

# THE RULE BOOK

## **Riverina Medical and Dental Aboriginal Corporation**

**ICN 745**

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

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## **1. Name**

The name of the corporation is Riverina Medical and Dental Aboriginal Corporation.

## **2. Objectives**

The corporation aims to improve the health and well-being of Aboriginal and Torres Strait Islander people residing in Wagga Wagga and its surrounds, as determined by the Directors from time to time.

## **3. Members**

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

A member must be:

- at least [18] years of age, and
- an Aboriginal or Torres Strait Islander person, and
- normally and permanently resident within 50 km of Wagga Wagga Central Business District.

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

A person applies to the directors by submitting to the corporation the application for membership form in Schedule 1 (Application for Membership), signed by the applicant.

A person is eligible under rule 3.1. The directors agree.

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

The directors may refuse to accept a membership application. If they do, they must notify the applicant in writing of the decision and the reasons for it.

### **3.3 *Members' rights***

A member:

- can attend, speak and vote at general meetings
- can be made a director
- can put forward resolutions at general meetings
- can ask the directors to call a general meeting
- can look at 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 lets them do this).

### **3.4 *Members' responsibilities***

Members:

- must follow these rules
- let the corporation know if they change their address
- treat other members with respect.

### **3.5 *Liability of members***

The liability of a member of the corporation to contribute towards the payment of the debts and liabilities of the corporation or the costs, charges and expenses of the winding up of the corporation is limited to the amount, if any, unpaid by the member in respect of membership in the event that membership fees apply.

### **3.6 *How to stop being a member***

A person stops being a member if:

- they resign in writing
- they die
- their membership is cancelled.

The person's name and date they stopped being a member is put on the register of former members.

### **3.7 Cancellling membership**

If a member:

- can't be contacted for two years (see section 150-25 of the CATSI Act)
- misbehaves (see section 150-35 of the CATSI Act) or
- is not an Aboriginal or Torres Strait Islander person (see section 150-30 of the CATSI Act)

the member can only be removed by special resolution at a general meeting. The directors must then send that person a copy of the special resolution at their last known address, as soon as possible after it has been passed.

If a person is not eligible for membership for some other reason, the directors can cancel their membership by passing a resolution at a directors meeting. Before the meeting, directors need to give the member 14 days to object in writing. If the member objects, the directors can't cancel the membership. The member can only then be removed at a general meeting by resolution.

### **3.8 The register of members**

The register must contain:

- members' and former members' names and addresses
- the date when the names were put on the list
- if a member is not an Aboriginal or Torres Strait Islander person (if your rule 3.1 allows non-Aboriginal and Torres Strait Islander members)
- for former members, the date when they stopped being a member. It must be kept at the corporation's document access address.

It must be available at the annual general meeting (AGM).

## **4. Meetings**

### **4.1 AGM timing**

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

## **4.2 AGM business**

AGMs are for:

- confirming the minutes of the previous general meeting
- presenting reports: general, financial, directors'
- electing directors
- choosing an auditor (if required) and agreeing on the fee
- checking the register of members
- asking questions about how the corporation is managed.

## **4.3 General meetings**

A director can call a general meeting.

Members can ask directors to call a general meeting.

The directors must call the general meeting within 21 days.

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

## **4.4 General meeting business**

General meetings are for:

- confirming the minutes of the previous general meeting
- everything in the notice of the meeting.

## **4.5 Notice for general meetings**

At least 21 days' notice must be given.

Notice must be given to members, directors, officers, the contact person and 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, and what it is
- 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 to their address, sent by fax or sent by email.

A notice of meeting:

- sent by post is taken to be given 3 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.

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

Members can propose a notice of a resolution and then give it to the corporation.

<b>Number of members in corporation</b>	<b>Number of members needed to propose a resolution</b>
2 to 10 members	= 1 member
11 to 20 members	= 3 members
21 to 50 members	= 5 members
51 members or more	= 10% 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 people entitled to it (see rule 4.5). The corporation must consider the resolution at the next meeting which is being held at least 28 days after the notice has been sent out.

#### **4.7 *Quorum at general meetings***

A quorum shall be 10% of the members.

The quorum must be present during the whole meeting.

If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:

- if convened on the requisition of members, is to be dissolved; or
- in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated

by written notice to members given before the day to which the meeting is adjourned) at the same place.

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

The chairperson will chair general meetings. If the chairperson is not available, the directors can elect someone to chair the meeting. If they don't, 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**

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

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

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.)

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

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

At a General Meeting, a poll may be demanded on any resolution. A demand for a poll may be withdrawn.

At a General Meeting, a poll may be demanded by a member or the Chairperson.

The poll may be demanded before a vote is taken, before the voting results on a show of hands are declared or immediately after the voting results on a show of hands are declared.

At a General Meeting, a poll on the election of a chairperson or on the question of an adjournment of a meeting must be taken immediately.

At a General Meeting, a poll demanded on other matters must be taken when and in the manner the chairperson directs.

#### **4.12 Proxies**

Proxies are not allowed.



## **5. Directors**

### **5.1 Number of directors**

The maximum number of directors is nine. This number includes at least one and up to three specialist independent non-member directors.

The minimum number of directors is five. This number includes at least one and up to two specialist independent non-member directors.

There must always be a majority of member directors.

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.

### **5.2 Eligibility of directors**

A director must be:

- at least 18 years old;
- a member of the corporation (but not an employee), unless appointed as a non-member specialist independent director by the board under clause 5.7; and
- an Aboriginal or Torres Strait Islander person, unless appointed as a non-member specialist independent director by the board under clause 5.7.

An individual is eligible for appointment as a director if the person:

- has consented in writing to become a director of the corporation with the form set out in Schedule 2 (Nomination/Consent to Become a Director).
- has demonstrated knowledge and experience in an area of business, governance and/or another area that is relevant to the objectives of the corporation as set out in rule 2.

A person is not eligible to be or become a director if they:

- have been convicted of an offence under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 that is punishable by imprisonment for more than 12 months;
- have been convicted of a crime involving fraudulent behaviour;
- have been convicted of a crime against a child;
- have been convicted of a criminal offence in the last five years and been sentenced to 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 from managing corporations under the Corporations Act 2001 or CATSI Act 2006; or
- are an employee of the corporation.

Further, a person is not eligible to be or become a director if they:

- Were a director of Riverina Medical and Dental Aboriginal Corporation at any time from JULY 2019 to OCTOBER 2021. These people are not eligible to be appointed as a director for three (3) years from the date of the end of the 2022 special administration (26 August 2022).
- Were Chief Executive Officer of Riverina Medical and Dental Aboriginal Corporation at any time from JULY 2019 to OCTOBER 2021. These people are not eligible to be appointed as a director for three (3) years from the date of the end of the 2022 special administration (26 August 2022).

Directors must:

- Provide their Director Identification Number. Director appointments cannot be made without a Director Identification Number.
- Have a current Working With Children Check or have lodged a Working With Children Check application prior to appointment. If a Working With Children Check application results in the individual being declined a Working With Children clearance, the appointment is terminated immediately.
- Have a current National Police Certificate or within two months of appointment, obtain a National Police Certificate. The appointment is terminated immediately if a National Police Certificate shows any of the offences listed in this clause 5.2 and in Schedule 2 Nomination/Consent to Become a Director.
- Within one month of appointment, sign the Director Confidentiality Agreement. If a signed Director Confidentiality Agreement is not provided within one month of appointment, the appointment is terminated immediately.
- Within one month of appointment, sign the Director Code of Conduct. If a signed Director Code of Conduct is not provided within one month of appointment, the appointment is terminated immediately.
- Have completed suitable governance training either prior to their appointment or within a period of twelve months following their appointment.

A maximum of one person from a family can be elected or appointed to the board. For the purposes of this clause a 'Family Member' is defined as person's:

- Husband or Wife.
- Partner in a De facto relationship as defined under the Family Law Act.
- Brother or sister, including half-brother or half-sister.
- Parent or child, including step-parent or step-child.

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

A majority of directors of the corporation must be:

- individuals who are Aboriginal or Torres Strait Islander persons; and
- members of the corporation.

### **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. However, no member can be appointed as a member director at a general meeting unless the member has followed the process for nomination as set out below.

Members cannot nominate to be a member director from the floor at a general meeting.

Specialist independent director appointment is covered separately under clause 5.7

#### **5.4.1 Director nomination, consent and election process**

No later than 15 September in each year, the Chief Executive Officer will provide to all members details of the member director positions that will become vacant at the AGM in that year. At the time of giving this notice, the Chief Executive Officer will also provide a copy of the Nomination/Consent to Become a Director form (Schedule 2).

Notice is to be given to members by sending by:

- post to their address (as recorded in the Register of Members); and/or
- email (if an email address has been recorded for the member).

In addition, the corporation is to give notice by:

- sharing the notice through the corporation's social media channels; and
- placing the notice on the corporation's website.

Any member wishing to nominate for election as a member director at the AGM must complete and submit a Nomination/Consent to Become a Director Form (Schedule 2) to the corporation no later than 15 October.

When notice of the AGM is given to members, such notice is to attach copies of the Nomination/Consent to become a Director Forms (with personal information redacted) that have been submitted by members who meet the eligibility criteria as set out in clause 5.2. and who wish to nominate for election as a member director at the AGM.

A member who nominates for election as a member director must attend the AGM in person. If a member who has nominated for election as a member director does not attend the AGM in person, that member's nomination will be treated as withdrawn.

The procedure for voting by show of hands will be as follows:

- The Chairperson will provide the name of each eligible nominee in alphabetical order (by surname)
- The Chairperson will ask for a vote by show of hands for each nominee
- The Secretary will count the show of hands and declare the number of votes for each nominee.

A poll may be demanded in accordance with rule 4.11.

The nominees receiving the greatest number of votes cast in their favour must be elected as directors, subject to the requirements that:

- the director nominee meets eligibility clause 5.2; and
- the maximum number of member directors in clause 5.1 is not exceeded.

#### **5.4.2 Notification to the Registrar**

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

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

Directors will be appointed on rotation for a two-year term, so that the appointment of half of the directors expires each year. Directors are eligible for re-election.

All member and specialist independent directors appointed on the completion of the special administration on 26 August 2022 will be appointed until the 2024 AGM.

At the 2024 AGM half of the directors' appointments will expire. The remaining directors' appointments will expire at the 2025 AGM. The board will decide which directors will be standing down by resolution at a directors' meeting prior to the 2024 AGM. The directors standing down will be eligible to be re-elected.

Thereafter, half of the directors' terms of appointment will expire at each annual AGM and those member director elections will take place at the AGM.

All newly elected directors appointed at an AGM will be appointed for a term of two years, which ends at the second AGM after they take office.

The AGM minutes must record the term of each director appointed.

### **5.6 How to become an office bearer (chairperson, vice-chairperson, treasurer)**

The board of directors must elect a Chair at the first directors' meeting following the end of the special administration on 26 August 2022. That Chair may remain in position until the 2023 AGM.

Thereafter, the Chair of the board of the corporation shall be elected by the directors at the first directors meeting after each AGM.

The Chair must be a member director.

## **5.7 Specialist Independent Directors**

Specialist independent directors are not appointed by election at the corporation's AGM. The directors appoint (and re-appoint) specialist independent directors by passing a resolution in a directors' meeting.

There must be a minimum of one and a maximum of three specialist independent directors.

The number of specialist independent directors must always be a minority of the total number of directors.

Specialist independent directors shall be appointed to add skills in financial management, corporate governance, accounting, law or a field relating to the corporation's activities.

Potential candidates for the position of specialist independent director must provide written evidence of their qualifications, experience and suitability to the role.

The board of directors must conduct a proper merit-based selection process based on the skill and experience criteria set out in this clause (5.7)

Specialist independent directors will be appointed for a term of two years and are eligible for reappointment. Reappointment will be determined by resolution at a director's meeting.

Specialist independent directors cannot be members or employees of the corporation and must have no interest in the corporation other than their position as director.

Specialist independent directors must meet eligibility clause 5.2

Specialist independent directors have voting rights in the board room.

Specialist independent directors may not hold the position of Chair.

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

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

For the purposes of these rules, a casual vacancy in the office of a director occurs if the director:

- dies, or
- ceases to be a member of the corporation, or
- becomes a bankrupt within the meaning of the Bankruptcy Act 1966, or
- resigns office by notice in writing given to the secretary, or
- is removed from office under rule 5.10, or
- becomes a mentally incapacitated person.

Directors can fill casual director vacancies, including office bearers.

Directors can appoint member as a director to make up a quorum. Their appointment must be confirmed by resolution at the next general meeting or they stop being a director.

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

A person stops being a director if:

- A director dies.
- A director resigns, in writing.
- A director's appointment expires.
- A director is removed as a director by the members or the other directors.
- A director ceases or fails to meet the eligibility criteria of clause 5.2

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

By resolution of the members at a general meeting:

- A notice for a resolution to remove a director must be given to the corporation at least 21 days before the meeting.
- 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 statement must be given to everyone entitled to notice of the meeting (see rule 4.5).

By other directors:

- Directors can remove a director if the director fails to attend three or more consecutive directors' meetings without 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 by resolution.

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

The duties are:

- a duty of care and diligence
- a duty of good faith (to act in the best interests of the corporation)
- a duty to disclose a conflict of interest (material personal interest)
- a duty not to improperly use position or information
- 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 CATSI Act or this rule book requires the corporation to exercise in general meeting.

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

A director who has, or thinks they have, a conflict of interest, including but not limited to a material personal interest in a corporation matter must tell the other directors.

This notice must give details of what the interest is and how it relates to the corporation. It must be given at a directors' meeting as soon as possible, and it must be recorded in the minutes of the meeting.

A director who has a material personal interest must not:

- be present at the directors' meeting while the matter in question is being considered; and
- vote on the matter in question

unless they have been granted approval by:

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

The declaration of any conflicts of interests for directors will be a standing agenda item at the commencement of all directors' meetings.

### **5.13 Payment**

Directors are not paid unless they have a contract to provide goods or services (so long as the director has exercised any duty to disclose a conflict of interest).

The corporation may pay the directors a training fee of \$150 per day to attend training relevant to the director's volunteer role. This does not include attending Board Meetings, General Meetings, Annual General Meetings and Special Meetings.

The corporation may pay the directors travel and incidental expenses for attending training or other meetings to do with corporation business when held outside of Wagga Wagga.

### **5.14 Delegation**

Directors can delegate, by passing a resolution, any of their powers to:

- another director
- a committee of directors
- an employee of the corporation.
- any other person.

The delegate must follow the 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 responsible for what the delegate does with the powers.

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

All delegations are to be in writing.

## **6. Related party benefit**

If a corporation wants to give a financial benefit to a director or related party (such as a spouse of a director) it must get the approval of the members by following the procedure in part 6.6 of the CATSI Act.

## **7. Directors' meetings**

Directors must meet at least every three months.

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.



### **7.1 *Quorum for directors' meetings***

The quorum for directors' meetings is a majority of member directors.

A quorum must be present at all times during the meeting.

### **7.2 *Chairing directors' meetings***

The directors must elect a Chair for any directors meeting.

The Chair must be a member director.

If someone has not already been elected to chair the meeting, or the person previously elected as chair is not available, the directors must elect a director present to chair the meeting.

### **7.3 *Using technology***

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

### **7.4 *Resolutions at directors' meetings***

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

Each director has one vote.

The chairperson of the meeting has an additional casting vote in the event of a tie.

Directors can pass a special resolution without a directors' meeting if all directors sign a statement saying that they are in favour of it.

## **8. Contact person**

The contact person must be at least 18 years old. The directors appoint a contact person.

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

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

The contact person must give the corporation their consent in writing to become contact person.

## **9. Records**

The corporation must keep the:

- minutes of 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
- financial records.

They must be kept at the corporation's document access address.

## **10. Finances**

All money of the corporation must be deposited into the corporation's bank account. The corporation must give receipts for all money it receives.

All cheques, withdrawal forms and other banking documents must be signed by at least two directors.

All accounts must be approved for payment at a directors' meeting or in accordance with a valid delegation.

## **11. Application of funds**

Directors can use the money and property of the corporation, not subject to any special trust or conditions by funders, to carry out its objectives.

Directors cannot give the money and property to members of the corporation. Subject to the CATSI Act and the corporation's rules, no portion of the funds or property of the corporation may be paid or distributed to any member of the corporation.

This rule does not prevent: (a) the payment in good faith of reasonable wages to a member who is an employee of the corporation (having regard to the circumstances of the corporation and the qualifications, role and responsibilities as an employee); or (b) reasonable payment in good faith to a member for a contract for goods and services provided by that member (having regard to the market costs for obtaining similar goods or services in the area where they are to be provided).

## **12. Winding up**

The winding up of the corporation shall be in accordance with the CATSI Act.

### ***Resolution to distribute surplus assets***

Where:

- the corporation is wound up
- 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 members may pass a special resolution relating to the distribution of the surplus assets of the corporation, provided that any assets are transferred to
- another organisation in Australia which is a public benevolent institution for the purposes of any commonwealth taxation act; and
- where possible, to incorporated member organisations of the AH&MRC, being Aboriginal Controlled Medical or Health Services within the State of New South Wales, or to the Aboriginal Health and Medical Research Council of New South Wales, but such organisations shall have rules preventing the distribution of property to its individual members and shall qualify under Item 4.1.4 of the table in subsection 30-45 (1) of the Income Assessment Act 1997.

The distribution of surplus assets must not be made to any member or to any person to be held on trust for any member.

## **13. 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.

If the dispute is about the CATSI Act or the corporation's rules, the directors or any of the dispute parties may ask the Registrar for an opinion.

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 the members to resolve at a general meeting.

## **14. Sub Committees**

The directors may at any time appoint a sub-committee from its members and shall determine the responsibilities and powers of the sub-committee.

Unless otherwise decided by the directors, a sub-committee shall:

- have a quorum of three (3) at its meetings, unless the sub-committee resolves that a larger number shall be the quorum;
- appoint one of its members to be responsible for calling meetings of the sub-committee and inform the directors of the name of the responsible person.

## **15. Deductible Gift Recipient**

As the corporation has been endorsed by the Australian Taxation Office as a Deductible gift Recipient (DGR), prior to any receipt of a tax deductible donation, gift of money or property, the corporation shall establish and maintain a separate gift fund consistent with the provisions within subsections 30-125 (4) to (7) of the Income Tax Assessment Act 1997 or as amended from time to time.

The gift shall be maintained:

- for the principal purpose of the corporation
- as the sole account into which such gifts are deposited; and used exclusively for crediting such gifts; and
- shall only be used, or its funds disseminated, consistent with the public benevolent institutional purposes outlined in the Aims and objectives within the Rules of the corporation.

The name of the gift fund shall be the Riverina Medical and Dental Aboriginal Corporation Gift Deductible Fund and the governance of the fund shall be consistent with relevant provisions within the Income Tax Assessment Act 1997, as amended from time to time and relevant section within the Rules of the corporation.

At the first occurrence of either the winding up of the Gift Fund, or the revocation of endorsement of the corporation as a DGR, any surplus assets of the Gift Fund, remaining after the payment of the liabilities attributable to it, shall be transferred to another organisation in the Riverina area which is a public benevolent institution for the purposes of any Commonwealth Taxation Act and to which income tax deductible gifts can be made, and where possible, to incorporated Aboriginal Community controlled Health Services within the State of New South Wales or to the Aboriginal Health and Medical Research Council of New South Wales, being public benevolent institutions to which income tax deductible gifts can be made.

## Schedule 1: Application for Membership

Riverina Medical and Dental Aboriginal Corporation (ICN 745)

### APPLICATION FOR MEMBERSHIP

#### ALL SECTIONS OF THIS FORM MUST BE COMPLETED

To be eligible for membership you must be at least 18 years of age, an Aboriginal or Torres Strait Islander person and live within 50 km of Wagga Wagga Central Business District.

#### SECTION 1: CONTACT INFORMATION

Full name:	
Residential address:	
Date of birth:	
Phone number:	
Email:	

#### SECTION 2: SUPPORTING INFORMATION

Mother's full name	
Mother's maiden name	
Father's full name	
Names of sisters and brothers	
Grandparent names	
Great grandparent names	
Names of children	
Place of birth	
Traditional country	

Names, contact details and signatures of two people who identify and are accepted as members of the Aboriginal community who are willing to support your application:

Person1: Name	
Person1: Phone number	
Person1: Signature	
Person 2: Name	
Person 2: Phone number	
Person 2: Signature	

**SECTION 3: RELEVANT DOCUMENTATION**

Please attach copies of relevant documents that will support your application. e.g. Birth Certificate, Drivers License, Confirmation of Aboriginality etc.

**SECTION 4: DECLARATION**

I, .....(Full name of applicant),

apply for membership of the corporation.

I declare that:

- I am eligible for membership
- I will abide by the corporation Rule Book and the CATSI Act
- I will act in the best interests of the Corporation

**SECTION 5: SIGNATURE OF APPLICANT**

Signature:	Date:
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## Schedule 2: Nomination / Consent to Become a Director

Riverina Medical and Dental Aboriginal Corporation (ICN 745)

### NOMINATION / CONSENT TO BECOME A DIRECTOR

ALL SECTIONS OF THIS FORM MUST BE COMPLETED

#### SECTION A – PERSONAL DETAILS

I,		<i>(full name)</i>
of:		<i>(residential address – PO box not sufficient)</i>
Phone:		
Email:		

nominate and, if appointed, give consent to become a director of the Corporation. I confirm my:

date of birth		
place of birth		
Director ID number		ESSENTIAL

A Director Identification Number is essential. Apply at <https://www.abrs.gov.au/director-identification-number> if you do not have one.

#### SECTION B – DISCLOSURE OF INTERESTS

I also disclose the following to the directors of the corporation under section 268-1 and 268-10 of the CATSI Act regarding directors' duty to disclose conflicts of interest or potential conflicts of interest, including but not limited to material personal interests that might conflict with the interests of the Corporation:

1. I have the following interests in contracts or proposed contracts with the Corporation:
  
  
  
  
  
  
  
  
  
  
2. I declare I have the following associations with other Corporations or businesses (Please state the name of the entity and your role in it, eg member, partner, owner, officer, shareholder):

3. I hold the following appointments whereby duties or interests might be created in conflict with my duties as a director of the corporation:

4. I set out below any other material personal interest which relates to the affairs of the corporation:

### SECTION C – RELEVANT EXPERIENCE AND/OR QUALIFICATIONS

*(Attach CV/resume and/or insert details of relevant experience/qualifications for the role of director as outlined in Rule Book clause 5.2 and 5.7)*

### SECTION D – ACKNOWLEDGEMENTS AND SIGNATURE

I acknowledge that I am not eligible to be or become a director if I:

- have been convicted of an offence under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (the Act) that is punishable by imprisonment for more than 12 months;
- have been convicted of a crime involving fraudulent behaviour;
- have been convicted of a crime against a child;
- have been convicted of a criminal offence in the last five years and been sentenced to 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 the agreement;
- have been disqualified from managing corporations under the Corporations Act 2001 or CATSI Act 2006.
- am an employee of the corporation

I will notify the Corporation within 14 days if any of the above events occur after my appointment.

I acknowledge that my appointment as a Director is subject to the Rules of the Corporation and the Act.

If this form has been completed to nominate for a member director position, I consent to this form being sent to members as set out in rule 5.4.1 of the Rule Book on the basis that all personal information in Section A (other than my name) is redacted.

I confirm that I meet the eligibility criteria to be appointed a director as detailed in Rule Book clause 5.2.

Signature:	Date:
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*This form should be completed and given to the corporation before the person is appointed as a director in accordance with section 246-10(1) of the CATSI Act*