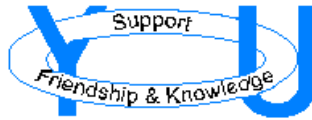


1.



YOUNG OSTOMATES UNITED Inc
ABN: 79272702798

ASSOCIATION RULES OF YOUNG OSTOMATES UNITED INC

1. Name

The incorporated association is Young Ostomates United (Y. O.U) and in these Rules is referred to as 'the Association'.

2. Definitions

In these Rules, unless the contrary intention appears -

"Act" means the Associations incorporation Act 1981;

"Committee" means the committee of management of the Association;

"Financial year" means the year ending on the last day of February of that year and beginning March 1' of that same year;

"General meeting" means a general meeting of members;

"Member" means a member of the Association;

"Ordinary member of the committee" means a member of the committee who is not an officer of the Association;

"Regulations" means regulations under the Act.

3. Alteration of the rules

1. These Rules, the statement of purpose, vision (Appendix I) and objectives (Appendix II) of the Association must not be altered except in accordance with the Act.

2. The changing of Rules also requires a 3/4 majority of members present and 21 days notice to members of intention to alter Rules.

4. Membership and subscription

1. A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Association on payment of the annual subscription under these Rules.

2. An application of a person for membership of the Association must -

(a) Be made in writing in the form set out in Appendix HI;

(b) Be lodged with the Secretary of the Association;

(c) Be accompanied by the fee payable under these Rules, for the first year's annual subscription.

3. as soon as practicable after receipt of the application, the secretary must refer the application to the committee.

4. The committee must determine whether to approve or reject the application.

2.

5. If the committee approves an application for membership, the Secretary must, as soon as practicable notify the applicant in writing of the approval of membership.

6. The secretary must within 28 days after receipt of the annual subscription fee enter the applicant's name in the register of members.

7. An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered into the register of members.

8. If the committee rejects an application, the committee must as soon as practicable, notify the applicant in writing that the application was rejected.

9. A right, privilege or obligation of a person by reason of membership of the association -

(a) is not capable of being transferred to another person;

(b) Terminates upon the cessation of membership whether by death or resignation or otherwise.

10. The annual subscription fee is the amount as set out in Appendix IV and Is determined at the Annual General Meeting, subject to negotiation; and

11. Eligibility for membership is extended to -

(a) Any ostomate between the approximate ages of birth and 40 years;

(b) A relative or carer of a person with a stoma;

(c) Professional Consultants;

(d) Company Representatives; and

(e) Any interested person.

12. The number of members is unlimited.

5. Register of members

1. The secretary must keep and maintain a register of members containing -

(a) The name and address of each member; and

(b) The date on which each member's name was entered in the register.

2. The register of members is not available for inspection by any member unless that member is a committee member.

3. Any member who is also a committee member will respect the right of each member to privacy and confidentiality and regard the register of members as a confidential document.

6. Ceasing membership

1. A member of the Association who has paid all monies due and payable by a member to the Association may resign from the Association by notifying the Secretary of his or her intention.

2. after notification of the resignation has been forwarded to the Secretary -

(a) The member ceases to be a member; and

(b) The secretary must record in the register of members the date on which the member ceased to be a member.

7. Discipline, suspension and expulsion of members

The Association does not have a procedure for the disciplining of members.

8. Disputes and mediation

1. The grievance procedure set out in this rule applies to disputes under these Rules between-
 - (a) A member and another member; or
 - (b) A member and the Association.
2. 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 of the parties.
3. 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.
4. The mediator must be -
 - (a) A person chosen by agreement between the parties;Or
 - (b) In the absence of agreement -
 - (I) in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
 - (ii) 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 or Victoria (Department of Justice).
5. A member of the Association can be a mediator.
6. The mediator cannot be a member who is a party to the dispute.
7. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
8. The mediator in conducting the mediation must -
 - (a) Give all parties to the mediation process every opportunity to be heard;
 - (B) Allow due consideration by all parties of any written statement submitted by any party;and
 - (c) Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
9. The mediator must not determine the dispute.
10. 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.

3.

9. Annual general meetings

1. The committee may determine the date, time and place of the annual general meeting of the Association.
2. The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
3. The ordinary business of the annual general meeting shall be -
 - (a) To confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
 - (b) To receive from the committee reports upon the transactions of the association during the last preceding financial year; and
 - (c) To elect officers of the Association, the ordinary members of the Committee and the external auditor; and
 - (d) To discuss and determine the annual subscription fee; and
 - (e) To receive and consider the statement submitted by the Association in accordance with section 30 (3) of the Act.
4. The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

10. Special general meetings

1. In addition to the annual general meeting, any other general or educational meeting may be held in the same year.
2. All general meetings other than the annual general meeting are special general meetings.
3. The committee may, whenever it thinks fit, convene a special general meeting of the Association.
4. If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.
5. The committee must, on request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Association.
6. The request for a special general meeting must -
 - (a) State the objects of the meeting; and
 - (b) Be signed by the members requesting the meeting; and
 - (c) Be sent to the address of the Secretary.
7. If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
8. If a special general meeting is convened by members in accordance with this rule, the committee must convene it and the Association must refund all reasonable expenses incurred in convening the special general meeting to the persons incurring the expenses.
9. Social meetings/gatherings will occur every alternate month or as decided by the Executive Committee and Members.

11. Special business

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting is deemed to be special business.

12. Notice of general meetings

1. The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must send to each member of the Association a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
2. Notice may be sent by prepaid post, facsimile or electronic transmission.
3. No business other than that set out in the notice convening the meeting may be conducted at the meeting.
4. A member intending to bring any business before a meeting may notify in writing (i.e.: by post, facsimile or electronic transmission), the Secretary of that business, who must include that business in the notice calling the next general meeting.

13. Quorum at general meetings

1. No item of business may be conducted at general meeting unless a quorum of five members entitled under these Rules to vote is present at the time when the meeting is considering that item.
2. Five members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
3. At least two of the five members personally present and constituting a quorum must be committee members.
4. If within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present -
 - (i) in the case of a meeting convened upon the request of members, the meeting must be dissolved; and
 - (ii) In any other case, the meeting shall stand adjourned until the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of adjournment or written notice to members given before the day to which the meeting is adjourned) at the same place.
5. If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than three) shall be a quorum.

14. Presiding at general meetings

The Secretary / Chairperson to preside over all general meetings. If unavailable the members present must select one the of the committee members as Chairperson.

15. Adjournment of meetings

1. The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
2. No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
3. If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.
4. Except as provided in sub-rule (13), it is not necessary to be given notice of an adjournment or of the business to be conducted at an adjourned meeting.

16. Voting at general meetings

- 1, upon any question arising at a general meeting of the Association, a member has one vote only.
2. All votes must be given personally or by proxy.
3. In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
4. A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

17. Poll at general meetings

1. If at a meeting a poll on any question is demanded by not less than three members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
2. A poll that is deemed on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is deemed on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

18. Manner of determining whether resolution carried

If a question arising at a general meeting of the Association is determined on a show of hands

(a) a declaration by the Chairperson that a resolution has been -

- (i) carried; or
- (ii) Carried unanimously; or
- (iii) Carried by a particular majority; or
- (iv) Lost; and

(b) An entry to that effect in the minute book of the Association - is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of or against, that resolution.

19. Proxies

1. Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
2. The notice appointing the proxy must be -
 - (a) For a meeting of the Association convened under Rule 7(7) in the form set out in Appendix VI; or
 - (b) In any other case, in the form set out in Appendix VI.

20. Committee of Management

1. The committee of management shall manage the affairs of the Association.
2. The committee -
 - (a) Shall control and manage the business affairs of the Association; and
 - (b) may, subject to these Rules, the Act and the regulations, 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 general meetings of the members of the Association; and
 - (c) Subject to these Rules, the Act and the Regulations, has power to perform all such acts and things appear to the committee to be essential for the proper management of the business and affairs of the Association.
3. Subject to section 23 of the Act, the committee shall consist of-
 - (a) The officers of the Association; and
 - (b) Up to 4, but at least 2, ordinary members -Each of whom shall be elected at the annual general meeting of the Association in each year.

21. Office holders

1. The officers of the Association shall be -
 - (a) Secretary/Chairperson
 - (b) Treasurer
 - (c) IT person
 - (d) Committee
2. The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any other offices referred to in sub-rule (1).
3. Each officer of the Association shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election,
4. In the event of a casual vacancy in any office referred to in sub-rule (1), the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

22. Ordinary members of the committee

1. Subject to these Rules, each ordinary member of the committee shall hold office until the general meeting next after the date of election but is eligible for re-election.
2. In the event of a casual vacancy occurring in the office of an ordinary member of the committee, the committee may appoint a member of the Association to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

23. Election of office and ordinary committee members

1. Nominations of candidates for election of officers of the Association or as ordinary members of the committee must be -
 - (a) Made in writing, signed by two members of the Association and accompanied By the written consent of the candidate (which may be endorsed on the form Of nomination); and
 - (b) Delivered to the Secretary of the Association prior to the allocated starting Time of the annual general meeting.

7.

2. A candidate may only be nominated for one office, or as ordinary member of the committee, prior to the annual general meeting.
3. If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.
4. The officers of -
 - (a) Secretary / Chairperson
 - (b) Treasurer
 - (c) IT personMust hold only one office -
5. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
6. If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
7. The ballot for the election of officers and ordinary members of the committee must be conducted at the annual general meeting in such manner as the committee may direct.
8. The officers and the ordinary members of the committee of the Association must all -
 - (a) Have a sound and working knowledge of the philosophies and values of the Association
 - (b) All demonstrate qualifications in the areas associated with the office they hold, as in Appendix VI.

24. Vacancies

The office of an officer of the Association, or of an ordinary member of the committee, becomes vacant if the officer or member -

- (A) Ceases to be a member of the Association;
- (B) becomes insolvent under administration within the meaning of the Corporations Law; or
- (c) Resigns from office by notice in writing given to the Secretary.

25. Meetings of the committee

1. The committee must meet no less than 3 times each year and preferably every 4 - 8 weeks, At such place and such time as the committee may determine.
2. Special meetings of the committee may be convened by the Secretary/ Chairperson or by any member of the committee.

26. Notice of committee meetings

1. Notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.
2. Written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

27. Quorum for committee meetings

1. Any 3 or 50% of the committee constitute a quorum for the conduct of the business meeting of the committee.
2. No business may be conducted unless a quorum is present.
3. If within half an hour of the time appointed for the meeting a quorum is not present -
 - (I) in the case of a special meeting, the meeting lapses;
 - (ii) In any other case, the meeting shall stand adjourned to the same place and the same time and day in the following week.
4. The committee may act notwithstanding any vacancy on the committee.

28. Presiding at committee meetings

At meetings of the committee -

The Secretary / Chairperson to preside over all general meetings. If unavailable the members present must select one the of the committee members as Chairperson.

29. Voting at committee meetings

1. Questions arising at a meeting of the committee, or at a meeting of any sub-committee appointed by committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
2. Each member present at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

30. Removal of a committee member

1. The Association, in general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
2. A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or president of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
3. The Secretary may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting.

31. Minutes of meetings

The Secretary of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of names of persons present at committee meetings.

32. Funds

1. The Treasurer of the Association must -
 - (a) Collect and receive all moneys due to the Association and make all payments authorised by the Association; and
 - (b) Keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with activities of the Association?
 - (c) Ensure that all accounts and books showing the financial affairs of the Association to be reviewed annually.
 - (D) Ensure that the name of the auditor be announced at the annual general meeting.
2. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee.
3. The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the committee determines.

33. Seal

1. The common seal of the Association must be kept in the custody of the Secretary.
2. The common seal must not be fixed 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 two members of the committee or of one member of the committee and of the public officer of the Association.

34. Notice to members

Except for the requirement in rule 12, any notice that is required to be given to member, by or on behalf of the Association, under these Rules may be given by -

- (a) Delivering the notice to the member personally; or
- (b) Sending it by prepaid post addressed to the member at that member's address Shown in the register of members; or
- (c) Facsimile transmission, if the member has so requested the sending of notices in This manner; or
- (d) Electronic transmission, if the member has so requested the sending of notices in This manner.

Telephone Directory

1. The Telephone Directory is to be compiled by the Committee of the Association.
2. Members must give written consent, as designated on the membership form, in order for their details to be published in the Telephone Directory, which is treated as a confidential document.
3. The Telephone Directory will contain the following information -
 - (a) Name; and
 - (b) Address; and
 - (c) Age; and
 - (d) Telephone number; and email address
 - (e) Marital status; and (type of stoma; and (g) reason for stoma.
4. The Telephone Directory will be updated annually to coincide with membership renewals.
5. The Telephone Directory, being a confidential document, will not be subject to public scrutiny, and is only for use by the Association members seeking support from fellow members.

Winding up

In the event of winding-up, dissolution or cancellation of the incorporation of the Association, any assets of the Association shall be distributed between other associations or organisations that share philosophies and aims similar to those of the Association and which are similarly non-profit organisations. Assets will not be distributed amongst Members.

37. Custody and inspection of books and records

1. Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control, all books, documents and securities of the Association.

2. The following documents remain confidential documents and are accessible only by the members of this committee of management and not by ordinary members of the Association -

- (a) The register of members; and
- (b) Documents associated with the visiting service which contain identifying Information; and
- (c) Documents associated with the committee 'ring-around' which contain Identifying information.

3 All accounts, books, securities and any other relevant documents of the Association, except for those mentioned in Rule 36 (2) must be available for inspection free of charge by any member of the Association upon request.

4. A member may make a copy of any accounts, books, securities and any other relevant documents of the association, except those mentioned in Rule 36 (2)

1. National and International Groups

1. Affiliate membership groups of the Association may be established.

2. Affiliated groups will adhere to the Philosophy, Aims, Objectives and Rules of the Association, worldwide.

3. The Association is registered with the Trade Practices Commission of Australia.

Appendix I

A) Mission Statement

The primary purpose of Young Ostomates United (YOU) is to foster support and friendship between young ostomates and their families and to increase public knowledge and awareness of Stoma! Therapy

The ultimate responsibility is to the young ostomate.

B) Vision

Y.O.U aims to be a resource and support to both new and well-established young people with a stoma to give friendship and support with courtesy, compassion and full recognition of each members dignity integrity, privacy and rights.

To promote self help in the community.

To provide cost effective use of resources through prudent management.

Appendix II

Objectives

1. To promote quality of life to the young ostomate and encourage the individual to accept responsibility for his/her own health and well being.
2. To advocate for members who are, or feel unable to, communicate their needs and concerns to others.\
3. To provide opportunities for members to meet - **communicate** via social media and/or new electronic communication facilities, for the purpose of discussing matters of common interest related to young ostomates.
4. To recognise the needs of the individual and to provide - peer support where deemed necessary.
5. To promote activities which assist members in increasing their own knowledge and awareness of their health status?
6. To support worthwhile projects which will benefit the health and wellbeing of all ostomates, including projects which progress the education awareness of STNs, professionals about living with a stoma
7. To formulate a telephone directory of consenting members which will assist in communication between members?
8. To recognise and partake in community activities particularly with similar ostomy support groups and associations.
9. To provide a link between ostomates both nationally and internationally -via social media, webpage, email and/or new electronic communication facilities.
10. To be committed to honesty and integrity in all relationships with suppliers of ostomy support products and associations.

12.
Appendix 111

Financial year 1st July - 30th June

Membership is now optional - fees \$15 or \$10 pensioner, available directly via Secretary or online at www.youinc.org.au

Appendix VI

Office Bearers and Duties

It is expected that all Office-Bearers and Non-Office Bearing Committee Members have a sound and working knowledge of the philosophies and values of Y.O.U.

Secretary: / Chairperson

- To act as the official channel of communication between the Executive Committee and Y.O.U. • to notify Members of AGM and other meeting dates.
- To hold records of all meeting proceedings.
- To keep and maintain a register of all Members.
- Qualifications: Sound knowledge of the English language; computer literacy an advantage.

Treasurer:

- Responsible for the care and custody of the financial records of Y.O.U.
 - To act as one signatory from the Executive Committee
(NB: Three signatories from the Executive Committee are assigned, with two signatures being required on cheques).
- Qualifications: Sound financial knowledge and record keeping skills.

IT Coordinator:

- Responsible for maintenance of the Y.O.U. website, domain and hosting
- To liaise with Committee Members re additions and changes to the website and social media accounts
- To post to or, where appropriate, oversee posts to Y.O.U.'s social media accounts
- Qualifications: Computer literate; good written communication skills; basic knowledge of webpage programming and social media platforms

Non-Office Bearing Committee Members:

Up to "2" members of Y.O.U to attend Committee meetings and assist Office Bearers with activities. Opportunities exist for Committee members to take on responsibility for activities or projects.

Compiled, approved and submitted April 2016

Nomination Form for Election to Committee of Management

I,ofbeing a member of the Young Ostomates United Inc (Y.O.U Inc)
nominate.....of(Address of nominee) being a member of Y.O.U Inc, for the office
of:.....on this date:

Signed: (Signature of person nominating)

Signed:(Signature of person being nominated)

Seconded by:(Name of YOU Inc member)

Signature:

Of:(Address of second member supporting the nomination)

Form of appointment of proxy

I,

ofbeing a member of the Young Ostomates United Inc (Y.O.U Inc) appoint

(Name of proxy holder)of(Address of proxy holder)

being a member of Y.O.U Inc, as my proxy to vote for me on my behalf at the Annual / Special * General Meeting of Y.O.U Inc held on -

(Date of meeting)and at any adjournment of that meeting.

My proxy is authorised to vote in favour / against * following the resolution of (insert details of resolution)

.....

.....

Signed: Date:.....

* Delete if not applicable.