

Constitution of Coalition for Justice and Peace in Palestine Incorporated

1 Name

The name of the association is Coalition for Justice and Peace in Palestine Incorporated (referred to in this constitution as “the association”).

2 Objects

The objects of the association are:

- (a) to advocate for a just peace in Palestine which would, as a minimum, require an end to the illegal Israeli occupation of Palestinian territories;
- (b) to advocate for the right of return of Palestinian refugees and /or just compensation, if they so choose;
- (c) to advocate for the recognition of the rights of the Palestinian people;
- (d) to promote Palestinian civil society in the interests of democratic rights and social justice;
- (e) to support global adherence to the Universal Declaration of Human Rights;
- (f) to stand against racism, apartheid and prejudice based on religion, gender and sexuality;
- (g) to advocate for an end to the apartheid policies of the Israeli government, including the dismantling of the Separation Wall;
- (h) to work in collaboration with other organisations who share the aims and objectives of the association.

3 Membership

- (a) Membership is open to all individuals and organisations who accept the objects and rules of the association.
- (b) Individuals and organisations wishing to become members of the association must apply to the committee for membership.
- (c) The committee must determine whether or not to accept an application for membership. The committee is not required to supply reasons for accepting or rejecting an application for membership.
- (d) Members shall pay such fees as are determined from time to time by the committee.
- (e) A register of members shall be kept by the association showing the name, address and date of commencement of membership for each member. Provision for noting the date of cessation of membership must also be contained in the register.
- (f) Membership shall cease upon resignation, expulsion or failure to pay outstanding membership fees within six months of the due date.
- (g) Membership fees shall fall due on the first day of each financial year of the association. The financial year of the association shall run from 1st July to 30th June.

4 Members' liability

The members of the association shall have no liability 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 except to the amount of any unpaid membership fees.

5 Disciplining of members

- (a) A member may be expelled from membership of the association (or otherwise disciplined) by the committee if, in the opinion of the committee after affording the member an opportunity of offering an explanation of her/his conduct, the conduct is regarded as being detrimental to the interests of the association.
- (b) A member who wishes to appeal against a decision expelling or otherwise disciplining her/him may do so by notifying the Secretary in writing that s/he wishes the decision to be reviewed at the next general meeting of the association.

6 Disputes between members

- (a) In the event of a dispute arising between members (in their capacity as members) or between a member(s) and the association, the following procedure shall apply.
- (b) Each side of the dispute shall nominate a representative who is not directly involved in the dispute. Those representatives shall then attempt to settle the dispute by negotiation.
- (c) Should the nominated representatives be unable to resolve the dispute within 14 days (or such other period as they agree upon), the dispute shall be referred to a person mutually agreed upon for mediation.
- (d) In the event that no person can be agreed upon to mediate the dispute, it shall be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.

7 Management - by committee

- (a) The association shall have its affairs controlled and managed by the office bearers and other members, together known as the committee.
- (b) The committee shall consist of a minimum of six and a maximum of ten members.
- (c) Members of the committee shall be elected at each annual general meeting and the election carried out in any usual and proper manner that the committee directs.
- (d) Retiring committee members are eligible for re-election.
- (e) The first meeting of the newly elected committee shall elect the office bearers, namely, the Convenor, Publicity Officer, Secretary and Treasurer. These office bearers shall form the Executive.
- (f) A committee member may nominate herself or himself for an office. Where more than one committee member nominates for one office, there shall be an election for that office with voting by a show of hands unless a secret ballot is requested by any committee member. Any election of office bearers shall be conducted in any proper manner decided on by the committee.
- (g) Any committee position left unfilled at the annual general meeting or any casual vacancy occurring in the committee may be filled by a member appointed by the committee.

- (h) Each member of the committee shall hold office from the date of their election or appointment until the conclusion of the next annual general meeting.
- (i) A member of the committee shall, however, cease to hold office upon: resignation in writing; removal as a member of the association; removal by a resolution of members at a general meeting; or absence from three successive committee meetings without approval by the committee.
- (j) The committee shall meet as often as necessary to conduct the business of the association and not less than once every three months.
- (k) Committee meetings shall be open to all members, who may participate in discussion but not vote.
- (l) The quorum for meetings of the committee shall be half the number of current members of the committee rounded down to the nearest whole number, if necessary.
- (m) If within half an hour of the time appointed for a committee meeting a quorum is not present, the meeting may continue informally with decisions passed to the committee for future ratification.
- (n) Notice of committee meetings shall be given at the previous committee meeting or by such other means as the committee may decide upon.
- (o) The committee may function validly provided its number is not reduced below six members. Should committee numbers fall below six, the remaining committee members may act only to appoint new committee members.
- (p) Questions arising at any meeting of the committee shall be decided by the majority of votes of those present, with each individual member and each organisation member present being entitled to one vote. In the case of an equality of votes, the person appointed to chair the meeting shall have a second or casting vote.
- (q) Additional meetings of the committee may be convened by the Convenor or any two members of the committee.
- (r) The Executive shall meet when necessary to implement the resolutions of the committee, making decisions as required. A quorum for Executive meetings shall be three Executive members. Decisions shall be made by a majority vote.
- (s) The committee shall have the power to invite a person or people of distinction from the general community to be the association's Patron(s), this position being honorary and subject to review each year at the annual general meeting.

8 General meetings

- (a) An annual general meeting of the association shall be held each year within six months from the end of the financial year of the association.
- (b) The committee may, whenever it thinks fit, convene a general meeting of the association. A general meeting must be convened by the committee within three months of receiving a written request to do so from at least five per cent of the membership of the association.
- (c) At least 14 days' notice of all general meetings and notices of motion shall be given to members. In the case of general meetings where a

special resolution is to be proposed, notice of the resolution shall be given to members at least 21 days before the meeting.

- (d) In the case of the annual general meeting, the following business shall be transacted:
 - (i) confirmation of the minutes of the last annual general meeting and any recent special general meeting;
 - (ii) receipt of the committee's report on the activities of the association in the last financial year;
 - (iii) election of members of the committee;
 - (iv) receipt and consideration of any financial statement or report required by the Associations Incorporation Act to be submitted to members.
- (e) The quorum for a general meeting shall be ten members present in person. If within half an hour of the time appointed for a general meeting a quorum is not present, the meeting may continue informally with decisions passed to the committee for future ratification.
- (f) Voting at general meetings shall be by a show of hands unless a secret ballot is requested by any member. Decisions shall be made by a simple majority vote, except for those matters which must be decided by special resolution, where a two-thirds majority shall be required.
- (g) All votes shall be given personally and there shall be no voting by proxy.
- (h) The association may not vote on any resolution by means of a postal ballot.
- (i) Each individual member and each organisation member present at a general meeting is entitled to one vote. In the case of an equality of votes, the person appointed to chair the general meeting shall have a second or casting vote.
- (j) Any member of the association may nominate herself or himself for election to the committee. Only members of the association may nominate for election to the committee. Nominations of candidates for election as committee members must be in writing and be delivered to the Secretary of the association at least seven days before the date of the annual general meeting and must be signed by the candidate.
- (k) Where the number of nominations for the committee exceeds the number of vacancies, a ballot shall be held. Any election of committee members shall be conducted in any proper manner decided on by the outgoing committee.
- (l) Written notice of all general meetings shall be given to members personally, by post or by email.
- (m) Members who have items of business they wish considered at a general meeting shall give written notice of such business to the Secretary. The Secretary shall include that business in the next notice calling a general meeting. In the case of the annual general meeting, such written notice must be delivered to the Secretary at least seven days before the date of the meeting.

9 Office bearers

- (a) The Convenor shall be the main representative of the association. The

Convenor, or in her/his absence another Executive member decided by the Executive, shall chair the annual general meeting or any general meeting. The committee members present at each committee meeting of the association shall decide on a chairperson for that meeting.

- (b) The Secretary shall ensure that records of the business of the association, including the constitution, register of members, minutes of all general and committee meetings and a file of correspondence are kept. These records shall be available for inspection by any member and shall be held in the custody of the Secretary.
- (c) The Treasurer shall ensure that all money received by the association is paid into an account in the association's name. Payments shall be made through a petty cash system, by cheque or by electronic transfer by two signatories authorised by the committee. Major or unusual expenditures must be authorised in advance by the committee or a general meeting.
- (d) The Treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the association. These records shall be available for inspection by any member and shall be held in the custody of the Treasurer.
- (e) The Publicity Officer shall promote the stated objects of the association through the mass media, association publications and public events.

10 Special resolutions

- (a) A special resolution must be passed by a general meeting of the association to effect the following changes:
 - (i) a change of the association's name;
 - (ii) a change of the association's constitution or objects;
 - (iii) an amalgamation with another incorporated association;
 - (iv) to voluntarily cancel incorporation or wind up the association;
 - (v) to apply for registration as a company or a co-operative.
- (b) A special resolution shall be passed in the following manner:
 - (i) a notice must be given to all members advising that a general meeting is to be held to consider a special resolution;
 - (ii) the notice must give details of the proposed special resolution and give at least 21 days' notice of the meeting;
 - (iii) a quorum must be present at the meeting; and
 - (iv) at least two-thirds of the valid vote must be in favour of the resolution.
- (c) In situations where it is not possible or practicable for a resolution to be passed as described above, a request may be made to NSW Fair Trading for permission to pass the resolution in some other way.

11 Public Officer

- (a) The committee must ensure that a person is appointed as Public Officer.
- (b) The committee may at any time remove the public officer and appoint a new Public Officer provided the person appointed is 18 years of age or older and a resident of New South Wales.
- (c) The position of Public Officer shall become vacant in the following circumstances:

- (i) death;
 - (ii) resignation in writing;
 - (iii) removal by the committee or at a general meeting;
 - (iv) bankruptcy;
 - (v) mental incapacity; or
 - (vi) residence outside New South Wales.
- (d) When a vacancy occurs in the position of Public Officer, the committee must appoint a new Public Officer within 28 days.
 - (e) The Public Officer is required to notify NSW Fair Trading within 28 days of her/his appointment and within 28 days of a change of the association's official address.
 - (f) The Public Officer may be an office bearer, committee member or any other person regarded as suitable for the position by the committee.
 - (g) The Public Officer shall keep a register of members of the committee which must:
 - (i) contain the name, date of birth and residential address of each committee member and the date on which they became a member of the committee;
 - (ii) be updated within one month of any change taking place; and
 - (iii) be made available for inspection by any person, at all reasonable hours and free of charge.

12 Miscellaneous

- (a) The funds of the association shall be derived from membership fees, donations, grants and such other sources as may be approved by the association.
- (b) The income and property of the association shall be used only for promotion of the objects of the association and shall not be paid or transferred to members by way of dividend, bonus or profit.
- (c) In the event that the association is wound up or has its incorporation cancelled, any surplus property must be distributed to one or more non-profit organisations in accordance with the provisions of the Associations Incorporation Act.
- (d) If a member requests that information about them on the register of members (other than the member's name) not be available for inspection, then that information must not be made available for inspection.
- (e) If the committee determines that the minutes of a committee meeting contain confidential information, then that information must not be made available for inspection.
- (f) Service of documents on the association is effected by serving them on the Public Officer or by serving them personally on two members of the committee.
- (g) Notices sent by post shall be deemed to have been received two days after the date of posting.