.absec.org.au  @AbSecNSW  @AbSecNSW

Schedule 4 – Statement of Commitment Form



Statement of Commitment

THIS STATEMENT OF COMMITMENT APPLIES TO CATEGORY A MEMBERS

AbSec members share our vision that all Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities, and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

AbSec members are united in the belief that Aboriginal children, young people, families, carers and communities should be supported to:

- ⊙ Have their voices heard and their views taken into account;
- ⊙ Achieve their goal of self-determination;
- ⊙ Take the lead role in creating a safe, secure and caring environment for Aboriginal children and young people, as well as Aboriginal people living with disability and their families.

By joining AbSec as an organisational member, you agree to:

- ⊙ Adhere to the policy positions and values developed by AbSec in partnership with Aboriginal Community Controlled Organisations, and demonstrate your commitment to these through everyday actions;
- ⊙ Have and uphold robust organisational standards which protect children who come into contact with your work (not applicable if your work does not involve children in any way);
- ⊙ Place the welfare of children and vulnerable people at the utmost importance in your work (not applicable if your work doesn't involve children or vulnerable people in any way);
- ⊙ Behave honestly and with integrity in your communication and dealings with AbSec;
- ⊙ Treat everyone with respect and courtesy when speaking about or associating with AbSec, whether in person or online;
- ⊙ Disclose any potential conflict of interest in connection with your membership with AbSec;
- ⊙ Support AbSec to influence and amplify the concerns of Aboriginal children, families and communities, with respect for Aboriginal self-determination;
- ⊙ Comply with all State and Commonwealth laws regarding business and organisational standards, including but not limited to mandatory financial declarations and industrial relations laws;
- ⊙ Notify AbSec of any reputational risks that may be caused by our association with your organisation.

In being a member of AbSec, your organisation pledges to the above statement, and agrees to inform AbSec if at any time you can no longer fulfil these criteria.

AbSec reserves the right to terminate membership if organisations or individuals representing organisations act in contravention of AbSec's Rule Book or Statement of Commitment and have received written notice from the Secretary or a Director of the Corporation advising of the contravention.

By your signature below, you agree to comply with AbSec's Members Standards and Statement of Commitment.

Name of Organisation:

Organisation Contact:

Signature:  Date:

AbSec – NSW Child, Family and Community Peak Aboriginal Corporation (ICN 8926)

21 Carrington Road Marrickville NSW 2204, PO Box 604 Marrickville NSW 1475

T:(02)95595299 E:admin@absec.org.au W:www.absec.org.au  @AbSecNSW  @AbSecNSW