



Constitution of Tasmanian Youth Broadcasters Incorporated (TYB Inc.)

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OBJECTS OF TASMANIAN YOUTH BROADCASTERS INCORPORATED

1. To operate a professional standard radio station that is relevant and responsive to the needs of teenage youth and young adults of Hobart in general and Hobart south in particular.
2. To encourage young people to participate in the delivery of the station's services.
3. To ensure information specific to young people is broadcast.
4. To provide an outlet for Tasmanian and Australian music that is not widely available through other stations in either the community, commercial or national sectors.
5. To promote participation in the station by members of its community of interest whose contribution will enhance the delivery of the service in the perception of the target audience.
6. To advance and promote the education, welfare, cultural and social life of the target audience.
7. To enhance an environment where cultural diversity is celebrated rather than just tolerated, particularly by youth.
8. To draw from and contribute to the resources and objectives of the Community Broadcasting Association of Australia.
9. To operate as a training facility for students undertaking Journalism & Media Studies, including training in the delivery of current affairs and news content with a Tasmanian youth focus.
10. To use the facility provided by the Faculty of Arts within the University of Tasmania as a training resource in broadcast radio for students and the broader community.
11. To broadcast programs of news and music in a format which appeals to the greater proportion of youth in the broadcast area and to strive for standards of broadcasting excellence in reporting on, promoting and providing informative and educational programming relating to youth
12. To promote the broadcasting of local original artistic content.
13. To provide an opportunity for the University to forge greater links with the outside community and provide a greater interface with the community, in particular with youth
14. To promote and recognise the achievements of youth and to improve community understanding of their concerns and aspirations.
15. To provide assistance to youth organisations in the promotion of their activities and services and to encourage the development of programs, services, and facilities designed to service youth, and to actively promote the organisations providing such services.

RULES OF TASMANIA YOUTH BROADCASTERS INCORPORATED

PART I-PRELIMINARY

1 TITLE

The name of the association shall be "Tasmanian Youth Broadcasters Incorporated" (hereafter called the Association).

2 ADDRESS

The office of the association will be Rm 311, Arts Building, University of Tasmania, Sandy Bay, Hobart TAS 7001

3 DEFINITIONS

1. In these rules:

"act" means the Associations Incorporation Act 1981

"committee" shall refer to the committee of management of the Association.

"financial year" shall be from the first day of January until the last day of December of that year.

"general meeting" means a general meeting of members convened in accordance with Rule 22.

"member" shall refer to a full member of the Association.

"station" refers to the broadcasting facility operated by the Association, Edge Radio.

"TYB Inc." means Tasmania Youth Broadcasters Incorporated.

"youth" shall refer to people aged between the period of childhood and adulthood.

2. In these rules:

- a) expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography

and other modes of representing or producing words in a visible form

- b) a reference to a function includes a reference to a power, authority and duty
- c) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty
- d) words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act, 1931 and the act as in force on the date on which these rules are adopted by the Association.

PART II-MEMBERSHIP

4 APPLICATION FOR MEMBERSHIP

1. A person who has applied for membership as provided in these rules shall become a member of the Association on payment of the annual subscription prescribed in, or fixed under, these rules.

2. An application for membership of the Association

- a) shall be made by the applicant in writing in the form set out in Appendix 1 to these rules;
- b) shall be lodged with the Secretary of the Association (hereafter called the Secretary).

3. Upon receipt of the application and membership fee, the Secretary shall enter the applicant's name in the register of members.

4. An application may only be rejected if

- i) there are reasonable grounds to believe that the applicant would not

abide by the rules and objectives of the Association; or

- ii) required by law; or
- iii) the applicant has been convicted of an indictable offence; or
- iv) there are reasonable grounds to believe that the applicant would not abide by the Community Broadcasting Code of Practice; or
- v) there are reasonable grounds to believe that the applicant would pose a security risk to the members or premises of the Association.

5. Where the Secretary resolves to reject an application for membership, the applicant shall have the right of reply and appeal under rule 13 and 14. Where the applicant exercises the right of reply the resolution of the committee is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after the service on the applicant of a notice under rule 13(1), confirms the resolution in accordance with this rule.

6. The Secretary shall-

- a. on payment by the applicant of the amounts referred to in clause 9 within the period referred to in that clause; or
- b. upon resolution of the committee to reject an application being overturned on reply or appeal and payment of the required membership fee by the applicant,

enter the applicant's name in the register of members and, on the name being so entered, the applicant becomes a member of the Association.

5 CESSATION OF MEMBERSHIP

A person ceases to be a member of the Association if the person:

- a) dies; or
- b) resigns membership; or
- c) is expelled from the Association.

6 MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

A right, privilege or obligation which a person has by being a member of the Association;

- a) is not capable of being transferred or transmitted to another person; and
- b) terminates on cessation of the person's membership.

7 RESIGNATION OF MEMBERSHIP

1. A member of the Association is not entitled to resign that membership except in accordance with this rule.

2. A member of the Association who has paid all amounts payable by the member to the Association in respect of their membership may resign from membership of the Association by first giving to the Secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member of the Association.

3. If a member of the Association ceases to be a member under clause (2), and in every other case where a member ceases to hold membership, the Secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member of the Association.

8 REGISTER OF MEMBERS

The Secretary of the Association must establish and maintain a register of members of the Association specifying the name and address of each person who is a member of the Association together with the date on which the person became a member.

The register of members must be kept at the principal place of administration of the Association and must be open for inspection, free of charge, by any member of the Association at any reasonable hour.

9 FEES AND SUBSCRIPTIONS

1. A member of the Association must pay to the Association an annual membership fee of \$5.00 or, if some other amount is determined by the committee, that other amount shall become payable after the Annual General Meeting of the Association of each year.
2. Any member whose subscription is not paid within three months of becoming due will not be entitled to full membership rights at any subsequent meeting.
3. Any member whose subscription is not paid within six months of becoming due shall be deemed to have ceased to be a member.

10 MEMBERS' LIABILITIES

The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by rule 9(1).

11 RESOLUTION OF INTERNAL DISPUTES

Disputes between members (in their capacity as members) of the Association, and disputes between members and the Association, are to be handled according to the constitution and Code 6 of the Community Broadcasting Code of Practice.

12 DISCIPLINING OF MEMBERS

1. A complaint may be made by any member of the Association in regards to any other member of the Association where the member at which the complaint is directed:

- a) has persistently refused or neglected to comply with a provision or provisions of the rules of the Association; or

- b) has persistently and willfully acted in a manner prejudicial to the interests of the Association.

2. On receiving such a complaint, the committee:

- a) must cause notice of the complaint to be served on the member concerned; and
- b) must give the member at least 14 days from the time the notice is served within which to submit a reply to the committee in reference to the complaint; and
- c) must take into consideration any submissions made by the member in connection with the complaint.

3. The committee may, by resolution, expel the member from the Association or suspend the member from membership of the Association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.

13 RIGHT OF REPLY OF REJECTED APPLICANT OR DISCIPLINED MEMBER

1. Where the committee passes a resolution under rule 5(3)b and rule 13(3), the Secretary shall, as soon as practicable, cause a notice in writing to be served on the applicant or member subject of the resolution:

- a) setting out the resolution of the committee and the grounds on which it is based;
- b) stating that the applicant or member subject of the resolution may address the committee at a meeting to be held not earlier than 4 days and not later than 28 days after the service of the notice;
- c) stating the date, place and time of that meeting; and
- d) informing the applicant or member subject of the resolution that they may do either or both of the following:

- (i) attend and speak at that meeting;
 - (ii) submit to the committee at or prior to the date of that meeting written representations relating to the resolution.
2. At a meeting of the committee, held as referred to in clause (1), the committee shall-
- a) provide the applicant or member subject of the resolution with an opportunity to make oral representations
 - b) provide due consideration to any written representations submitted to the committee by the applicant or member subject of the resolution at or prior to the meeting; and
 - c) by resolution determine whether to confirm or to revoke the resolution.
3. Where the committee confirms resolution under clause (2), the Secretary shall, within 7 days after that confirmation, by notice in writing inform the applicant or member subject of the resolution of the reasons for the confirmation and of the rights of appeal under rule 14.
4. A resolution confirmed by the committee does not take effect:
- a) until the expiration of the period within which the applicant or member subject of the resolution is entitled to appeal against the resolution where the applicant or member subject of the resolution does not exercise the right of appeal with that period; or
 - b) where within that period the applicant or member subject of the resolution exercises the right of appeal, unless and until the Association confirms the resolution under rule 14(4), whichever is the later.

14 RIGHT OF APPEAL OF REJECTED APPLICANT OR DISCIPLINED MEMBER

1. A rejected applicant or member may appeal to the Association at a general meeting against a resolution of the committee under rule 13, within 7 days after notice of the resolution is served on the rejected applicant or member, by lodging with the secretary a notice to that effect.
2. The notice may, but need not, be accompanied by a statement of the grounds on which the rejected applicant or member intends to reply for the purpose of the appeal
3. On receipt of a notice from the rejected applicant or member under rule clause (1), the Secretary must notify the committee which is to convene a general meeting of the Association to be held within 28 days after the date on which the Secretary received the notice
4. At a general meeting of the Association convened under rule 21:
 - a) no business other than the question of the appeal is to be transacted; and
 - b) the committee and the rejected applicant or member must be given the opportunity to state their respective cases orally and/or in writing; and
 - c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
5. If at the general meeting the Association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

PART III- THE COMMITTEE

15 POWERS OF THE COMMITTEE

1. The committee is to be called the board of management of the Association and, subject to the Act, the Regulation and these rules and to any resolution passed by the Association in general meeting:

- a) is to control and manage the affairs of the Association;
- b) may, subject to the rules, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these rules to be exercised by the general meetings of members of the Association;
- c) subject to the Act and these rules has power to perform all such acts and things that appear to the committee to be essential for the proper management of the business and affairs of the Association.

16 CONSTITUTION AND MEMBERSHIP

1. Subject in the case of the first membership of the committee to section 21 of the Act, the committee is to consist of:

- (i) Ten members, with at least 2 and no more than 3 from relevant youth community groups, with at least 2 and no more than 3 from the staff of secondary and tertiary education institutions, and up to 6 from the general membership of the Association.

2. The Office-bearers of the Association are to be:

- (i) President;
- (ii) Vice-President;
- (iii) Secretary;
- (iv) Public Officer; and
- (v) Treasurer.

3. Each member of the committee is, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

4. In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Association to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the next annual general meeting following the date of the appointment.

17 ELECTION OF MEMBERS

1. Nominations of candidates for election as office bearers of the Association or as ordinary members of the committee:

- a. shall be in writing, moved and seconded by any two financial members and endorsed by the candidate; and
- b. must be forwarded to the Secretary one (1) month prior to the date fixed for the annual general meeting at which the election is to take place.

2. Should there be no written nominations received, nominations are then acceptable from the meeting.

3. If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting to fill any remaining vacancies.

4. If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.

5. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.

6. If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.

7. The ballot for the election of office-bearers and ordinary members of the

committee is to be conducted at the annual general meeting in a usual and proper manner as the committee may direct.

8. For the purpose of these rules, a casual vacancy in the office of a member of the committee occurs if the member:

- a) dies; or
- b) ceases to be a member of the Association; or
- c) becomes insolvent under administration with the meaning of the Corporations Law; or
- d) resigns office by notice in writing given to the Secretary; or
- e) is removed from office under rule 18(1); or
- f) becomes of unsound mind
- g) fails without leave granted by the Committee to attend all meetings of the committee held during a period of 6 months

18 REMOVAL OF A MEMBER

1. The Association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

2. If a member of the committee to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the members of the Association, the Secretary or the President may send a copy of the representations to each member of the Association or, if the representations are not so sent, the member is entitled to require that the representation be read out at the meeting at which the resolution is considered.

19 MEETINGS OF THE COMMITTEE

1. The committee must meet at least 4 times in each period of 12 months at such place and time as the committee may determine.

2. Additional meetings of the committee may be convened by the president or by any member of the committee.

3. Oral or written notice of a meeting of the committee must be given by the secretary to each member at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.

4. Notice of a meeting given under clause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.

5. Any four (4) voting members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.

6. No business is to be transacted by the committee unless a quorum is present and if, within 20 minutes of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at a time to be determined within two weeks.

7. If at the adjourned meeting a quorum is not present within 20 minutes of the time appointed for the meeting, the meeting is to be dissolved.

8. At a meeting of the committee;

- a) the President or, in the President's absence, the Vice-President is to preside; or
- b) if the President and the Vice-President are absent or unwilling to act, one of the remaining members of the committee as may be chosen by members present at the meeting is to preside.

20 SUB-COMMITTEES

1. The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Association as the committee sees fit) the exercise of such of the functions of the committee as are specified in the instrument, other than;

- a) the power of this delegation; and
- b) a function which is a duty imposed on the committee by the Act or by any other law.

2. A function, the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.

3. A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.

4. Despite any delegation under this rule, the committee may continue to exercise any function delegated.

5. Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.

6. The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.

7. A sub-committee may meet and adjourn as it deems proper.

8. Any sub-committee appointed or elected under these sub-rules shall report to the committee regularly during its existence. Such reports shall include detailed information of any action taken by such sub-committee from time to time, as well as the current position of the matter being dealt with by such sub-committee.

21 VOTING AND DECISIONS

1. Questions arising at a meeting by the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.

2. Each member present at the meeting of the committee or any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

3. Subject to rule 19(5), the committee may act despite any vacancy on the committee

4. Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification or any member of the committee or sub-committee.

PART IV-GENERAL MEETINGS

22 ANNUAL GENERAL MEETINGS

1. The Association must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the Association, convene an annual general meeting of its members.

2. The annual general meeting is, subject to the Act and to clause (1), to be convened on such a date and at such a place and time as the committee deems fit.

3. In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:

- a. to confirm the minutes of the last preceding annual general meeting

and of any special general meeting held since that meeting;

- b. to receive from the committee reports on the activities of the Association during the last preceding financial year;
 - c. to elect office-bearers of the Association and ordinary members of the committee;
 - d. to receive and consider a statement which is not misleading and which gives a true and fair view of the following:
 - i. the income and expenditure of the Association during its last financial year,
 - ii. the assets and liabilities of the Association at the end of its last financial year,
 - iii. the mortgages, charges and other securities of any description affecting any of the property of the Association at the end of its last financial year.
4. An annual general meeting must be specified as such in the notice convening it.

23 SPECIAL GENERAL MEETINGS

1. The committee shall convene a special general meeting of the Association whenever it thinks appropriate.
2. The committee shall, on the requisition in writing of not less than five (5) members, convene a special general meeting of the Association.
3. A requisition for a special general meeting shall:
 - a. state the purpose or purposes of the meeting; and
 - b. shall be signed by the members making the requisition; and
 - c. must be lodged with the Secretary; and
 - d. may consist of several documents in a similar form, each signed by one or

more of the members making the requisition.

4. If the committee does not cause a special general meeting to be held within thirty (30) days from the date on which a requisition therefore was posted by certified mail to the office of the Association, the requisitionists, or any of them may convene the meeting; but any meeting so convened shall not be held after three months from the date of the forwarding by certified mail of the requisition.

5. A special general meeting convened by requisitionists in pursuance of these rules shall be convened in the same manner as nearly as is practicable as that in which those meeting are convened by the committee, and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring them.

24 PROCEDURE

1. At least fourteen (14) days' notice shall be given to all members, and in the case of a special general meeting, this shall be in writing, specifying the place, date and time for the holding of the meeting and the nature of the business to be transacted therein.
2. No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under rule 23 (4).
3. A quorum for a special general meeting or an annual general meeting shall be ten (10) members personally present (being members entitled under these rules to vote at a general meeting) or 50 per cent of members whichever is the least.
4. If within twenty (20) minutes after the appointed time for commencement of a meeting a quorum is not present, the meeting, if convened as a special general meeting, shall be dissolved; and in any other case it shall stand adjourned to the same day in the next week at the same

time and place, and if at the adjourned meeting a quorum is not present within twenty (20) minutes after the time appointed for the commencement of the meeting, the meeting shall be dissolved.

5. The President or, in the President's absence, the Vice President, is to preside as chairperson at each general meeting of the Association. If the President and the Vice-President are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

25 ADJOURNMENT

1. The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

2. If a general meeting is adjourned for 14 days or more, the Secretary must give written or oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

3. Except as provided in clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

26 MAKING OF DECISIONS

1. A question arising at a meeting of the group shall be determined on a show of hands and unless before or on the declaration of the result of the show of hands a poll is demanded, a declaration by the chairman that a resolution has, on a show of hands, been carried, or carried unanimously, or carried by a particular majority or lost, and an entry to that effect in the minute book of the group is evidence of the fact, without proof of the number or

proportion of the votes recorded in favour of, or against, that resolution.

2. At a general meeting of the Association, a poll may be demanded by the chairperson or by at least 3 members present in person or by proxy at the meeting

3. If a poll is demanded at a general meeting, the poll must be taken:

- a. immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment;
- b. or in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

4. Upon any question arising at a meeting of the group, a member has one vote only.

5. All votes shall be given personally.

6. The chairman of the meeting is only entitled to a vote in the case of an equality of voting on a question by exercising a casting vote.

7. A member or proxy is not entitled to vote at any general meeting of the Association unless all money due and payable by the member or proxy to the Association has been paid.

8. No member may hold more than two (2) proxies.

9. Each member is to be entitled to appoint another member as proxy by notice given to the Secretary no later than twenty-four (24) hours before the time of the meeting in respect of which the proxy is appointed.

10. The notice appointing the proxy is to be in the form set out in Appendix 2 to these rules.

PART V-MISCELLANEOUS

27 INSURANCE

1. The Association must effect and maintain insurance as required under the Act.
2. In addition to insurance required under the clause (1), the Association may effect and maintain other insurance.

28 FUNDS

1. The funds of the Association are to be derived from membership fees, donations and, subject to any resolution passed by the Association in general meeting, such other sources as the committee determines.
2. All money received by the Association must be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
3. The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.
4. Subject to any resolution passed by the Association in general meeting, the funds of the Association are to be used in pursuance of the objects of the Association in such manner as the committee determines.
5. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two (2) members of the committee or employees of the Association, being members or employees authorized to do so by the committee.
6. The financial year shall conform to Association financial year under the definitions.
7. The Secretary and/or Treasurer may have a petty cash impress (amount of which to be set by the Committee) for immediate expenses, also expenses incurred by any member may be drawn from petty cash.
8. It shall be the duty of the Treasurer to keep true accounts of all subscriptions, donations and monies raised by the

Association and to place the same to the credit of the Association's bank account.

9. It shall also be the duty of the Treasurer to keep a true record of all expenditure.

10. Other than general running costs no item shall be purchased without the approval of the committee unless permission has been given at previous meeting of the committee.

11. All records of monies received and expended by the Association may with due notice be examined at any time by any member of the Association.

12. These records duly audited must be presented at the annual general meeting.

13. The income and property of the Association shall be applied solely towards the promotion of the objectives of the Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise howsoever by way of profit to members of the Association.

14. All property purchased by the Association from Association funds shall remain the property of the Association although its safe custody may be invested with an individual member. Any equipment lent temporarily to the station must have a label affixed stating the name and address of the owner and that the equipment is lent only. Borrowed equipment will be returned as per individual agreements

15. Any member who retires from or is expelled from the Association ceases to have any claim upon any property or monies belonging to the Association.

29 PUBLIC FUND

1. The association will maintain a public fund, (as defined by the Australian Tax Office in Taxation Ruling (TR)95/27) into which the public can make tax-free donations to be used for the Association's principle purpose.

2. Under no circumstance will any funds be transferred directly, or indirectly, to members of the Association.

30 DISCLOSURE OF INTERESTS

1. A member of the committee who is interested in any contract or arrangement made or proposed to be made with the Association shall disclose their interest at the first meeting of the committee at which the contract or arrangement is first taken into consideration, if their interest exists, or, in any other case, at the first meeting of the committee after the acquisition of their interest.

2. If a member of the committee becomes interested in a contract or arrangement after it is made or entered into they shall disclose their interest at the first meeting of the committee after they become so interested.

3. No member of the committee shall vote as a member of the committee in respect of any contract or arrangement in which they are interested and if they do so vote their vote shall be considered void.

31 DISSOLUTION OF ASSOCIATION

1. The Association shall not be dissolved except by a special general meeting of the Association specially convened for that purpose in accordance with Section 32 of the Associations Incorporations Act 1964 and a resolution carried by a majority of four-fifths of the votes recorded in respect of the same.

2. If upon winding up or dissolution of the Association, there remains after satisfaction of all debts and liabilities, any property whatsoever, the same shall not be paid to or transferred to or distributed among the members of the Association, but shall be given or transferred to some other institution(s) having objectives similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under the Act and these rules, such institution or institutions to be determined by the members of the Association.

3. In the event of the Association being wound up, no member is liable to

contribute to the assets of the Association for payment of the debts and liabilities of the Association and for the costs, charges and expenses of the winding up and for the adjustments of the rights of the contributors among themselves such sum, not exceeding the annual subscription as may be requested, but a former member is not liable after the date of their ceasing to be a member.

32 DISSOLUTION OF PUBLIC FUND

1. If, upon the winding-up or dissolution of the public fund listed on the Register of Cultural Organisations, there remains after satisfaction of all its debts and liabilities, any property, the property shall not be paid to or distributed among its members, but shall be given or transferred to some other fund, authority or institution having objects similar to the objects of this public fund, and whose rules shall prohibit the distribution of its or their income among its or their members, such fund, authority or institution is to be eligible for tax deductibility of donations under Subdivision 30-B, section 30-100, of the *Income Tax Assessment Act 1997* and listed on the Register of Cultural Organisations maintained under the Act.

33 ALTERATION TO THE CONSTITUTION

1. Any member wishing to alter, amend, repeal, or add to any of these rules may do so by special resolution in the required form at a general meeting of the Association provided the Public Officer has had at least thirty (30) days' notice in writing of the proposed alterations.

2. These rules can only be altered by a majority of three-quarters of attending members voting thereto.

34 COMMON SEAL

1. The common seal of the Association must be kept in the custody of the Public Officer.

2. The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the

common seal must be attested by the signatures of either of two (2) members of the committee or of one (1) member of the committee and of the Public Officer or Secretary.

35 RECORDS OF THE ASSOCIATION

1. Except as otherwise provided by these rules, the Secretary must keep in his or her custody or under his or her control all records, books and other documents relating to the Association.

2. The records, books and other documentation must be open to inspection, free of charge, by a member of the Association at any reasonable hour.

BY-LAWS OF TASMANIAN YOUTH BROADCASTERS INCORPORATED

36 PRESIDENT'S DUTIES

The President of the Association shall:

1. Preside over and attend all Association meetings and other Association functions accordingly.
2. Attend as representative of the Association whenever required at meeting other than Association meetings.
3. Prepare the annual report for the annual general meeting.
4. Prepare, with such assistance from the other office bearers as he or she considers reasonably necessary, an annual business plan incorporating a strategic and/or operating plan outlining the broad operational and financial intentions of the Association (including major financial and operational targets).

37 VICE PRESIDENT'S DUTIES

The Vice-President of the Association shall:

1. Assist the President in the duties of that officer when and if required.
2. Attend to any of the duties outlined in rule 36 whenever the President is unable to attend to any such duty.

38 SECRETARY'S DUTIES

The Secretary is responsible for:

1. Making sure all correspondence and official records of the organisation are up to date, accurate and in order (other than financial).
2. Assisting the President to organise Board meetings.
3. Ensuring the minutes of the meeting are taken, either by themselves or delegated to a minute taker, and kept in a book provided for that purpose.

4. Ensuring that information for the committee and from the committee is dealt with in an efficient manner.

5. Ensuring that meeting papers (agenda, correspondence and previous minutes) have been distributed

6. Working with the President to ensure committee meetings run smoothly

7. Causing all decisions made at Association meetings to be carried into effect as soon as practicable after such decisions are made.

8. Cause the advertisement of fees, receipts, and any other act matter or thing in connection with membership of the Association each year

9. In association with the Treasurer establish and maintain a register of members of the Association specifying the name and address of each person who is a member of the Association together with the date on which that person became a member. The register shall be available for inspection by any member of the Association by arrangement with the Secretary.

39 PUBLIC OFFICER'S DUTIES

The Public Officer of the Association shall:

1. Carry out the duties as prescribed in the Associations Incorporation Act, 1964.
2. Maintain the association's constitution, notifying the relevant governance bodies of any changes.
3. Maintain a register of members of the committee of management, including their residential addresses and the date on which they joined the committee.
4. Ensure the Association operates in keeping with the laws and rules governing its formation.

40 TREASURER'S DUTIES

The Treasurer of the Association shall:

1. Collect and collate membership and subscription fees for the Association.
2. In association with the Secretary keep a register of members which shall be available for inspection by any member of the Association by arrangement with the general committee.
3. Have the power to expend on behalf of the Association not more than such sum as is fixed by the committee from time to time without the express sanction of the committee.
4. Receive all monies and pay same into the banking account of the association.
5. Keep an account of all assets and liabilities of the Association and all such monies received and disbursed which account shall be submitted to the annual general meeting duly audited.
6. Present a report to each meeting of the Association, which shall include accounts for payment and payments made from time to time.
7. Advise the Association on investments that may be beneficial to the Association from time to time.

APPENDIX 1
(Rule 4(2))

TASMANIAN YOUTH BROADCASTERS INCORPORATED

APPLICATION FOR MEMBERSHIP OF ASSOCIATION

I, _____ (full name of applicant)

of _____ (address)

hereby apply to become a member of the above named incorporated association.

In the event of my admission as a member I agree to be bound by the rules of the Association for the time being in force and to pay a membership fee as defined by the rules of the Association [\$5.00].

Signature of applicant _____ Date _____

Contact Details:

Email address _____

Home phone _____

Mobile phone _____

APPENDIX 2

(Rule 26(10))

TASMANIAN YOUTH BROADCASTERS INCORPORATED**FORM FOR APPOINTMENT OF PROXY**

I, _____ (full name)

of _____ (address)

being a member of Tasmanian Youth Broadcasters Incorporated

hereby appoint _____ (full name of proxy)

of _____ (address)

being a member of that incorporated association, as my proxy to vote for me on my behalf at the general meeting of the Association (annual general meeting or special general meeting, as the case may be) to be held on the _____ day of _____ 200__ and at any adjournment of that meeting.

Signature of member appointing proxy _____ Date _____

NOTE: A proxy vote may not be given to a person who is not a member of the Association.