

CONSTITUTION

OF

PROJECT VIETNAM INC.



PO Box 299
Golden Beach Qld
Australia 4551

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1 NAME

1.1 The name of the incorporated Association shall be PROJECT VIETNAM INC. (in these rules called "the Association ")

2 PURPOSES

2.1 The purposes for which the Association is established are contained in the following Vision

2.2 THE VISION: To meet the medical equipment, health, education, housing, community development and well-being needs of people in poor communities in Vietnam and any bordering country, using professional input from Australia, Vietnam and such bordering country in developing programs in specific areas to improve their quality of life.

3 POWERS

3.1 The Association has, in the exercise of its affairs, all the powers of an individual.

3.2 The Association may, for example –

3.2.1 Enter into contracts; and agreements.

3.2.2 Acquire, hold, deal with and dispose of property; and equipment.

3.2.3 Make charges for services and facilities it supplies in promotion of its programs.

3.2.4 Do other things necessary if convenient to be done in carrying out its affairs.

3.3 The Association may also issue secured and unsecured notes, debentures and debenture stock for the Association.

4 CLASSES OF MEMBERS

4.1 Each member of the Association shall be a person who

4.1.1 Applies for membership to the committee in the form outlined in Appendix 1 or such other form that the committee approves from time to time;

4.1.2 In the absolute discretion of the committee is approved for membership;

4.1.3 Has paid the entrance fee payable for an individual, company or pensioner;

4.1.4 Has paid any annual subscription as specified in the membership form and any special levy for which that member is liable pursuant to the membership form.

4.1.5 Has been granted special membership subject to annual review.

4.2 The membership of the Association shall consist of

4.2.1 ORDINARY MEMBERS, as described above;

4.2.2 SPECIAL MEMBERS, (including honorary members) as determined by the Management Committee, e.g., patrons or major sponsors;

4.2.3 LIFE MEMBERS, as determined by the Management Committee, for extraordinary contributions to Project Vietnam over a number of years, as a member or sponsor/supporter.

4.3 The number of ordinary members shall be unlimited.

4.4 Every application for membership types (4.2.1) and (4.2.2) of the Association shall be proposed by one (1) member of the Association and seconded by another member of the association

- 4.5 Such application for membership shall be made in writing, signed by the applicant and the applicant's proposer and seconder and shall be in such form as the Management Committee from time to time prescribes.
- 4.6 Membership type (4.2.3) shall be proposed by at least one member of the Association and seconded by another member (when appropriate, the Management Committee may override the requirement that a new member be proposed by an existing member.) Such application for membership shall be made in writing and signed by both the proposer and the seconder and shall be in such form as prescribed by the Management Committee and can only be agreed to at an AGM by a majority vote.

5 MEMBERSHIP FEES

- 5.1 The membership fees for each type of membership shall be such sum, as the members shall from time to time at any general meeting so determine.
- 5.2 The membership fees from each type of membership shall be payable at 1 July each year and in such manner as the Management Committee shall from time to time determine.
- 5.3 A financial member at any material time is a member who is not then indebted to the organization in respect of annual subscription or levy.
- 5.4 Only those members, who are financial members at the time, shall be entitled, subject to the lawful procedure of the meeting, to speak or vote upon any motion at any general meeting of the organization.

6 ADMISSION AND REJECTION OF MEMBERS

- 6.1 At the next meeting of the Management Committee after the receipt of any application and the fee applicable for any membership, such application shall be considered by the Management Committee, who shall thereupon determine the admission or rejection of the applicant?
- 6.2 Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member to the type of membership applied for.

7 TERMINATION OF MEMBERSHIP

- 7.1 A member may resign from the Association at any time by giving notice in writing to the Secretary.
- 7.2 Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.
- 7.3 If a member:
- 7.3.1 Is convicted of an indictable offence; or
 - 7.3.2 Fails to comply with any provisions of these rules; or
 - 7.3.3 Has membership fees in arrears for a period of 2 months or more; or
 - 7.3.4 Conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of the Association,
 - 7.3.5 The Management Committee shall consider whether the member's membership shall be terminated.
- 7.4 The member concerned shall be given a full and fair opportunity of presenting the member's case and if the Management Committee resolves to terminate the membership it shall instruct the Secretary to advise the member in writing accordingly.

8 APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- 8.1 A person whose application for membership has been rejected or whose membership has been terminated may within 1 month of receiving written notification thereof, lodge with the Secretary written notice of the person's intention to appeal against the decision of the Management Committee.
- 8.2 Upon receipt of a notification of intention to appeal against rejection or termination of membership the Secretary shall convene, within 3 months of the date of receipt by the Secretary of such notice, a special general meeting to determine the appeal.
- 8.2.1 At any such meeting the appellant shall be given the opportunity to fully present his/her case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case.
- 8.2.2 The appeal shall be determined by the vote of the members present at such meeting.
- 8.3 Where a person whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these rules or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.

9 REGISTER OF MEMBERS

- 9.1 The Management Committee shall cause a register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission.
- 9.2 Particulars shall also be entered into the register of members' deaths, resignations, terminations and reinstatements of membership.

10 SECRETARY

- 10.1 If a vacancy happens in the office of Secretary, the members of the Management Committee must appoint or elect a Secretary within 14 days after the vacancy happens.
- 10.2 The Secretary must be an individual who is:-
- 10.2.1 A member of the Association elected by the Association as Secretary; or
- 10.2.2 A member of the Association's Management Committee appointed by the committee as Secretary; or
- 10.2.3 Appointed by the Management Committee as Secretary (whether or not the individual is a member of the Association).
- 10.3 The Management Committee shall have the right to remove an appointed Secretary at any time.

11 MEMBERSHIP OF MANAGEMENT COMMITTEE

- 11.1 The executive officers of the Management Committee of the Association shall consist of Immediate Past-President (appointed), President, Vice-President, Treasurer and a Secretary (if elected or appointed), all of whom shall be members of the Association, the management committee shall consist of numbers of other members of the association that at any general meeting may elect or appoint.
- 11.1.1 A Management Committee member of the Association must have held such position for a current continuous period of at least 12 months before being elected to an Executive position on the Management Committee.

- 11.1 At the Annual General Meeting of the Association, all the members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.
- 11.2 The election of officers and other members of the Management Committee shall take place in the following manner:
- 11.2.1 Any 2 members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee;
 - 11.2.2 The nomination, which shall be in writing and signed by the member and the member's proposer and seconder, shall be lodged with the Secretary at least 14 days before the Annual General Meeting at which the election is to take place.
 - 11.2.3 Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;
 - 11.2.4 Should, at the commencement of the AGM, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.
 - 11.2.5 Should there be more than one candidate for any position, voting for each such position shall be by secret ballot.
 - 11.2.6 The chairperson shall appoint 2 members to conduct such secret ballot in such a manner as the chairperson shall determine and the result of the ballot as declared by the chairperson shall be deemed to be the resolution of the ballot was held.
 - 11.2.7 No member of the association can be elected or appointed to a position on the Management Committee of the Association, unless that member has completed at least 12 months current financial membership of the Association.
- 11.3 Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the Association where that member shall be given the opportunity to fully present the member's case.
- 11.4 The question of removal shall be determined by the vote of the members present at such a general meeting.
- 11.5 There is no right of appeal against a member's removal from office under this section.

12 VACANCIES IN MANAGEMENT COMMITTEE

- 12.1 The Management Committee shall have power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next annual general meeting.
- 12.2 The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

13 FUNCTIONS OF THE MANAGEMENT COMMITTEE

- 13.1 Except as otherwise provided by these rules and subject to resolutions of the members of the Association carried at any general meeting to the Management Committee:-

13.1.1 Shall have the general control and management of the administration of the affairs, property and funds of the Association; and

13.1.2 Shall have the authority to interpret the meaning of these rules and any matter relating to the Association on which these rules are silent.

13.2 The Management Committee may exercise all the powers of the Association:-

13.2.1 To borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities; and

13.2.2 To borrow amounts from members and to pay interest on the amounts borrowed and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities; and

13.2.3 To invest in such manner as the members of the Association may from time to time determine.

13.3 For sub-section 2.2 the rate of interest must not be more than the rate for the time being charged for overdrawn accounts for money lent (whatever the term of the loan) by:-

13.3.1 The financial institution for the Association; and

13.3.2 If there is more than 1 financial institution for the Association – the financial institution nominated by the Association.

14 MEETINGS OF THE MANAGEMENT COMMITTEE

14.1 The Management Committee shall meet at least once every 2-calendar months to exercise its functions.

14.1.1 The Management Committee must decide how a meeting is to be called.

14.1.2 Notice of a meeting is to be given in the way decided by the Management Committee.

14.2 A special meeting of the Management Committee shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the members of the Management Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.

14.3 At every meeting of the management Committee, a number of not less than five members, including two executive officers all of whom were elected/appointed to the management Committee as at the close of the last general meeting of the members, shall constitute a quorum.

14.4 Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit.

14.4.1 However, questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the President shall have a casting vote.

14.5 A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which the member is interested, or any matter arising thereout, and if the member does so vote the member's vote shall not be counted.

14.6 Not less than 48 hours notice shall be given by the Secretary to the members of the Management Committee of any special meeting of the Management Committee.

14.6.1 Such notice shall clearly state the nature of the business to be discussed thereat.

14.7 The president shall preside as chairperson at every meeting of the Management Committee, or if there is no president, or if at any meeting the president is not present within 10 minutes after the time appointed for holding the meeting, the vice president shall be chairperson or if the vice-president is not present at the meeting then the members may choose 1 of their number to be chairperson of the meeting.

14.8 If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse.

14.9 In any case it shall stand adjourned to the same day on the next week at the same time and place, or to such day and at such time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

14.10 All acts done by any meeting of the Management Committee or of a subcommittee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect on the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.

14.10.1 A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held.

14.10.2 Any such resolution may consist of several documents in like form, each signed by 1 or more members of the Management Committee.

15 MANAGEMENT COMMITTEE – SUB-COMMITTEES

15.1 The Management Committee may delegate any of its powers to a subcommittee consisting of such members of the Association as the Management Committee thinks fit.

15.1.1 Any subcommittee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.

15.2 A subcommittee may elect a chairperson of its meetings.

15.2.1 If no such chairperson is elected, or if at any meeting the chairperson is not present within 10 minutes after the time appointed for holding the meeting, the members present may choose 1 of their number to be chairperson of the meeting.

15.3 A subcommittee may meet and adjourn as it thinks proper.

15.4 Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of any equality of votes, the President shall have a casting vote.

16 ANNUAL GENERAL MEETINGS

16.1 The Annual General Meeting shall be held:

- 16.1.1 At least once each year; and at a specified date each year, as decided by the previous annual general meeting.
- 16.1.2 Within 3 months after the end of the Association's previous financial year.
- 16.1.3 The Secretary shall convene the Annual General Meeting of the Association by giving not less than 14 days notice of such meeting in writing to each member of the Association.

17 BUSINESS TO BE TRANSACTED AT ANNUAL GENERAL MEETINGS

17.1 The following business must be transacted at every Annual General Meeting:-

- 17.1.1 The receiving of the Statement of Income and Expenditure, assets and liabilities and of mortgages, charges and securities affecting the property of the Association for the last financial year;
- 17.1.2 The receiving of the Auditor's report on the financial affairs of the Association for the last financial year;
- 17.1.3 The presenting of the audited statement to the meeting for adoption;
- 17.1.4 The election of members of the Management Committee;
- 17.1.5 The appointment of an Auditor;

18 SPECIAL GENERAL MEETING

18.1 The Secretary shall convene a Special General Meeting by giving not less than 14 days notice in writing of the meeting to the members of the Association, after:

- 18.1.1 Being directed to do so by the Management Committee;
- 18.1.2 Being given a requisition in writing signed by not less than one third of the members presently on the Management Committee or not less than the number of ordinary members of the Association which equals half the number of members presently on the Management Committee plus one.
- 18.1.3 Being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

18.2 A requisition mentioned in subsection 1. (18.1.2) Shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat.

19 QUORUM AT GENERAL MEETING

19.1 At any general meeting the number of members required to constitute a quorum shall be equal to one half of members presently on the Management Committee plus 1.

19.2 No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business.

19.2.1 For the purposes of this rule:- "Member" includes a person attending as a proxy or representing a corporation, which is a member.

19.3 If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Association, shall lapse.

19.3.1 In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not

present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

19.4 The chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

19.5 When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

19.6 Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

20 NOTICE OF GENERAL MEETING

20.1 The Secretary shall convene all General Meetings of the Association by giving not less than 7 days notice of any such meeting to the members of the Association.

20.2 The Management Committee shall determine the manner by which such notice shall be given.

20.3 However, notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Management Committee, shall be given in writing.

20.4 Notice of a General Meeting shall clearly state the nature of the business to be discussed thereat.

21 PROCEDURE AT GENERAL MEETING

21.1 Unless otherwise provided by these rules, at every general meeting:-

21.1.1 The President shall preside as chairperson, or if there is no President, or if the President is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice- President shall be the chairperson or if the Vice-President is not present or is unwilling to act then the members present shall elect 1 of their number to be chairperson of the meeting;

21.1.2 The chairperson shall maintain order and conduct the meeting in a proper and orderly manner;

21.1.3 Every question, matter or resolution shall be decided by a majority of votes of the members present.

21.1.4 Every member present shall be entitled to one vote and in the case of an equality of votes the chairperson shall have a second or casting vote: Provided that no member shall be entitled to vote at any general meeting if his annual subscription is in arrears at the date of the meeting."

21.1.5 Voting shall be by show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot.

21.1.6 The chairperson shall appoint 2 members to conduct the secret ballot in such manner as the chairperson shall determine and the result of the ballot as declared by the chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded;

21.1.7 A member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have 1 vote and in a secret ballot every member present or by proxy or by attorney or other duly authorised representative shall have 1 vote;

- 21.1.8 The instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointer or of the appointer's attorney duly authorised in writing or, if the appointer is a corporation, either under seal or under the hand of an officer or attorney duly authorised;
- 21.1.9 A proxy must be a member of the Association; and may only vote as directed previously by the absent member.
- 21.1.10 The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot;
- 21.1.11 Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the form outlined in Appendix 2 or a form as near thereto as circumstances permit.
- 21.1.12 The instrument appointing a proxy shall be deposited with the Secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote; and
- 21.1.13 The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be kept on file to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection.
- 21.2 For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Management Committee meeting verifying their accuracy.
- 21.3 Similarly, the minutes of every general meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting.
- 21.4 However, the minutes of any annual general meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting or annual general meeting.

22 BY-LAWS

- 22.1 The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the Association and any by-law may be set aside by a general meeting of members.

23 ALTERATION OF RULES

- 23.1 Subject to the provisions of the Associations Incorporation Act 1981, these rules may be amended, rescinded or added to by a special resolution carried at any General Meeting. However, any amendment, repeal or addition is valid only if registered by the Chief Executive.

24 COMMON SEAL

- 24.1 The Management Committee shall provide for a common seal and for its safe custody.
- 24.2 The common seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for that purpose.

25 FUNDS AND ACCOUNTS

- 25.1 The funds of the Association must be kept in the name of the Association in a financial institution decided by the Management Committee.

- 25.2 Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
- 25.3 All moneys shall be deposited as soon as practicable after receipt thereof.
- 25.4 All amounts shall be paid by cheque signed by any 2 of the President, Secretary, Treasurer or other member authorised by the Management Committee, or by Electronic Funds Transfer with authorisation as determined by the Management Committee in Australia.
- 25.5 Cheques shall be crossed "not negotiable" except those in payment of wages, allowance or petty cash recoupment which may be open or under special circumstances as determined by the Management Committee.
- 25.6 All expenditure shall be approved or ratified at a Management Committee meeting.
- 25.7 As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing the particulars of:-
- 25.7.1 The income and expenditure for the financial year just ended; and details of all relevant overseas accounts.
 - 25.7.2 The assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- 25.8 The Auditor must examine the statement prepared under subsection 7 and present a report to the Secretary before the next Annual General Meeting following the financial year for which the audit was made.
- 25.9 The income and property of the Association must be used solely in promoting the Association's objects and exercising the Association's powers.
- 25.10 All income ie. monies raised in fundraising donated or obtained in any manner becomes the property of Project Vietnam Incorporated and forms part of the financial statement thereof. The Management Committee shall determine and approve the distribution of all monies.

26 DOCUMENTS

- 26.1 The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

27 FINANCIAL YEAR

- 27.1 The financial year of the Association shall close on June 30 in each year.

28 DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

- 28.1 This section applies if the Association is wound-up under part 7 of the Act and there are surplus assets.
- 28.2 The surplus assets must not be distributed among the members but must be given to another entity:-
- 28.2.1 That has objects similar to the Association's objects; and
 - 28.2.2 The rules of which prohibit the distribution of the entity's income and assets to its members.
- 28.3 In this section:- "Surplus assets" has the meaning given by section 47(3) of the Act.
- 28.4 If upon winding up or dissolution of Project Vietnam Incorporated funds remain in the Bank Accounts of the Association, then after all debts outstanding income or liabilities have been settled, such funds shall be given to an organization whose aims, guidelines and mission

statement is closely allied with Project Vietnam Incorporated and is approved by the Commissioner of Taxation as a fund, authority or institution referred to in subcommittee paragraph 78 (4) of the Income Tax Assessment Act, 1936.

APPENDIX 2

Project Vietnam Inc Proxy Form



I, of , being a member of the abovementioned association, hereby appoint..... of , or failing the member,of, as my proxy to vote for me on my behalf at the annual general meeting of the association, to be held on the.....day of , 20... .

.....Signature

This form is to be used (*in favour of) or (*against) the resolution.

(Resolution Name:.....)

*Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote as the proxy thinks fit.);

- (a) The instrument appointing a proxy shall be deposited with the secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote; and
- (b) The secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every management committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the secretary for that inspection.

For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every management committee meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding management committee meeting verifying their accuracy.

Similarly, the minutes of every general meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding general meeting or annual general meeting shall sign the minutes of any annual general meeting.

However, the chairperson of that meeting or the chairperson of the next succeeding general meeting or annual general meeting shall sign the minutes of any annual general meeting.