

RULE BOOK

PIKA WIYA HEALTH SERVICE ABORIGINAL CORPORATION

ICN: 7355

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 the **Pika Wiya Health Service Aboriginal Corporation** (the corporation).

2. OBJECTIVES

The objectives for which the corporation is established are to assist in the relief of poverty, sickness, destitution, helplessness, distress, suffering and misfortune among Aboriginal people, through the process of supporting social and economic development.

The corporation aims to:

- (a) support and advance the social, physical and mental health of Aboriginal people living in the Area;
- (b) improve the wellbeing and the quality of life of Aboriginal people living in the Area;
- (c) improve health outcomes for Aboriginal people living in the Area; and
- (d) advance the social, spiritual, cultural and economic status of, and pursue better outcomes for our community, encompassing all aspects of primary health care.

These objectives are not intended to restrict the corporation from providing services to non-Aboriginal people.

“*Area*” means the area [serviced] by the Port Augusta City Council, Davenport Community and District Council of Flinders Ranges. It includes the townships of Marree, Leigh Creek, Woomera, Roxby Downs, Andamooka, Copley and Nepabunna and the Aboriginal Community homelands managed by the Yartawarli Aboriginal Corporation.

3. MEMBERS

3.1 Who is eligible to be a member

A member must be:

- at least 18 years old; and
- an Aboriginal person; and
- a person whose permanent place of residence is in the Area (as defined in rule 2) for at least 12 months prior to applying for membership.

3.2 *How to become a member*

A person applies in writing.

A person is eligible under rule 3.1.

The directors accept the application.

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

The directors may refuse to accept a membership application. 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 they are entered on the register of members. This must be done within 14 days after the directors approve each application for membership.

However, if:

- a person applies for membership after a notice has been given for the holding of an annual general meeting (AGM) or a general meeting, and
- the meeting has not been held when the directors consider the person's application,

then the corporation must not enter the person on the register of members until after the AGM or the general meeting has been held.

Note: An application for membership form template is at Schedule 1 of this rule book.

3.3 *Members' rights*

A member can:

- attend, speak and vote at general meetings
- be made a director (if the member is eligible to become a director)
- put forward resolutions at general meetings
- ask the directors to call a general meeting
- look at the register of members free of charge
- look at the minutes of members' meetings free of charge
- look at the rule book, or get a copy, free of charge
- raise a dispute and have a dispute settled in accordance with rule 11
- 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*

A member must:

- follow these rules
- let the corporation know within 28 days if they change their address
- treat other members with courtesy and respect.
- let the corporation know within 28 days of their permanent place of residence no longer being in the Area (as defined in rule 2).

3.5 *Liability of members*

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

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 *Cancelling membership*

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

- can't be contacted for two years
- misbehaves

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.

The directors must also remove the person's name from the register of current members of the corporation.

3.8 *Directors have limited right to remove members*

If a member is not eligible to be a member or stops being eligible for reasons other than those in rule 3.7, the directors can remove the member. To do this, the directors must do all of the following:

- give the member notice of their intention to cancel the membership
- allow the member 14 days to object in writing to the intended cancellation
- if the member does not object to the cancellation, the directors must cancel the membership by a resolution at a directors' meeting.

If the member objects in writing to the intended cancellation, the member can only be removed by a special resolution of members at a general meeting.

3.9 *The register of members*

The registers must contain the following information:

- members' and former members' names and addresses
- the date when the names were put on the list
- for former members, the date when they stopped being a member.

The register of members and former members must be kept at the corporation's document access address.

The register of members and former members must be available at each annual general meeting (AGM).

3.10 *Membership fees*

The corporation cannot charge membership fees or membership application fees.

4. MEETINGS

4.1 Annual General Meeting (AGM)

The corporation must hold an AGM within five months after the end of its financial year.

4.2 AGM business

The business of each AGM must include:

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

4.3 General meetings

The directors can call a general meeting.

The members can ask directors to call a general meeting. The request must:

- be given to the corporation in writing (note: separate copies of a document setting out a request may be used for signing by members if the wording of the request is identical in each copy)
- state any resolution 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

Number of members in corporation

2 to 10 members

11 to 20 members

21 to 50 members

51 members or more

Number of members needed to ask for a general meeting

= 1 member

= 3 members

= 5 members

= 10 per cent of members

The directors must call the general meeting within 21 days.

However, the directors may apply to the Registrar to deny a members' request to call a general meeting. The directors can do this 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.

The directors' application to deny the members request for a general meeting must:

- be in writing
- set out the ground on which they wish to deny holding the meeting (e.g. it was frivolous or unreasonable, or contrary to the interests of the members as a whole)
- be made within 21 days after the members' request for a meeting was made.

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*

The corporation must give at least 21 days notice for each general meeting.

The notice must be given to:

- each member individually
- the directors
- the corporation's officers
- the contact person or secretary
- the auditor (if the corporation has one).

The notice for each general meeting 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 must be given to each member individually, sent by post to their address, sent by fax or sent by email. If the notice has been given individually, it can also be given again in a manner which accords with Aboriginal or Torres Strait Islander custom.

A notice for a general 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*

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

Number of members in corporation	Number of members needed 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 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*

The quorum for a general meeting is determined by the table below.

Number of members in corporation	Number of members to make a quorum
30 or less members	= 2 members
31 to 50 members	= 5 members
51 to 90 members	= 10 members
91 members or more	= 10 per cent of 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. If there is still no quorum, the meeting is cancelled.

The following persons present at a general meeting will count towards the quorum:

- each member (if the member also holds a proxy, he or she is only counted once)

4.8 *Chairing general meetings*

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 tells the meeting whether they have received any proxy votes and what they are.

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

4.11 Demanding a poll

A member entitled to vote on the resolution or the chair can demand a poll.

A poll can be held before or after a show of hands vote.

A poll on the election of a chair or on the question of an adjournment must be taken immediately.

A poll demanded on other matters must be taken when and in the manner the chair directs.

4.12 Proxies

The members can appoint another member as proxy to attend meetings and vote for them.

Proxies can also speak at meetings and join in demanding a poll. They can vote if their appointment allows them to.

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.

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 one member.

Note: An Appointment of Proxy form template is at Schedule 2 of this rule book.

4.13 Other persons

The chairperson may allow any person to attend general meetings and AGMs, but they cannot vote and move resolutions.

4.14 Cancelling general meetings

The directors can cancel and reschedule a meeting if they think there are exceptional reasons for doing so (such as the death of a community member or a natural disaster). The directors can do this by resolution in a **directors' meeting**. A rescheduled meeting must be held within one month of the date that the meeting was due to occur.

The directors must give reasonable notice of the cancellation and the rescheduled meeting to each member individually.

5. DIRECTORS

Subject to rules 5.15 and 5.16 the directors appointed by the special administrators in 2015 shall hold office until the AGM for the year ended 30 June 2017 is held.

5.1 *Role of directors*

The business of the corporation is to be managed by, or under the direction of, the 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 a general meeting.

5.2 *Number of directors*

The number of directors of the corporation is decided at the general meeting.

The minimum number is five directors (including independent non-member specialist directors).

The maximum number is nine directors (including independent non-member specialist directors).

The directors may change the number of directors with the consent of a resolution at a general meeting or AGM. Such a resolution needs to be in the notice calling that meeting.

5.3 *Classes of directors*

There shall be two classes of directors:

- member directors, and
- independent non-member specialist directors

5.4 *Composition of the board of directors*

The board of directors of the corporation shall be comprised as follows:

- a maximum number of six member directors
- a maximum number of three independent non-member specialist directors

5.5 *Non-eligibility to become a director*

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

- is an employee or a contractor of the corporation
- has been disqualified from managing corporations
- has been convicted of a criminal offence in the last 10 years
- has a member of his/her immediate family who holds a position (whether as an employee or contractor) with the corporation as chief executive officer, deputy chief executive officer, finance manager, clinical services manager or human resources manager (or similar positions by another title).

In addition, a person that was a director of the corporation at any time in the period from 24 November 2014 to 16 February 2015 is not eligible to be appointed as a director at any time in the period up to the AGM of the corporation in 2017.

No more than one (1) person from an immediate family shall be eligible to be appointed or hold office as a director.

immediate family means: any living person related in any of the following ways: grandfather, grandmother, father, mother, husband, wife, de-facto, son, daughter, sister, brother or step-children. For the avoidance of doubt immediate family does not include relatives by marriage i.e.in-laws.

5.6 Eligibility of member directors

A member director must:

- be at least 18 years old
- be a member of the corporation (excluding non-member directors)
- have consented in writing to be appointed as a director of the corporation
- have demonstrated knowledge and/or experience in the delivery of health and associated services
- have a permanent place of residence in the Area (as defined in rule 2)
- within three months of appointment, obtain a South Australian Police Record Check. If a South Australian Police Record Check is not provided to the board within three months of appointment or it records a criminal offence within the last 10 years, the member director's appointment is terminated immediately. The costs of obtaining the South Australian Police Record Check are to be paid by the director.

5.7 Majority of director requirements

A majority of directors of the corporation must:

- be members of the corporation
- usually reside in Australia

(**Note:** the eligibility requirements for independent non-member specialist directors are set out in rule 5.9 below.)

5.8 How to become a member director

The corporation can appoint a member director by resolution passed at a general meeting.

The member directors must give the corporation their consent in writing to be a director prior to their appointment.

The corporation must notify the Registrar of the directors' details within 28 days after they are appointed. The corporation can use the Registrar's *Notification of a change to corporation officers' details* form.

Note: A consent form template that may be used for director's consent is at Schedule 3 of this rule book.

5.9 Eligibility to become an independent non-member specialist director

A person is eligible for appointment as an independent non-member specialist director if he or she satisfies the following requirements:

- is at least 18 years of age
- is an Australian resident

- is not an employee of the corporation
- is not immediate family (see rule 5.5) to a member director of the corporation
- has demonstrated skills and experience in financial management, corporate governance, accounting or health services delivery
- is not a member of the corporation
- within three months of appointment, obtains a South Australian Police Record Check. If a South Australian Police Record Check is not provided to the board within three months of appointment or it records a criminal offence within the last 10 years, the independent non-member specialist director's appointment is terminated immediately. The costs of obtaining the South Australian Police Record Check are to be paid by the director.

A person must give the corporation their signed written consent to act as an independent non-member specialist director prior to their appointment.

The corporation must notify the Registrar of the directors' details within 28 days after non-member directors are appointed or removed.

Note: A consent form that may be used for director's consent is at Schedule 3 of this rule book.

5.10 How to become an independent non-member specialist director

The directors may appoint up to three independent non-member specialist directors.

Before such an appointment is made the directors must conduct a proper merit selection process including, but not limited to, seeking independent advice from a suitably qualified and experienced party (for example, by using the ORIC recruitment assistance program).

In making their selections the directors must give priority to persons with the skills and experience as set out in rule 5.9 of this rule book.

5.11 Directors' terms of appointment

The member directors are appointed at every second annual general meeting for a term of two years.

The member directors that meet the eligibility requirements of rule 5.6 are eligible to be re-elected.

Independent non-member specialist directors are appointed for the term specified in writing by the directors in their appointment. The term of appointment cannot exceed two years, but they can be reappointed.

5.12 Office bearers

The corporation does not have office bearers.

5.13 How to fill vacancies

The directors can fill casual director vacancies. Such vacancies can only be filled following the seeking of nominations through an advertisement placed in The Transcontinental or local media.

A person who is appointed as a member director to fill a casual vacancy will hold office until the next AGM of the corporation and is eligible for reappointment.

The directors can also appoint a member as a director to make up a quorum. A member appointed as a director to make up a quorum under this rule stops being a director at the close of the meeting.

If a vacancy for an independent non-member specialist director occurs it must be filled as set out in rule 5.10 of this rule book.

5.14 *Alternate directors*

Alternate directors are not allowed.

5.15 *How to stop being a director*

A person stops being a director if:

- the person dies, or
- the person resigns in writing as a director, or
- the term of the person's appointment as a director expires, or
- the person becomes an employee or contractor of the corporation, or
- a member of the director's immediate family holds a position (see rule 5.5), or
- the person no longer resides in the Area (as defined in rule 2), or
- the person's South Australian Police Record Check expires and is not renewed (see rule 5.6); or
- the person has been convicted of a criminal offence in the last ten years, or
- the person is removed as a director by the members or the other directors (in accordance with rule 5.16), or
- the person is disqualified from managing a corporation.

If a director's membership is cancelled the person also stops being a director of the corporation.

The corporation must notify the Registrar of the director's details within 28 days after they stop being a director.

5.16 *How to remove a director*

The members may remove a director in the following way:

- 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).

The directors may remove other directors in the following way:

- the directors can only remove a director if the director fails to attend three or more consecutive directors meetings without a reasonable excuse.
- the directors must give the director a notice in writing at the address recorded in the register of members 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.

5.17 Directors' and officers' duties

The duties are:

- a duty of care and diligence
- a duty of good faith
- 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.

5.18 Conflict of interest

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

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

A director who has a conflict of interest must not:

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

unless allowed to do so with approval of:

- a resolution of the other directors (if the directors approving the resolution do not have a conflict of interest), or
- the Registrar by a declaration or order.

5.19 Payment

The directors are not paid sitting fees to attend directors meetings.

The corporation may reimburse the directors for travel and other reasonable expenses (i.e. accommodation) for attending director's meetings or other meetings to do with other corporation business.

The directors may be paid if they have a contract to provide goods or services (so long as the director has exercised any duty to disclose a conflict of interest and also followed the processes detailed in rule 5.18 above and 5.21 below).

5.20 Delegation

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

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

The delegation must be in writing and specify the delegation period and the delegated powers.

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

5.21 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 prior approval of the members.

The procedure in part 6.6 of the CATSI Act must be followed.

5.22 Directors' meetings

The directors must meet at least six times each year.

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

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

5.23 Quorum for directors' meetings

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

5.24 Chairing directors' meetings

The directors can elect a director to chair their meetings. The director elected to chair the meeting must be a member director.

They must decide how long that director will be the chair.

5.25 Using technology

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

5.26 Resolutions at directors' meetings

A resolution of directors must be passed by a majority of the votes.

The director chairing the meeting has a vote, plus a casting vote (if needed).

Resolutions can be passed without a directors' meeting if all directors sign a statement saying that they are in favour of it.

5.27 Reporting for directors' meetings

The CEO must provide the following reports to each director at least one week before each director's meeting:

- up-to-date financial reports that include, but need not be limited to:
 - a balance sheet
 - a profit and loss statement (both by cost centre and consolidated)
 - list of creditors
 - list of debtors
 - confirmation that the banks accounts have been reconciled to the general ledger.
- an Operations Report that includes, but is not limited to:
 - an activity statement (by month) that includes:
 - Medical Benefits Scheme (MBS) revenue;
 - MBS revenue by medical practitioner;
 - Patient attendances
 - Revenue per attendance (average)

- Practice Incentive Program (PIP) revenue
- Practice Nurse Incentive Program (PNIP) revenue
- PIP Registrations
- PIP Outcomes
- staff movements (i.e. any changes, leave, unscheduled absences, performance)
- a copy of any reports prepared for the funding agencies
- a report on outcomes for programs and grant activity
- by exception, a report detailing any breaches of these rules and recommended remedial action

6. CONTACT PERSON OR SECRETARY

The corporation must have at least one contact person or secretary.

The contact person or secretary must be at least 18 years old.

The directors appoint a contact person or secretary.

A director cannot be the contact person or secretary.

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

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

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

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

Note: "small" and "medium" sized corporations have a contact person, "large" corporations have a secretary.

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

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

8. FINANCES

The corporation must follow the procedures set out below:

- all money of the corporation must be deposited into the corporation's bank account
- all accounts must be approved for payment at a directors' meeting or in accordance with delegations approved by resolution at a directors' meeting
- all cheques, withdrawal forms and other banking documents must be signed by at least two directors or in accordance with delegations approved by resolution at a directors' meeting
- all payments made by electronic funds transfer must be approved by at least two directors or in accordance with delegations approved by resolution at a directors meeting
- all payments made out of the corporation's money must be supported by adequate documents which explain the nature and purpose of the payments

9. APPLICATION OF FUNDS

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

They cannot give the money and property to members of the corporation or other persons.

This rule does not stop the corporation from making reasonable payments:

- to a member in their capacity as an employee (i.e. wages); or
- to a member under a contract for goods or services provided.

10. POWERS OF THE CORPORATION

Subject to the Corporations (*Aboriginal and Torres Strait Islander*) Act 2006 and this rule book, the corporation has the power to do anything lawful to carry out the objectives, except the directors of the corporation shall not in any way dispose of, charge, mortgage, pledge, encumber or otherwise deal with an asset of the corporation which consists of or includes land without first obtaining approval of the members by way of a special resolution of members at a properly convened general meeting of the corporation.

11. DISPUTE RESOLUTION

The dispute resolution process is as follows:

- if a dispute arises, the parties must first try to resolve it themselves.
- if the dispute is not resolved within ten 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.

The directors or any of the dispute parties may ask the Registrar for assistance.

12. CHANGING THE RULE BOOK

The rule book can be changed by the members passing a special resolution at a general meeting.

The proposed changes must be set out in the notice for the general meeting.

Within 28 days after the resolution is passed, the corporation must send the Registrar:

- a copy of the changes
- a copy of the minutes of the meeting.

The changes take effect when they are registered by the Registrar.

13. GIFT RECIPIENT FUND

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

- to be named the “Pika Wiya Health Service Aboriginal Corporation Gift Fund”
- which can receive gifts of money or property for the purposes of the objectives of the corporation
- which can have credited to it any money received by the corporation because of those gifts.

13.2 The gift fund cannot receive any money or property other than that stated at rule 13.1.

13.3 The corporation shall use gifts made to the gift fund and any money received because of them only for the principal purpose of the corporation.

13.4 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.

13.5 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

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

14.1 Resolution to distribute surplus assets

Subject to rule 14.2, 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.

14.2 Distribution of surplus assets

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

Schedule 1—Application for membership form

APPLICATION FOR MEMBERSHIP

I, _____
(first name of applicant) (last name of applicant)

of

(permanent place of residence of applicant)

(Date of birth)

(phone number)

(email address)

Hereby apply for membership of the Pika Wiya Health Service Aboriginal Corporation.

I declare that I am eligible for membership under rule 3.1, being:

- I am at least 18 years old; and
- I am an Aboriginal person; and
- My permanent place of residence is in the Area (as defined in rule 2) and has been for at least 12 months prior to the date of this application

I declare I am willing to be bound by the rules of the corporation.

Signed: _____

Date: _____

Office use only

Application tabled at directors' meeting held	Date:
Directors confirmed applicant is eligible for membership	Yes / No
Entered on register of members	Date:

.....
Chairperson's signature

Schedule 2—Appointment of proxy form

APPOINTMENT OF PROXY

I,		(full name of member)
of		(address of member)
am a member of	Pika Wiya Health Service Aboriginal Corporation	(name of Aboriginal and Torres Strait Islander corporation)
I appoint		(full name of proxy)
of	Pika Wiya Health Service Aboriginal Corporation	(address of proxy)
who is also a member of the Pika Wiya Health Service Aboriginal Corporation, as my proxy to vote for me on my behalf at the general meeting of the corporation (annual general meeting or other general meeting, as the case may be) to be held on		
		(date of meeting)
and at any adjournment of that meeting.		
Signature of member		
Date		

NOTE: A proxy vote may only be given to a person who is a member of the corporation.

Schedule 3—Consent to act as a director form

CONSENT TO BECOME A DIRECTOR

I, _____ (full name of person)

of _____ (address of person)

give consent to become a director of Pika Wiya Health Service Aboriginal Corporation

I confirm my date of birth was/...../.....

and my place of birth was
(place of birth)

I acknowledge that a person is automatically disqualified from managing corporations 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 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 the agreement; and
- have been disqualified under the *Corporations Act 2001* from managing corporations.

and I undertake to notify the corporation immediately if any of the above events occur during the term of my appointment.

I also acknowledge that my appointment as a director is subject to the matters as detailed in:

- for member directors - rules 5.5 and 5.6; and
- for independent non-member specialist directors – rules 5.5 and 5.9

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

Signature of person _____

Date _____

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