

**SERVICE SCIENCE SOCIETY
INCORPORATED**

RULES

1. NAME

The name of the Association is '**Service Science Society Incorporated**' ('SSS').

2. INTERPRETATION

2.1 In these rules, unless a contrary intention appears:

'**Act**' means the *Associations Incorporation Act 1991*;

'**Individual Member**' means an individual Member of the Association;

'**Association**' means Service Science Society Incorporated;

'**Committee**' means the committee appointed pursuant to Rule 22;

'**Delegate**' means a person appointed or nominated (from time to time) by a Corporate Member;

'**Financial Year**' means the year ending on 30 June in the relevant year;

'**Member**' includes both a Corporate Member and Individual Member of the Association;

'**Objects**' means those objects set out in Rule 3 of the Rules;

'**Office-bearer**' means a member of the Committee as specified in Rule 21 (e);

'**Ordinary Committee Member**' means a member of the Committee who is not an Office-bearer of the Association as referred to in Rule 21(a);

'**Corporate Member**' means any organisation that is a Member of the Association;

'**Regulations**' means the *Associations Incorporation Regulations*;

'**Secretary**' means the person holding office under these rules as Secretary of the Association or, where no such person holds that office, the Public Officer of the Association.

2.2 In these rules:

- (a) a reference to a function includes a reference to a power, authority and duty; and
- (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty.

2.3 The provisions of the *Interpretation Act 1967* apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

3. OBJECTS

The Objects of the Association are:

- (a) Building the scientific underpinning of services to create the necessary innovations for a productive and well-grounded service economy
- (b) Building a scientific foundation to modernize and innovate in the Australian service economy.
- (c) Supporting of world-class research in services, undergraduate and postgraduate service science education and policy assistance for innovations in the service economy, for the purpose of increasing the productivity and fostering the development of service related industries.
- (d) Targeting emerging service sectors including climate services, green services, financial services, health services and water management services.
- (e) The mission of the Service Science Society will be achieved through engagements in the following areas: research, education, business linkage, and policy (Rules 4, 5, 6, 7).

4. RESEARCH

- 4.1** Innovating in Service through research and industry adoption;
- 4.2** Building a multi-disciplinary research community;
- 4.3** Transferring knowledge to end users;
- 4.4** Facilitating expansion of service science and engineering research in Australia;
- 4.5** Raising awareness, enabling communication and promoting collaboration across Service Science and engineering community;
- 4.6** Linking to other relevant communities in Australia and internationally;
- 4.7** Representing and promoting the services community externally.

5. EDUCATION

- 5.1** Informing and helping support development of services science and engineering curricula
- 5.2** Assisting in the development of Service Science undergraduate and postgraduate degrees
- 5.3** Facilitating new degree models in Service Science including multi-university degrees
- 5.4** Promoting education and training in Service Science

6. BUSINESS LINKAGE

- 6.1** Liaising with industry and government organisations in the services sector

- 6.2 Providing an ‘incubator’ framework for industry/academia cross-fertilisation
- 6.3 Facilitating government and industry recognition of the Service Science discipline and its relevance to their businesses
- 6.4 Providing industry with unique opportunities to influence and shape research and education in service science

7. **POLICY**

- 7.1 Informing and supporting the development of government policy regarding the research and education in the service sector
- 7.2 Acting as a champion for Service Science in the legislative process
- 7.2 Participating in govt advisory boards on Service Science
- 7.3 Actively promoting Service Science in media and other public for a

8. **NON PROFIT**

The income and property of the Association shall be used and applied solely in promotion of its Objects and no portion shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or by way of profit to Members, directors, or trustees of the Association.

9. **WINDING UP**

In case of the winding-up of the SSS Public Fund, any surplus assets are to be transferred to another fund with similar objectives.

10. **MEMBERSHIP QUALIFICATIONS**

An organisation or individual is qualified to be a Member if

- (a) with respect to an application to be a Corporate Member, the organisation is an organisation which is, but not limited to, an association or body whether incorporated or not, or an educational institute or not-for-profit body whether attached to university or not, and which is not an individual;
- (b) an organization must nominate one individual to act as its delegate.
- (c) with respect to an application to be an Individual Member, the individual is an individual or is a representative of an organisation that either is not qualified to be a Corporate Member or does not wish to be a Corporate Member;
- (d) they have been nominated for membership in accordance with Rule 11; and
- (e) they have been approved for membership of the Association by the Committee.

11. APPLICATION FOR MEMBERSHIP

An application of an organisation or an individual for membership of the Association:

- (a) shall be made in writing in the form set out in Appendix 1 to these Rules; and
- (b) shall be lodged with the Secretary of the Association.
- (c) as soon as is practicable after receiving a application for membership, the Secretary shall refer the application to the Committee which shall determine in its absolute discretion whether to approve or to reject the application.
- (d) where the Committee determines to approve an application for membership, the Secretary shall as soon as practical after that determination notify the applicant of that approval and request the applicant to pay within 28 days after receipt of the notification the sum payable under these rules by a Member as the first year's membership fee.
- (e) the Secretary shall, on payment by the applicant of the amounts referred to in Rule 16 within the period referred to in that Rule, enter the applicant's name in the register of Members and, upon the name being so entered, the applicant shall become a Member of the Association

12. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

A right, privilege or obligation which a person has by reason of being a Member of the Association:

- (a) is not capable of being transferred or transmitted to another organisation or individual; and
- (b) terminates upon cessation of the organisations' or individual's membership.

13. RIGHTS OF MEMBERSHIP

Subject to the Act and these rules, a Member shall be entitled to:

- (a) attend all General Meetings of the Association;
- (b) vote upon all matters brought before General Meetings;
- (c) receive newsletters and publications of the Association.

14. CESSATION OF MEMBERSHIP

An organisation or individual ceases to be a Member of the Association if they:

- (a) die or, in the case of a Corporate Member, the organisation ceases to exist;

- (b) resign from membership of the Association;
- (c) are expelled from the Association; or
- (d) fail to renew membership of the Association.

15. RESIGNATION OF MEMBERSHIP

- (a) a Member may not resign from membership of the Association except in accordance with this rule.
- (b) a Member who has paid all amounts payable by the Member to the Association may resign from membership of the Association by first giving notice (being not less than one month or, if the Committee has determined a shorter period, that shorter period) in writing to the Secretary of the Member's intention to resign and, upon the expiration of the period of notice, the Member ceases to be a Member.
- (c) where a person ceases to be a Member, the Secretary shall make an appropriate entry in the register of Members recording the date on which the Member ceased to be a Member.

16. MEMBERSHIP FEES

- (a) the annual Individual Membership fee of the Association is \$100.00 and the Corporate Membership fee is \$5000.00, or if any other amount has been determined by resolution of the Committee, that other amount.
- (b) the annual membership fee is payable:
- (c) except as provided by Rule 16(d), before 1 July in any calendar year; or
- (d) where an organisation or individual becomes a Member on or after 1 July in any calendar year, before 1 July in each succeeding calendar year.

17. MEMBERS' LIABILITIES

The liability of a Member to contribute towards the payment of debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any unpaid by the Member in respect of membership of the Association as required by Rule 16(a).

18. DISCIPLINING OF MEMBERS

- (a) Where the Committee is of the opinion that a Member:
 - (i) has persistently refused or neglected to comply with a provision of these rules; or
 - (ii) has persistently and wilfully acted in a manner prejudicial to the interests of the Association,
- (b) the Committee may, by resolution:
 - (i) expel the Member from the Association; or
 - (ii) suspend the Member from such rights and privileges of membership of the Association as the Committee may determine for a specified period.

- (c) a resolution of the Committee under Rule 18(b) is of no effect unless the Committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the Member of a notice under Rule 44, confirms the resolution in accordance with this rule.
- (d) where the Committee passes a resolution under Rule 18(b), the Secretary shall, as soon as practicable, cause a notice in writing to be served on the Member:
- (e) setting out the resolution of the Committee and the grounds on which it is based;
- (f) stating that the Member may address the Committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
- (g) stating the date, place and time of that meeting; and
- (h) informing the Member that the Member may do either or both of the following:
 - (i) attend and speak at that meeting;
 - (ii) submit to the Committee at or prior to the date of that meeting written representations relating to the resolution.
- (i) subject to section 50 of the Act, at a meeting of the Committee mentioned in Rule 18(c), the Committee shall:
 - (i) give to the Member mentioned in Rule 18(a) an opportunity to make oral representations;
 - (ii) give due consideration to any written representations submitted to the Committee by that Member at or prior to the meeting; and
 - (iii) by resolution determine whether to confirm or to revoke the resolution of the Committee made under Rule 18(b).
- (j) where the Committee confirms a resolution under Rule 18(i) the Secretary shall, within seven days after that confirmation, by notice in writing inform the Member of that confirmation and of the Member's right of appeal under Rule 19.
- (k) a resolution confirmed by the Committee under Rule 18(i) does not take effect:
 - (i) until the expiration of the period within which the Member is entitled to appeal against the resolution where the Member does not exercise the right of appeal within that period; or
 - (ii) where within that period the Member exercises the right of appeal, unless and until the Association confirms the resolution in accordance with Rule 19(g)

19. RIGHT OF APPEAL OF DISCIPLINED MEMBER

- (a) A Member may appeal to the Association in general meeting against a resolution of the Committee which is confirmed under Rule 18 (i), within seven days after notice of the resolution is served on the Member, by lodging with the Secretary a notice to that effect.

- (b) Upon receipt of a notice under Rule 19(a), the Secretary shall notify the Committee which shall convene a General Meeting of the Association to be held within 21 days after the date on which the Secretary received the notice or as soon as possible after that date.
- (c) Subject to section 50 of the Act, at a General Meeting of the Association convened under Rule 19(b):
- (d) no business other than the question of the appeal shall be transacted;
- (e) the Committee and the Member shall be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
- (f) the Members present shall vote by secret ballot on the question of whether the resolution made under Rule 18(i), should be confirmed or revoked.
- (g) if the meeting passes a special resolution in favour of the confirmation of the resolution made under Rule 18(i), that resolution is confirmed.

20. POWERS OF THE COMMITTEE

- (a) the Committee, subject to the Act, the Regulations, these rules, and to any resolution passed by the Association in general meeting:
- (b) shall control and manage the affairs of the Association;
- (c) may exercise all such functions as may be exercised by the Association other than those functions that are required by these rules to be exercised by the Association in general meeting; and
- (d) has the power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Association.

21. CONSTITUTION AND MEMBERSHIP

- (a) The Committee shall consist of:
 - (i) the Office-bearers; and
 - (ii) Ordinary Committee Members;
- (b) each of whom shall be elected pursuant to Rule 22 or appointed in accordance with Rule 21(g) and 23.
- (c) The Committee shall have as a minimum at least five members at any one time.
- (d) An Office-bearer or an Ordinary Committee Member must be a Delegate of a Corporate Member or an Individual Member.
- (e) The Office-bearers of the Association shall be:
 - (i) the President;
 - (ii) the Vice-President;
 - (iii) the Treasurer; and
 - (iv) the Secretary.
- (f) each member of the Committee shall, subject to these rules, hold office until the conclusion of the Annual General Meeting following the date of the member's election, but is eligible for re-election.
- (g) in the event of a vacancy in the membership of the Committee, the Committee may appoint a Delegate of a Corporate Member or an Individual Member to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the Annual General Meeting next following the date of the appointment.

22. ELECTION OF COMMITTEE MEMBERS

- (a) nomination of candidates for election as Office-bearers or as Ordinary Committee Members:
- (b) shall be made in writing; and
- (c) shall be delivered to the Secretary of the Association not less than seven days before the date fixed for the Annual General Meeting at which the election is to take place.
- (d) if insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- (e) if insufficient further nominations are received, any vacant positions remaining on the Committee shall be deemed to be vacancies.
- (f) if the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be taken to be elected.

- (g) if the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (h) the ballot for the election of Office-bearers and Ordinary Committee Members shall be conducted at the Annual General Meeting in such a manner as the Committee may direct.
- (i) a person is not eligible to simultaneously hold more than one position on the Committee.

23. VACANCIES

For the purposes of these rules, a vacancy in the office of a member of the Committee occurs if the member:

- (a) dies;
- (b) is a delegate who ceases to represent a Corporate Member. In this case, the committee will request the Corporate Member to nominate a replacement;
- (c) resigns from office;
- (d) is removed from office pursuant to Rule 24;
- (e) becomes an insolvent under administration within the meaning of the *Corporations Law*;
- (f) suffers from mental or physical incapacity;
- (g) is disqualified from office under subsection 63(1) of the Act; or
- (h) is absent without the consent of the Committee members from all meetings of the Committee held during a period of six months.

24. REMOVAL OF COMMITTEE MEMBERS

The Association in general meeting may by resolution, subject to section 50 of the Act, remove any member of the Committee from the office of member of the Committee before the expiration of the member's term of office.

25. COMMITTEE MEETINGS AND QUORUM

- (a) The Committee shall meet at least three times in each calendar year at such a place and time as the Committee may determine.
- (b) For the purposes of the Committee meetings and quorums under these rules, each Committee member consents to the use of the following technology for calling or holding a Committee meeting:
 - (i) Video;
 - (ii) telephone;
 - (iii) electronic mail;
 - (iv) any other technology which permits each Committee member

to communicate with every other Committee member; or

- (v) any combination of the technologies described in the above paragraphs.
- (c) a Committee member may withdraw the consent given under this Rule 25(b) by giving notice to the Secretary of the Association at least 48 hours before the Committee meeting is scheduled to be held.
- (d) Additional meetings of the Committee may be convened by any member of the Committee.
- (e) oral or written notice of a meeting of the Committee shall be given by the Secretary to each member of the Committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the Committee) before the time appointed for the holding of the meeting.
- (f) notice of a meeting given under Rule 25(b) shall specify the general nature of the business to be transacted at the meeting
- (g) any three members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- (h) no business shall be transacted by the Committee unless there is a quorum and if within half an hour after the time appointed for the meeting there is not a quorum, the meeting stands adjourned to the same place (to the extent relevant) and at the same hour of the day in the following week.
- (i) if at the adjourned meeting there is not a quorum within half an hour after the time appointed for the meeting, the meeting shall be dissolved.
- (j) at meetings of the Committee the President will preside. In the absence of the President, the Vice-President will preside. In the absence of both the President and the Vice-President, one of the remaining members of the Committee may be chosen by the members present to preside.

26. DELEGATION BY COMMITTEE TO SUB-COMMITTEE

- (a) The Committee may, by instrument in writing, delegate to one or more sub-committees (which may consist of Corporate Members and Individual Members) the exercise of such of the functions of the Committee as are specified in the instrument, other than:
 - (i) this power of delegation; and
 - (ii) a function which is a function imposed on the Committee by the Act, by any other law of the Territory, or by resolution of the Association in General Meeting.
- (b) a function, the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (c) a delegation under this rule may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.

- (d) notwithstanding any delegation under this rule, the Committee may continue to exercise any function delegated.
- (e) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had done or suffered by the Committee.
- (f) the Committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (g) a sub-committee may meet and adjourn as it thinks proper.

27. VOTING AND DECISIONS

- (a) questions arising at the meeting of the Committee or of any sub-Committee appointed by the Committee shall be determined by a majority of the votes of members of the Committee or sub-Committee at the meeting.
- (b) each member at a meeting of the Committee or of any sub-Committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote and in event of an equality of votes, the resolution will fail.
- (c) subject to Rule 25(b), the Committee may act notwithstanding any vacancy on the Committee.
- (d) any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a sub-Committee appointed by the Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-Committee.

28. ANNUAL GENERAL MEETINGS - HOLDING OF

- (a) with the exception of the first Annual General Meeting of the Association, the Association shall, at least once in each calendar year and within the period of five months after the expiration of each financial year of the Association, convene an Annual General Meeting of its members.
- (b) the Association shall hold its first Annual General Meeting:
- (c) within the period of 18 months after its incorporation under the Act; and
- (d) within the period of five months after the expiration of the first financial year of the Association.
- (e) rules 28 and 29 have effect subject to the powers of the Registrar of Incorporated Associations under section 120 of the Act in relation to extensions of time.

29. ANNUAL GENERAL MEETINGS - CALLING OF AND BUSINESS AT

- (a) the Annual General Meeting of the Association shall, subject to the Act, be convened on such date and at such place and time as the Committee thinks fit.
- (b) in addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be:
- (c) to confirm the minutes of the last preceding Annual General Meeting and of any General Meeting held since that meeting;
- (d) to receive from the Committee reports on the activities of the Association during the last preceding financial year;
- (e) to elect members of the Committee, including office-bearers; and
- (f) to receive and consider the statement of accounts and the reports that are required to be submitted to members pursuant to subsection 73(1) of the Act.
- (g) an Annual General Meeting shall be specified as such in the notice convening it in accordance with Rules 30 and 31.
- (h) an Annual General Meeting shall be conducted in accordance with the provisions of this part.

30. GENERAL MEETINGS - CALLING OF

- (a) the Committee may, whenever it thinks fit, convene a General Meeting of the Association.
- (b) the Committee shall, on the requisition in writing of not less than 5% of the total number of Members, convene a General Meeting of the Association.
- (c) a requisition of Members for a General Meeting:
 - (i) shall state the purpose or purposes of the meeting;
 - (ii) shall be signed by the Members making the requisition;
 - (iii) shall be lodged with the Secretary; and
 - (iv) may consist of several documents in a similar form, each signed by one or more of the Members making the requisition.
- (d) if the Committee fails to convene a General Meeting within one month after the date on which a requisition of Members for the meeting is lodged with the Secretary, any one or more of the Members who made the requisition may convene a General Meeting to be held not later than three months after that date.
- (e) a General Meeting convened by a Member or Members referred to in Rule 30(a) shall be convened as nearly as is practicable in the same manner as General Meetings are convened by the Committee and any

Member who thereby incurs expense is entitled to be reimbursed by the Association for any reasonable expense so incurred.

31. NOTICE

- (a) except where the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the Association, the Secretary shall, at least 14 days before the date fixed for the holding of the General Meeting, cause to be sent to each Member at the Member's address appearing in the register of Members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (b) where the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the Association, the Secretary shall, at least 21 days before the date fixed for the holding of the General Meeting, cause notice to be sent to each member in the manner provided in Rule 30 specifying, in addition to the matter required under that Rule, the intention to propose the resolution as a special resolution.
- (c) no business other than that specified in the notice convening a General Meeting shall be transacted at the meeting except, in the case of an Annual General Meeting, business that may be transacted pursuant to Rule 32.
- (d) a member desiring to bring any business before a General Meeting may give notice in writing of that business to the Secretary who shall include that business in the next notice calling a General Meeting given after receipt of the notice from the member.

32. GENERAL MEETINGS - PROCEDURE AND QUORUM

- (a) no item of business shall be transacted at a General Meeting unless a quorum of Members entitled under these rules to vote is present during the time the meeting is considering that item.
- (b) five Members present in person (being Members entitled under these rules to vote at a General Meeting) constitute a quorum for the transaction of the business of a General Meeting.
- (c) 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 upon the requisition of the Members shall be dissolved and in any other case shall 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.
- (d) if at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Members present (being not less than three) shall constitute a quorum.

33. PRESIDING MEMBER

- (a) The president, or in the absence of the president, the vice-president, presides at each general meeting of the association.
- (b) If the president and the vice-president are absent from a general meeting, the members present must elect one of their number to preside at the meeting.

34. ADJOURNMENT

- (a) the person presiding at a General Meeting at which a quorum is present may, with the consent of the majority of Members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (b) where a General Meeting is adjourned for 14 days or more, the Secretary shall give written or oral notice of the adjourned meeting to each Member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (c) except as provided in Rules 34(a) and 34(b), notice of an adjournment of a General Meeting or of the business to be transacted at an adjourned meeting is not required to be given.

35. MAKING OF DECISIONS

- (a) questions arising at a General Meeting of the Association shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (b) at a General Meeting of the Association, a poll may be demanded by the person presiding or by not less than three Members present in person or by proxy at the meeting.
- (c) where the poll is demanded at a General Meeting, the poll shall be taken:
 - (i) immediately in the case of a poll which relates to the election of the person to preside at the meeting or to the question of an adjournment; or
 - (ii) in any other case, in such manner and at such time before the close of the meeting as the person presiding directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

36. VOTING

- (a) subject to Rule 35, upon any question arising at a General Meeting of the Association, a Member has one (1) vote only.
- (b) all votes shall be given personally or by proxy but no Member may hold more than five (5) proxies.

- (c) in the case of an equality of votes on a question at a General Meeting, the person presiding is not entitled to exercise a second or casting vote.
- (d) a Member is not entitled to vote at any General Meeting of the Association unless all money due and payable by the Member to the Association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

37. APPOINTMENT OF PROXIES

- (a) each Member shall be entitled to appoint a person as proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (b) the notice appointing the proxy shall be in the form set out in Appendix 2 to these rules.

38. ASSOCIATION FUNDS – SOURCE

- (a) the funds of the Association (SSS Fund) shall be derived from membership fees, donations and, subject to any resolution passed by the Association in General Meeting and subject to section 114 of the Act, such other sources as the Committee determines.
- (b) all money received by the Association shall be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- (c) the Association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

39. ASSOCIATION FUNDS - MANAGEMENT

- (a) subject to any resolution passed by the Association in General Meeting, the funds of the Association shall be used in pursuance of the objects of the Association in such a manner as the Committee determines.
- (b) all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two members of the Committee of the Association, being members of the Committee authorised to do so by the Committee.

40. ALTERATION OF OBJECTS AND RULES

Neither the objects of the Association referred to in section 33 of the Act nor these rules shall be altered except in accordance with the Act.

41. COMMON SEAL

- (a) the common seal of the Association shall be kept in the custody of the Secretary.
- (b) the common seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signatures either of two members of the Committee or of one Ordinary Committee Member of the Committee and of the Secretary.

42. CUSTODY OF BOOKS

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

43. INSPECTION OF BOOKS

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

44. SERVICE OF NOTICES

- (a) for the purpose of these rules, a notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the Member at the Member's address shown in the register of Members.
- (b) where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

45. SURPLUS PROPERTY

- (a) at the first General Meeting of the Association, the Association shall pass a special resolution nominating:
- (b) another Association for the purpose of paragraph 92(1)(a) of the Act; or
- (c) a fund, authority or institution for the purpose of paragraph 92(1)(b) of the Act;
- (d) in which, subject to Rule 9, it is to vest its surplus property in the event of the dissolution or winding up of the Association.
- (e) an Association nominated under paragraph 45(d) must fulfil the requirements specified in subsection 92(2) of the Act.

APPENDIX 1

APPLICATION FOR MEMBERSHIP OF ASSOCIATION

SERVICE SCIENCE SOCIETY INCORPORATED (incorporated under the *Associations Incorporation Act 1991*)

I / WE,

(insert name of person or organisation followed with the delegate name)

of

(address)

_____ hereby apply to
(occupation / type of organisation)

become **an INDIVIDUAL MEMBER / CORPORATE MEMBER** (delete as appropriate) of the above named incorporated Association. In the event of admission as **an INDIVIDUAL MEMBER / CORPORATE MEMBER** (delete as appropriate), **I / WE** (delete as appropriate) agree to be bound by the rules and objects of the Association for the time being in force.

(signature of applicant)

(date)

**APPENDIX 2
FORM OF APPOINTMENT AS PROXY**

I.

(full name of Corporate Member)

of

(address)

being a Member of SERVICE SCIENCE SOCIETY INCORPORATED

hereby appoint

(full name of proxy)

of

(address)

being a Member of that incorporated Association or an delegate of that Member, as my proxy to vote for me on my behalf at the General Meeting of the Association (Annual General Meeting or other General Meeting, as the case may be) to be held on the _____ day of _____ 200__ and at any adjournment of that meeting.

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

(signature of Member appointing proxy)

(date)

(** to be inserted if desired)

NOTE: A proxy vote may not be given to a person who is not a Member or officer of a Member of the Association

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