

# FEDERATION OF AUSTRALIAN ASTROLOGERS INC.

Registration No. A0030740M

## CONSTITUTION

### 1. NAME OF ASSOCIATION

The name of the Association shall be the "**FEDERATION OF AUSTRALIAN ASTROLOGERS**" (hereinafter called the "**FAA**" or the **Federation**).

### 2. OBJECTS

The objects of the Association are as follows:

- (a) To encourage co-operation and contact between astrologers in Australia and overseas.
- (b) To establish and propagate a code of ethics for Australian Astrologers.
- (c) To publish articles on and to encourage research into systems of astrology.
- (d) To arrange seminars, meetings, to hold at least a biennial conference, and other activities to enable discussion of issues in astrology.
- (e) To publish a national magazine on astrology.
- (f) To conduct examinations and to award diplomas or other documents evidencing the performance of candidates in those examinations.
- (g) To engage in such other conduct as the Association considers desirable in order to enhance the image of astrology and to ensure the highest standard of ethical conduct by astrologers.
- (h) To improve the status of Astrology in Australia by any means seen as appropriate by the National Council which includes the granting of honours.
- (i) The purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Association.
- (j) The buying, selling and supplying of, and dealing in, goods of all kinds.
- (k) The construction, maintenance, and alteration of buildings or works necessary or convenient for any of the objects or purposes of the Association.
- (l) The accepting of any gift, whether subject to a special trust or not, for any one or more of the objects as purposes of the Association.
- (m) The taking of such steps from time to time as the committee or the members in general meeting may deem expedient for the purpose of procuring contributions to the funds of the Association, whether by way of donations, subscriptions, or otherwise.
- (n) The printing and publishing of such newspapers, periodicals, books, leaflets or other documents as the committee or the members in general meeting may think desirable for the promotion of the objects and purposes of the Association.
- (o) The borrowing and raising of money in such manner and on such terms as the committee may think fit or as may be approved or directed by resolution passed at a general meeting.

- (p) Subject to the provisions of the Trustee Act 1898, the investment of any moneys of the Association not immediately required for any of its objects or purposes in such manner as the committee may from time to time determine.
- (q) The making of gifts, subscriptions, or donations to any of the funds, authorities, or institutions to which paragraph (a) of subsection (1) of section 78 of the Income Tax and Social Services Contribution Assessment Act 1936 – 1964 of the Commonwealth relates.
- (r) The establishment and support, or aiding in the establishment or support, of any other association formed for any of the basic objects of the Association.
- (s) The purchase or acquisition, and undertaking, of all or any part of the property, assets, liabilities, and engagements of any association with which the Association may at any time become amalgamated in accordance with the provisions of the Act and the rules of the Association; and
- (t) The doing of all such other lawful things as are incidental or conducive to the attainment of the basic objects of the Association or of any of the objects and purposes specified in the foregoing provisions of this sub-rule.

### **3. INTERPRETATION**

- (a) In this Constitution the following expressions shall have the following meanings unless inconsistent with the context:
- (b) Member means any Member Association admitted to membership as per these rules.
- (c) Biennial General Meeting means that annual meeting at which National Council members take office for a two-year period and at which office bearers take office.
- (d) National Council means all of those persons elected to the position of National Council Representative by a member association and those appointed directly by the National Council: Journal Editor, Archivist/Historian and Conference Coordinator.
- (e) Office bearers means a person holding a position referred to in these rules.
- (f) Executive Committee means the four office bearers defined in clause 15(b)
- (g) The act means:  
The Associations Incorporated Act 1984.
- (h) The Regulations means:  
The Association Incorporation Regulations 1985.

#### **In these Rules.**

- (i) A reference to a function includes a reference to a power, authority and a duty, and
- (ii) A reference to the exercise of a function includes, where the function is a duty, a reference to the performance of that duty.

The provision of the Acts Interpretation Act 1897 apply to and in respect of these Rules in the same manner as the provisions would so apply if these rules were an instrument made under the act.

### **4. MEMBERSHIP**

The membership of the Federation shall consist of

- (a) Such Member Associations qualified under these rules to be a member and have been accepted in accordance with this Constitution.
- (b) Duly elected Life Members who shall not be entitled to any vote unless an elected National Council Member.

- (c) Overseas Subscribers (who shall not be entitled to any vote as a member).

## **5. APPLICATION FOR MEMBERSHIP FROM ASSOCIATIONS**

- (a) Application for membership shall be in writing to the Secretary and shall be accompanied by the applicants Constitution, Rules and By Laws, which must be consistent with and not in conflict with the Constitution of the Federation.
- (b) The Council shall consider the application as soon as practicable after receipt of application and once a decision has been made shall within 14 days advise the applicant of the decision.

## **6. CESSATION OF MEMBERSHIP**

Any member association ceases to be a member of the Federation if that member:

- (a) Resigns that membership
- (b) Is expelled from membership
- (c) A member association is not entitled to resign that membership except in accordance with these Rules
- (d) A member association which has paid all monies payable by the member may resign membership by first giving not less than three months notice in writing to the Secretary of the member's intention to resign and upon expiration of the period of notice the member ceases to be a member.
- (e) Where a member association ceases to be a member pursuant to clause 7 (b) and in every other case where a member association ceases to hold membership the Secretary shall record in the Register the date on which the member ceases to be a member.

## **7. EXPULSION OF A MEMBER ASSOCIATION**

- (a) Where the National Council is of the opinion that a member association-
  - (i) has persistently refused or neglected to comply with a provision or provisions of these rules or directives of the National Council; or
  - (ii) has acted in a manner prejudicial to the interests of the association.
- (b) the council may by resolution-
  - (i) expel the Member Association from the council; or
  - (ii) suspend the Member Association from membership of the council for a specified period. That suspension shall not be for a period exceeding 2 years.

## **8. DISCIPLINING OF NATIONAL COUNCILLORS**

- (a) Where the National Council is of the opinion that a representative member of the council-
  - (i) has persistently refused or neglected to comply with a provision or provisions of these rules or directives of the National Council; or
  - (ii) has persistently and wilfully acted in a manner prejudicial to the interests of the association,

- (iii) the council may by resolution-
  - expel the representative from the council; or
  - suspend the council representative from membership of the council for a specified period. That suspension shall not be for a period exceeding 2 years
- (b) The expulsion of a representative pursuant to sub-rule (1) of this rule does not take effect:
  - (i) until the expiration of fourteen days after the service on the council member and his member association of a notice under sub-rule (c) of this rule; or
  - (ii) if the council representative exercises his right of appeal under the rule, until the conclusion of the special general meeting convened to hear the appeal, whichever is the later date
- (c) Where the council expels a council member from the council the secretary of the Association shall, without undue delay, cause to be served on the member a notice in writing,
  - (i) stating that the committee has expelled the council member;
  - (ii) specifying the grounds for the expulsion; and
  - (iii) informing the council member that if s/he so desires s/he may, within fourteen days after the service of the notice on him, appeal against the expulsion as provided in this rule.
- (d) A council member on whom a notice under sub-rule (c) of this rule is served may appeal against the expulsion to a special general meeting by delivering or sending by post to the public officer of the Association, within fourteen days after the service of that notice, a requisition in writing demanding the convening of such a meeting for the purpose of hearing his appeal.
- (e) Upon receipt of a requisition under sub rule (d) of this rule, the public officer shall forthwith notify the national council of its receipt and the national council shall thereupon cause a special general meeting of members to be held within twenty-one days after the date on which the requisition is received by the public officer.
- (f) At a special general meeting convened for the purpose of this rule -
  - (i) no business other than the question of the expulsion shall be transacted;
  - (iii) the committee may place before the meeting details of the grounds of the expulsion and the committee's reasons for the expulsion;
  - (iii) the expelled council member shall be given an opportunity to be heard; and
  - (iv) the council members present shall vote by secret ballot on the question whether the expulsion should be lifted or confirmed.
- (g) If at the special general meeting a majority of the council members present vote in favour of the lifting of the expulsion, the expulsion shall be deemed to have been lifted and the expelled council member is entitled to continue his/her membership of the council.

## **9. DISPUTES AND MEDIATION**

- (a) The grievance procedure set out in this rule applies to disputes under these Rules between-
  - (i) A member and another member ; or

- (ii) A member and the Association.
- (b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.
- (c) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (d) The mediator must be-
  - (l) a person chosen by agreement between the parties; or
  - (iii) in the absence of agreement-
    - in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
    - in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (e) A member of the Association can be a mediator.
- (f) The mediator cannot be a member who is a party to the dispute.
- (g) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (h) The mediator, in conducting the mediation, must-
  - Give the parties to the mediation process every opportunity to be heard; and
  - Allow due consideration by all parties of any written statement submitted by any part; and
  - Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (i) The mediator must not determine the dispute.
- (j) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act otherwise at law.

## **10. REGISTER OF MEMBERS**

The Secretary of the Federation shall establish and maintain a Register of member Associations of the Federation specifying the name and address of the member association, together with the date on which the member association became a member of the Federation.

## **11. MEMBERS OBLIGATIONS**

- (a) Each member association shall provide a complete list of their individual members and shall provide the Secretary with any change of address, resignation or admittance to membership as it occurs.
- (b) Member associations and their members shall be bound by the FAA Code of Ethics.

## **12. ANNUAL SUBSCRIPTIONS**

- (a) The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Committee determines.

- (b) The annual subscription per Member Association shall be based on a percentage of the nationally recommended subscription paid by members of a member association. The National Council will from time to time recommend a subscription rate.
- (c) The annual subscription for a member association must be paid within 3 months of receipt by the member association.
- (d) Any member association whose subscription remains unpaid by the due date shall be suspended from membership of the Federation until such time as all arrears have been paid.

### **13. MEMBERS LIABILITY**

- (a) The liability of a member Association to contribute towards the payment of all debts and liabilities of the Federation, is limited to the amount if any, unpaid by its members in respect of membership of the Federation as provided in clause 12.
- b) In the event of the Federation being wound up any surplus shall be transferred to another non-profit organisation with the same aims and objects as the FAA or to any other organisation allowable as a tax deduction under Section 78 of the Income Tax Assessment Act.

### **14. THE COUNCIL POWERS**

The Committee of the Federation shall be called the National Council and subject to the act, the regulations and these Rules and to any resolution passed by the Federation at the Annual Meeting:

- (a) Shall control and manage the affairs of the Federation
- (b) May exercise all such functions as may be exercised by the Federation, and
- (c) Has power to perform all such acts and do all such things as appear to the Council to be necessary or desirable for the proper management of the affairs of the Federation.

### **15. CONSTITUTION AND MEMBERSHIP**

- (a) The Officers of the Federation shall be the President, Vice President, Secretary and Treasurer. A Public Officer will also be appointed by the council.
- (b) The President, Vice President, Secretary and Treasurer shall comprise the Executive Committee and shall conduct such business as necessary between National Council meetings and shall have discretionary power to deal with any matter not covered by the Constitution or the interpretation thereof. The Executive Committee shall not have the power to reverse or alter a decision of the National Council.
- (c) A quorum for the Executive Committee shall consist of three (3) members.
- (d) In the event of a casual vacancy occurring in the Executive Committee of the Federation the National Council may appoint from the existing national councillors an individual National Councillor from a member Association to fill that vacancy and the member shall hold office subject to these Rules until declaration by the President that all positions are vacant at the Biennial General Meeting.
- (e) All retiring officers shall be eligible for re-election provided they have consented verbally at the Annual meeting or if not in attendance, in writing to the Secretary.
- (f) The FAA President can only serve two consecutive terms of office but can seek re-election after a two year interval.

### **16. CASUAL VACANCIES**

For the purpose of these rules a casual vacancy in the office of an official position occurs if the member:

- (a) Dies

- (b) Ceases to be a member of a Member Association or is withdrawn by that association.
- (c) Resigns office by notice in writing given to the Secretary.
- (d) Is absent without consent of the Council from two consecutive National Council meetings of which s/he has been given due notice.
- (e) is an undischarged bankrupt.

#### **17. MEETINGS**

- (a) The National Council shall meet at least once in each period of 12 months. Additional meetings of the Executive Committee may be convened by the President or by any member of the Executive Committee.
- (b) Reasonable oral or written notice of a meeting shall be given by the Secretary to each member of the National Council.
- (c) No business shall be transacted at a meeting unless a quorum is present and if within half an hour of the appointed time of the meeting a quorum is not present the meeting shall stand adjourned to a time and place of which due notice shall be given to each member.
- (d) The Secretary shall be authorised to arrange the place and time of the adjourned meeting to ensure a quorum is present.

#### **18. DELEGATION BY NATIONAL COUNCIL TO SUB COMMITTEE**

The National Council may by instrument in writing or otherwise, delegate to one or more sub-committees the exercise of such of the functions of the National Council as are specified in the instrument other than:-

- (a) The power of delegation, and
- (b) A function, which is a duty, imposed on the national council by the act or any other Law.
- (c) 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 in accordance with the terms of delegation.
- (d) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time of circumstances as may be specified in the instrument of delegation.
- (e) Notwithstanding any delegation under this rule, the National Council may continue to exercise any function delegated.
- (f) Any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the National Council.
- (g) The National Council may by instrument in writing revoke wholly or in part any delegation under this sub-rule.
- (h) A sub-committee may meet and adjourn as it thinks proper.

#### **19. VOTING AND DECISIONS**

- (a) Questions arising at a meeting of the National Council or any Sub-Committee shall be determined by a majority of the votes of members of the Committee present at the meeting.

- (b) Each member present at such meetings including the person presiding is entitled to one vote but in the event of equality of votes on any question, the person presiding may exercise a second or casting vote.

## 20. THE NATIONAL COUNCIL

(a) Composition

There shall be a National Council. The National Council shall be comprised of persons elected as National Council members by a General Meeting of each member association prior to the Biennial General Meeting plus the appointments by the National Council at each Biennial General Meeting of a Journal Editor and an Archivist/Historian.

(b) Number of Delegates

Each Member Association shall elect one National Council member for each fifty of their association members (or part thereof), but with a minimum of two and a maximum of four members per Member Association. However, where a person is a member of more than one Member Association they must elect for which member association they will be counted under this clause. This election will be taken into account in determining which member association will count that member to determine their total membership for the purposes of this clause. No member shall be eligible for appointment to the National Council unless he/she has been a member of the Member Association for at least 12 months. Member Association membership shall be determined by the number of members in the Member Association as at 1 June in the year before the biennial general meeting.

(c) Term of Office

Each National Council member shall unless he/she resigns or is removed pursuant to the terms of this Constitution hold office for a period of two years. The members so elected shall assume office at the National Council Meeting held at the next Biennial General Meeting after their election.

(d) Office Bearers

The National Council members assuming office pursuant to Clause 20 (c) hereof shall as soon as possible elect from amongst themselves in such manner as they think fit the following office bearers who shall take office immediately upon their election:

- (i) the President,
- (ii) the Vice President,
- (iii) the Secretary,
- (iv) the Treasurer.

(e) The Appointment of Editor

- The National Council members shall appoint a suitable Journal Editor from applications received and that this appointed person becomes an additional National Council Representative with full voting rights. That representative shall not be considered to have affiliation with any individual member association.
- The journal editor shall publish a national magazine on issues in astrology and shall perform such other functions as the National Council may determine.

(f) The Appointment of an Archivist/Historian

- The National Council members shall appoint a suitable Archivist/Historian from applications received and that this appointed person becomes an additional National Council Representative with full voting rights. That representative shall not be considered to have affiliation with any individual member association.

- The Archivist/Historian will coordinate the collection and storage of suitable archival materials and keep a history of the organisation.

(g) The Appointment of a FAA Conference Coordinator.

- The National Council members shall appoint a suitable Conference Coordinator from applications received and that this appointed person becomes an additional National Council Representative with full voting rights. That representative shall not be considered to have affiliation with any individual member association.
- The Conference Coordinator will be in charge of locating FAA Affiliated Associations or other suitable astrological groups who wish to run biennial conferences with the National FAA Council in joint ventures.
- The Conference Coordinator would liaise with the National Council Executive and the conference convener or conveners in formulating conference details.
- The Conference Coordinator appointment is for two years.

## 21. NATIONAL OFFICE BEARERS

In addition to all or any powers and duties conferred by the provisions of this Constitution the national office bearers shall perform the following functions:

(a) President

- Shall co-ordinate and oversee the operations of the FAA generally, may chair the Biennial General Meeting and meetings of the National Council, may call meetings of the National Council or Executive Committee as appropriate, shall be a member of all sub-committees.

(b) Vice President

- Shall assist the President and perform such other functions as the National Council may determine.

(c) Secretary

- Shall receive applications for overseas membership and submit such applications to the National Council, shall keep a register of honorary life members and overseas members, shall keep proper minutes of all Biennial General Meetings and National Council Meetings. The Secretary shall be responsible for handling all official correspondence. The Secretary shall be under the absolute control of the National Council and shall perform such additional functions as determined by the National Council.

(d) Treasurer

- Shall receive the subscriptions, entrance fees and levies pursuant to Clause 10, shall generally oversee the financial operations of the FAA including all sub-committees and the journal, shall keep himself/herself informed of the financial situation of each member branch and to that end shall regularly contact Branch Treasurers, shall keep books of accounts regarding all transactions of the National Council and all receipts and expenditure by the National Council. The National Treasurer shall be under the absolute control of the National Council.

## 22. ACCOUNTS OF RECEIPTS, EXPENDITURE, & FINANCIAL YEAR

(a) True accounts shall be kept –

- of all sums of money received and expended by the Association and the matter in respect of which the receipt or expenditure takes place; and

- of the property, credits and liabilities of the Association, and subject to any reasonable restrictions as to time and manner of inspecting them that they may be imposed by the Association for the time being, those accounts shall be open to the inspection of the members of the Association.

- (b) The Treasurer of the Association shall faithfully keep all general records, accounting books, and records of receipts and expenditure connected with the operations and business of the Association in such form and manner as the committee may decide.
- (c) The financial year of the Association shall be 1<sup>st</sup> November – 31<sup>st</sup> October.

### **23. BANKING AND FINANCE**

- (a) The Treasurer of the Association shall, on behalf of the Association, receive all moneys paid to the Association and forthwith after the receipt thereof issue official receipts therefore.
- (b) The committee shall cause to be opened with such bank or other financial institution as the committee selects a banking account in the name of the Association into which all moneys received shall be paid by the Treasurer as soon as possible after receipt thereof.
- (c) Except with the authority of the committee, no payment of a sum exceeding \$20 shall be made from the funds of the Association otherwise than by cheque drawn on the Association's bank account, but the committee may provide the Treasurer with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the committee may impose.
- (d) No cheques shall be drawn on the Associations bank account except for the payment of expenditure that has been authorized by the committee.
- (e) All cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments shall be signed by the Treasurer or, in his/her absence, by such other member or members of the committee as the committee may nominate for that purpose, and shall be countersigned by one other committee member.

### **24. AUDITOR**

- (a) At each annual general meeting of the Association, the members present shall appoint a person as the auditor of the Association.
- (b) A person so appointed shall hold office until the annual general meeting next after that at which s/he is appointed, and is eligible for re-appointment.
- (c) The first auditor of the Association may be appointed by the committee before the first annual general meeting, and, if so appointed, shall hold office until the first annual general meeting, unless previously removed by a resolution of the members at a general meeting, in which case the members at that meeting may appoint an auditor to act until the first annual general meeting.
- (d) If an appointment is not made at an annual general meeting the Committee shall appoint an auditor of the Association for the then current financial year of the Association.
- (e) Except as provided in sub-rule (c) of this rule, the auditor may only be removed from office by special resolution.
- (f) If a casual vacancy occurs in the office of auditor during the course of a financial year of the Association, the committee may appoint a person as the auditor and the person so appointed shall hold office until the next succeeding annual general meeting.

### **25. AUDIT OF ACCOUNTS**

- (a) Once at least in each financial year of the Association, the accounts of the Association shall be examined by the auditor.
- (b) The auditor shall certify as to the correctness of the accounts of the Association and shall report thereon to the members present at the annual general meeting.

- (c) In his/her report, and in certifying to the accounts, the auditor shall state:
  - (i) whether s/he has obtained the information required by him/her;
  - (ii) whether, in his/her opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association according to the information at his/her disposal and the explanations given to him and as shown by the books of the Association; and
  - (iii) whether the rules relating to the administration of the funds of the Association have been observed.
- (d) The treasurer of the Association shall cause to be delivered to the auditor a list of all the accounts, books, and records of the Association.
- (e) The auditor -
  - (i) has a right of access to the accounts, books, records, vouchers, and documents of the Association;
  - (ii) may require from the servants of the Association such information and explanations as may be necessary for the performance of his/her duties as auditor;
  - (iii) may employ persons to assist him in investigating the accounts of the Association; and
  - (iv) may, in relation to the accounts of the Association, examine any member of the committee or any servant of the Association.

## **26. ANNUAL MEETING**

- (a) A meeting shall be held annually each year for the purpose of discussing and dealing with all matters affecting this Federation.
- (b) The Secretary shall give reasonable notice in writing to all member Associations of the place, date and time of such meeting, together with an agenda, Officer Reports and an Audited Balance Sheet.
- (c) Notice of any business including alterations to this Constitution shall be submitted in writing to the Secretary of the Federation at least 4 weeks prior to the meeting.

## **27. THE ORDER OF BUSINESS AT THE ANNUAL MEETING SHALL BE**

- (a) Confirmation of the minutes of the last meeting and of any adjournment thereof.
- (b) Business arising from the minutes.
- (c) Correspondence, the Secretary shall submit letters or other communications addressed to or intended for the Meeting and shall use his/her discretion in doing so. Business arising from the correspondence.
- (d) Annual Reports
- (e) Balance Sheet
- (f) Executive Committee Report
- (g) Sub-Committee Reports
- (h) Delegate Reports
- (i) Election of officers if the meeting is a biennial meeting
- (j) Election of Sub-Committees as determined
- (k) Such other business as may appear on the printed Agenda Paper

- (l) General Business
- (m) Determining the place and date of the subsequent Annual Meeting.
- (n) Matters of urgency may be brought before the meeting by the chairman with the consent of the majority of the member present.

## **28. SPECIAL MEETINGS**

- (a) A special meeting shall be called within sixty days of receipt of a written request of a majority of member Associations.
- (b) Such written request shall contain the reason for seeking the meeting and outlining the business to be transacted at the meeting and no other business shall be transacted other than that for which the meeting is called.
- (c) The Secretary shall in writing notify all member Associations of the date, time and venue of the special meeting and the business to be transacted at least 21 days prior to the date of the meeting.
- (d) Member Associations calling a Special Meeting under rule 24(a) shall be jointly responsible for all expenses in conducting a special meeting. Those member associations may claim re-imbursement from the National Council.

## **29. VOTING AND QUORUM**

- (a) The quorum at an FAA meeting shall be a majority of member Associations that represent at least 3 Australian states or territories.
- (b) Except as is specifically provided to the contrary in this Constitution no item of business shall be transacted at any General Meeting unless the requisite quorum is present at the commencement of transaction of that item of business.
- (c) If within 30 minutes from the time appointed for any General meeting a quorum is not present the meeting shall be dissolved.
- (d) Chairperson

The President shall be entitled to take the Chair at all General Meetings. If there is no President or if at any meeting s/he is not present at the time appointed for holding the meeting or if present is unwilling to act as Chairperson of the meeting then the members present personally or by proxy may choose one of their number to be Chairperson of the meeting.

- (e) Adjournment

The Chairperson of any General Meeting may with the consent of the meeting adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business, which was left unfinished at the meeting from which the adjournment took place. If any meeting is adjourned for more than thirty days notice of such adjournment shall be given to all the members entitled to attend and vote at that General Meeting as hereinafter provided and to the auditor in the same manner notice was or ought to have been given of the original meeting but otherwise it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

- (f) Show of Hands

Subject to the provisions of this Constitution for the election of Committees every question submitted to any General Meeting shall in the first instance be decided by a show of hands and each person present and entitled to vote whether in his/her own right or as proxy or attorney shall have one vote on such a show of hands.

- (g) Minutes as Evidence of Result Thereof

At any General Meeting unless a poll is duly demanded before or on the declaration of a show of hands a declaration by the Chairperson of the meeting to the effect that a resolution has been carried or lost or carried unanimously or by a particular majority or lost having regard to the majority required and an entry to that effect in the minute book signed by the Chairperson at that or next succeeding meeting shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the resolution.

(h) Demand for a Poll

A poll shall be duly demanded only if before or on the declaration of the show of hands it is demanded by the Chairperson of the meeting or by a member present in person or by proxy and entitled to vote.

(i) Taking of Poll

A poll demanded on the election of a Chairperson of a General Meeting or on a question of adjournment shall be taken forthwith and a poll demanded on any other question shall be taken in such manner and at such time and place as the Chairperson of the meeting directs or either at once or after an interval or adjournment or otherwise and the result of the poll shall be deemed to be a resolution passed on the date on which it was in fact passed. The demand for a poll shall not prevent the continuance of a meeting or the transaction of any business other than the question on which the poll is demanded. Each person present and entitled to vote as proxy or attorney shall have a number of votes equal to the number of members entitled to vote for whom he is proxy or attorney each of which votes may be cast separately.

(j) Disputed Votes

No objection shall be made to the validity of any vote except at the meeting or poll at which the vote is tendered and every vote not disallowed at such meeting and whether given or purporting to be given personally or by proxy shall be deemed valid. In the case of any dispute as to the admission or rejection of a vote the Chairperson of the meeting shall determine the same and such determination made in good faith shall be final and conclusive.

(k) Chairperson's Casting Vote

In the case of an equality of votes whether on a show of hands or on a poll or otherwise the Chairperson of the meeting at which the show of hands takes place or the poll is demanded shall have a casting vote in addition to any other vote or votes to which s/he may be entitled.

### **30. VOTES OF MEMBERS**

Each member association shall send to National Executive meetings the number of delegates elected in accordance with clause 20(b) hereof. Each member shall have one vote.

### **31. MANNER OF VOTING**

- (a) Votes may be given either personally or by proxy. A person appointed proxy must be a member of a member association.
- (b) Postal voting is an acceptable alternative in all matters. Postal voting must be conducted in a manner ensuring anonymity of voting as prescribed from time to time by the National Council.

### **32. PROXIES**

- (a) Proxy to be deposited with Secretary

The instrument appointing a proxy shall be deposited with the Secretary to the National Council no less than 24 hours before the time for holding the meeting or adjourned meeting at which the person named in such instrument purposes to vote or at such later time as the National Council may permit but in any case shall be so deposited before being acted upon.

## (b) Extended Proxy

Notwithstanding any other provision contained in an instrument of proxy an instrument of proxy shall be valid only at the meeting for which it is expressly given or at any adjournment thereof and no instrument of proxy shall be valid after the expiration of 12 months from the date of its execution.

## (c) Form of Proxy

Every instrument of proxy shall be in writing under the hand of the appointer and shall be in a form the National Council may from time to time prescribe or accept.

## (d) The proxy shall only be valid if given to another member of that member association.

**33. LIFE MEMBERS**

## (a) Life Members may be elected by the National Council in appreciation of meritorious service rendered to the Federation.

## (b) Such nomination shall be in writing from not less than two member Associations to the Secretary no later than ninety days prior to the Annual Meeting. The Executive Committee shall investigate and make recommendations to the Annual meeting.

## (c) Two Life Members may be elected at each Annual meeting but there shall be a limit of 6 persons who may hold Life Membership at any time.

## (d) Life Members, if not an authorised delegate or officer, may attend any meeting of the Federation at their own expense, but shall have no voting power and will be entitled to enter into all debates.

## (e) Life members of the unincorporated Federation shall be Life members of the incorporated Federation.

**34. COMMON SEAL**

## (a) The common seal of the Association shall be kept in the custody of the Public Officer.

## (b) The common seal shall not be affixed to any instrument except by the authority of the Council or Executive Committee and the affixing of the common seal shall be attested by the signatures of the Secretary and only one other member of the Executive.

**35. ALTERATIONS TO CONSTITUTION AND PURPOSES**

## (a) Notice of any alteration to the Constitution and purposes shall be submitted at the Annual Meeting of the National Council at which the change is to be put to a vote. At least 21 days notice shall be given of any proposed change.

## (b) To amend the constitution and purposes a three quarters majority of the member Associations representatives present and voting is necessary.

## (c) The Constitution and purposes shall only be altered at the Annual General Meeting of the Federation and any amendment shall become effective once approved by Consumer Affairs of Victoria.

## (d) Standing Orders contained in schedule 1 hereto may be amended by majority vote at an Annual General meeting

**36. EXAMINATION BOARD**

- a) In addition to any other sub committee formed in accordance with these rules, the National Council shall appoint a standing committee to administer examinations set pursuant to clause 2(f) hereof. The qualifications or suitability for appointment to that sub committee shall be as determined by the National Council from time to time. Appointment to that sub committee shall be for a period of 2 years. The relationship between the National Council and the Examination Board shall be as described in Schedule 2 to this constitution.
- b) Director of the Examination Board.  
  
The persons appointed by the National Council to the Examination Board and the National Executive shall appoint a suitable Director of the Examination Board and that appointed person shall become an additional National Council Representative with full voting rights.
- c) Members who hold recognised qualifications by the FAA or an AAT (FAA) must undertake a designated number of hours per year of continuing professional development as recommended by the National Council from time to time.
- d) A sub-committee called the Continuing professional Development Committee is to set guidelines for professional development. The Sub-committee members include the Exam Board Chair, National President, National Vice President and National Secretary.

**37. WINDING UP OF THE ASSOCIATION**

In the event of the Association being wound up -

- (a) every member Association; and
- (c) every member association which, within the period of twelve months immediately preceding the commencement of the winding up, was a Member Association, is liable to contribute to the assets of the Association for payment of the debts or liabilities of the Association and for the costs, charges, and expenses of the winding up and for the adjustment of the rights of the contributories among themselves such sum, not exceeding \$20. as may be required, but a former member association is not liable so to contribute in respect of any debt or liability of the Association contracted after s/he ceased to be a member.
- (d) In the event of the Association being wound up any surplus shall be transferred to another non-profit organisation with the same aims and objects as the association or to any other organisation allowable as a tax deduction under Section 78 of the Income Tax Assessment Act.

## **Schedule 1**

### **STANDING ORDERS OF FAA MEETINGS**

#### **1. CONDUCT OF DEBATE**

1.1 All FAA meetings shall be presided over by the President, or in her/his absence, by the Vice President. Meetings may be held either in person or electronically.

1.2 In the absence of the President and Vice President, on their refusal to act or agreement not to act, the authorised Delegates present shall elect a chairperson, who shall, for that meeting have powers, duties and privileges attaching, by Law and these Standing orders to the office of Chairperson in the conduct of proceedings at such a meeting.

1.3 Each authorised Delegate shall wait to be recognised by the chair before speaking and shall address the chair, first announcing his/her name, and that of his/her member Association.

1.4 Each authorised Delegate addressing the meeting shall speak directly to the motion under discussion, or to an explanation of a question or order.

1.5 Whenever the chairperson rises during a debate any authorised Delegate then speaking will resume his/her seat and the meeting is to be silent so that the chairperson may be heard without interruption.

1.6 No speech is to exceed five minutes in length without the consent of the meeting.

1.7 The Chairperson may call the attention of the meeting to continued irrelevance, tedious repetition, unbecoming language or any breach of order on the part of the authorised delegate and may direct such authorised delegate speaking to discontinue his/her speech or in the event of persistent disregard of the authority of the chair, to retire for the remainder of the meeting.

1.8 No authorised delegate shall address the meeting more than once on any motion or amendment. The mover of a motion may however, reply, but s/he shall confine him/herself to answering previous speakers and shall not introduce any new matter into the debate. The right of reply shall not extend to the mover of an amendment, which having been carried has become the substantive motion. After the reply, the question shall be put forthwith.

1.9 Any authorised delegate, whether he has spoken on the matter under discussion or not, may rise to a point of order, or in explanation, but such explanation shall be confined to some material part of his/her former speech, which may have been misunderstood. An authorised delegate so rising shall be entitled to be heard forthwith.

1.10 The ruling of the Chairperson on a point of order, or on the admissibility of a personal explanation, shall be final, and shall not be open to discussion.

1.11 No amendment shall become effective unless it is carried by a majority of the total votes recorded.

1.12 All motions other than a special resolution shall be carried or lost by a simple majority vote.

1.13 A motion or amendment may be withdrawn by the mover with the consent of the seconder.

1.14 The Chairperson may, at his discretion, advance or adjourn any matter appearing on the Agenda paper at any stage of the proceedings.

1.15 The percentage payable per Clause 12(a) in respect of each individual of a member association shall be 70%

#### **2. ALTERATIONS**

2.1 Alterations may be made by the National Council at an annual meeting by motion and simple majority vote.

## Schedule 2

### **Relationship between the FAA National Council and FAA Examination Board**

1.1. The National Council may appoint up to 8 members on to the Examination Board and will be guided by the Board recommendation as to the number required would be accepted.

1.2 Existing members of the Examination Board shall have a right to recommend to the National Council who should be appointed to the Board. The final decision shall be made by the National Council.

1.3 The Examination Board may use appropriately qualified consultants or additional markers as required. Those people will not be considered as members of the Examination Board for any purpose. This will not be used as a method of electing persons to the Examination Board without consultation with the National Council.

2.1 The Examination Board and the National FAA Executive will appoint a Director to act on behalf of all members of the Examination Board to act according to the Job Description for the position. The appointed members will still remain responsible for all actions of the Board.

3.1 The Examination Board will keep books of account detailing all financial dealings of the Board. The Board may not purchase capital equipment, costing in excess of an amount agreed by the National Council from time to time, without the consent of the National Council.

3.2 Books of account will be supplied to the National Treasurer as required. Annual accounts will be prepared within a time frame that is set by the National Treasurer.

4.1 It is recognised that the National President is an ex-officio member of the Examination Board as the President is a member of all FAA sub-committees. However, that person will not function as an examiner unless specifically appointed as such by the National Council.

4.2 The National President will be kept informed of all meetings and their agenda and may attend same. However s/he may not take part in any discussion concerning the marking of papers or any matter pertaining thereto. Such attendance will be at his/her own cost unless s/he has been specifically requested to attend because of the nature of the issues under discussion. In that event s/he will be entitled to any re-imbursement to which all other Board members are entitled.

4.3 The Examination Board will use the National President as an advisor in relation to all matters that do not involve the setting or marking of examinations. The National President will be expected to assist in presenting Examination Board issues to the National Council.

4.4 The Director of the Examination Board shall be a member of the National Council and will have primary responsibility to represent the Board at National Council.

4.5 If any member has a grievance with the Examination Board that cannot be reconciled by the Board, the National President may hear such grievance. However, in any matter concerning the marking of examinations the Boards decision will be final.

5.1 The Board shall make recommendations to the National Council in relation to levels of qualification. However, no such qualification shall be implemented until appropriate constitutional change has been made to schedule 3.

5.2 The Board shall be responsible for investigating and making recommendations to the National Council in relation to the recognition of overseas or other qualifications.

### Schedule 3

The national FAA will be responsible for co-ordinating, conducting examinations and granting qualifications and honours for astrology for both the national association and for member associations. Those qualifications and honours shall be:

(a) **Qualifications**

(i) **Astrological Calculation Module**

An examination set by the FAA Inc Examination Board, demonstrating proficiency in natal calculation; transit, progression and direction calculations and other basic natal chart data as set out in the published Astrological Calculation Module syllabus.

(ii) **Interpretation Module**

An examination set by the FAA Inc Examination Board, demonstrating proficiency in chart interpretation as set out in the published Interpretation Module syllabus.

Holders of the previously existing Basic Certificate shall be exempt from sitting the Astrological Calculation and Interpretation modules for the achievement of an FAA Practitioners Certificate provided they have completed the Dynamic Astrology and Advanced Astrological Techniques modules by 31/12/2003 or such extended time as may be granted upon written request to the Examination Board.

(iii) **Dynamic Astrology Module**

An examination set by the FAA Inc Examination Board, demonstrating proficiency in dynamic astrology as set out in the published Dynamic Astrology Module syllabus

(iv) **Advanced Astrological Techniques Module**

An examination set by the FAA Inc Examination Board, demonstrating proficiency in advanced astrological techniques as set out in the published Advanced Astrological Techniques Module syllabus.

(v) **Previous Exams**

Any person who has previously passed the FAA Practitioners Certificate examination (or higher), previously examined by the FAA examination Board, shall be accepted as having passed all of the modules set out above.

(vi) **FAA Practitioners Certificate**

A person who has successfully COMPLETED the four modules set out above shall be granted an FAA Practitioners Certificate. Such persons shall be entitled to use the letters PC(FAA) to denote such educational qualification.

(vii) **Diploma**

Will be awarded to persons who have successfully completed a thesis or other FAA Examination Board approved project. Such successful candidates may use the letters Dip.(FAA) to denote this qualification. The FAA Practitioners Certificate (or equivalent) must be completed before the Diploma is attempted.

(viii) **Accredited Astrology Teacher**

Those members who fulfil the following criteria:

- Hold a minimum educational standard of FAA Certificate of Astrology or equivalent as determined by the National Council from time to time;
- Is actively promoting the FAA examination system. This shall be interpreted as meaning that the teacher recommends to their students that they undertake examinations within the system;

- Has taught and had students pass to the standard of both the Calculation and Natal Interpretation modules standard, numbers set from time to time by the National Council.

Such members will be entitled to use the letters AAT.(FAA) to denote such qualification. This status relies upon continued membership of an affiliated association and continued adherence to the guidelines for its continued use.

(b) **Honours**

(i) **Fellow**

FAA members who have made outstanding contributions to the FAA. Recommendations may only be made by a member organisation but appointments are made by the National Council. The National Council will issue guidelines, which will be followed in the granting of this honour. Any person granted this honour will be entitled to use the word "Fellow" to denote such honour whilst they remain a member of a member association.

## **Schedule 4**

### **Code of Ethics**

Membership of a member association is conditional upon adherence to the following code of ethics:

#### **Protection of Astrological Authenticity**

Members of member associations should endeavour to promote the expansion of astrological knowledge by ensuring, when appropriate, that the general public is accurately informed about astrological practices. The FAA and its member associations should discourage claims and attempts by unqualified persons to provide astrological services to the public.

#### **Professional Behaviour**

The integrity of the profession must be preserved and members of member associations, when acting in a professional astrological capacity, are expected to behave in a manner, which enhances and does not damage the status of the profession.

Member associations may ask the National Council to assess the professional behaviour of their members in this regard when called into question.

#### **The relationship between Astrologer and Client**

A member of a member association will first and foremost consider the well being of the client, endeavouring to enhance the clients understanding of his/her chart in a helpful, constructive manner, and placing the welfare of the client above the member's self interest.

#### **Protection for the Client**

A member of a member association will take into account the reliability of the birth data, informing the client, if necessary, of interpretive limitations as a result of possibly inaccurate birth data.

When a chart is rectified, the client must be informed and the rectification done by a recognised astrological method.

The above requirements being satisfied, members will ensure the greatest possible accuracy in the erection of all astrological charts. The fact that a chart is computer generated will not obviate the responsibility to ensure accuracy.

All astrological reports, oral or written, should be directly concerned with the astrological charts, maps or other tools under consideration and must be expressed as simply and unequivocally as possible with due regard for the state of the client.

#### **Confidentiality**

All astrological consultations shall be considered confidential, unless this confidentiality physically endangers another person or is in breach of any law.

A member of a member association must not convey confidential communications from other astrologers to a client without permission from the authors of such communication.

Confidential material about clients, which might lead to their identification, must not be published without their permission.

Nothing in this clause will prohibit a member of a member association seeking advice or a second opinion from another professional astrologer who is a member of a member association.

### **Predictive Work**

When commissioned to do predictive work, a member of a member association will ensure that the client is aware of the distinction between the astrological event, which can be calculated precisely and its interpretation, which depends on the judgement of the individual astrologer. No member of a member association will claim to be infallible in the prediction of particular events using astrology or to be a fortune teller.

### **The Relationship between members**

Members of member associations should endeavour to respect, and help where appropriate, fellow members of all member associations in their pursuit of astrological knowledge, without bias in terms of divisions of astrology.

If a member of a member association forms the opinion that another member of a member association is behaving unethically and/or unprofessionally, s/he must first approach the member in a helpful way. If this proves to be ineffective, the member must:

- a) warn the person of his/her intention to report the matter to the committee of the member association;
- b) should it become necessary, proceed with that action.

The committee of the member association must proceed to determine whether there has been a breach of the Code of Ethics and to impose penalties in accordance with its constitution.

### **Publicity**

All members must uphold the integrity of the FAA and its member associations by striving for the highest possible standards of astrological expertise and professional behaviour when representing the FAA or a member association.

No person shall represent the FAA unless approved by the National Council or the Executive Committee. No person shall represent a Member Association unless approved by the committee of that association.

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## INFORMATION ON AMENDMENTS:

- 1) **Jan 11, 1996.**
  - **20(b) amended giving each Member Association a minimum of two and a maximum of four members on the National Council.**
- 2) **Jan 22, 1998.**
  - **Clause 36 amended adding items (c) & (d).**
- 3) **Jan 13, 2000.**
  - **Schedule 3 amended with the revised section on qualifications.**
- 4) **Jan 27, 2001.**
  - **New Clause added, Clause 9 – Disputes and Mediation. (Note: all clauses following were re-numbered accordingly.)**
  - **Clause 22 – Accounts of Receipts, Expenditure, & Financial Year. Add new subclause (c) The financial year of the Association shall be 1<sup>st</sup> July – 30<sup>th</sup> June.**
- 5) **Jan 17, 2002.**
  - **Add new subclause 12(a). The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Committee determines.**
  - **Add new subclause 15(f). The FAA president can only serve two consecutive terms of office but can seek re-election after a two year interval.**
  - **Reword 35(a) to: Notice of any alteration of the Constitution and Purposes shall be submitted at the Annual meeting of the National Council at which the change is to be put to a vote. At least 21 days notice shall be given of any proposed change.**
  - **Alter subclause 22(c). Change the financial year from 1<sup>st</sup> July – 30<sup>th</sup> June back to 1<sup>st</sup> November – October 31<sup>st</sup>. (Rationale: the AGM must be held within 5 months of the end of each financial year. Since the AGM is held in January each year we need to revert back to our original financial year dates.)**
- 6) **Jan 25, 2003**
  - **Clause 3 – reword sentence 4 to the following: National Council means all of those persons elected to the position of National Council Representative by a member association and those appointed directly by the National Council: Journal Editor and Archivist/Historian. Rationale: reworded for clarification.**
  - **Subclause 4(b) – add the following to the end of the subclause: unless an elected National Council Member.**
  - **Clause 5 – reword the heading to the following: APPLICATION FOR MEMBERSHIP FROM ASSOCIATIONS**
  - **Subclause 20(a) – add the following to the end of the subclause: plus the appointment by the National Council at each Biennial General Meeting of a Journal Editor and an Archivist/Historian.**
  - **New subclause 20(f) added:**
    - **The Appointment of an Archivist/Historian**
    - **The National Council members shall appoint a suitable Archivist/Historian from applications received and that this appointed person becomes an additional National Council representative with full voting rights. That representative shall not be considered to have affiliation with any individual member association.**
    - **The Archivist/Historian will coordinate the collection and storage of suitable archival materials and keep a history of the organisation.**
  - **Subclause 36(c) – omit QA(FAA) and replace with the following: recognised qualifications by the FAA.**
  - **Schedule 3 viii Qualified Astrologer – omit all of viii. Rationale – the term QA(FAA) is misleading and was meant to replace the previous term of Professional Astrologer.**
  - **Schedule 3 ix Accredited Astrology Teacher – reword the first sub-point to the following: Hold a minimum educational standard of FAA Certificate of Astrology or**

**equivalent as determined by the National Council from time to time.** Note: the term QA (FAA) needed to be removed.

- 7) **Jan 19, 2006**
- **New Subclause 20 (g) to be added after 20 (f).**
  - **The Appointment of a FAA Conference Coordinator.** (Rationale: assistance is needed in running conferences.)
    - The National council members shall appoint a suitable Conference Coordinator from applications received and that this appointed person becomes an additional National Council Representative with full voting rights. That representative shall not be considered to have affiliation with any individual member association.
    - The Conference Coordinator will be in charge of locating FAA Affiliated Associations or other suitable astrological groups who wish to run biennial conferences with the National FAA Council in joint ventures.
    - The Conference Coordinator would liaise with the National Council Executive and the conference convener or conveners in formulating conference details.
    - The Conference Coordinator appointment is for two years
  - **Amendment to Subclause 35 (c).**
    - The Constitution and purposes shall only be altered at the Annual General Meeting of the Federation and any amendments shall become effective once approved by Consumer Affairs of Victoria. (Rationale: This allows the Constitution to be amended at each AGM rather than just at the Biennial General Meeting.)
- 8) **Jan 20, 2007**
- **Amendment to Subclause 3 (d).**
    - Add Conference Coordinator.
  - **Amendment to Subclause 36 (b)**
    - Change Chair to Director & reword the subclause.
  - **Schedule 2 – Relationship between the FAA National Council and FAA Examination Board.**
    - Subclause 2.1. Reworded.
    - Subclause 4.1. Reworded.
    - Subclause 4.4. Change Chair to Director & reword the subclause.