

**Australian Access Federation Incorporated (AAF Inc)**

# **Constitution**

**8 November 2013**

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## **1. Preliminary**

### 1.1. Name

1.2. The name of the Association is the *Australian Access Federation Incorporated* (AAF Inc)

## **2. Definitions**

2.1. "the Act" means Associations Incorporation Act, New South Wales.

2.2. "the Regulation" means the Associations Incorporation Regulations, New South Wales.

2.3. "Federation" means the Australian Access Federation Incorporated in New South Wales.

2.4. "Member" means an organisation which is currently registered by the Federation as a Member under section 4 of this Constitution.

2.5. "Member Representative" means the person who is the authorised representative of the "Member".

2.6. "Affiliate" means an organisation which is currently registered as an Affiliate under section 4 of this Constitution.

2.7. "Secretary" means the person holding office under these rules as secretary of the Federation or, if no such person holds that office, the public officer of the Federation.

2.8. "Meetings" includes meetings held with attendance in person or via electronic link up.

2.9. Communications "in writing" includes notice sent by email or other electronic format.

2.10. "ballot" includes those conducted in written or electronic format.

2.11. "financial year" means the year ending on 31 December.

2.12. "Participant" means any Member or Affiliate which is currently registered by the Federation.

2.13. "Rules" means the Australian Access Federation Rules updated from time to time by the Federation.

### **3. Aim and Objects**

#### **3.1. Object**

3.1.1. The objects of the Federation include, but are not limited to:

- 3.1.1.1. supporting online access to shared research and education infrastructure, resources and services by researchers, teachers and students in Australia;
- 3.1.1.2. developing and implementing a governance model and consistent technologies to support a trusted national authentication and authorisation regime; and
- 3.1.1.3. entering into cross-federation arrangements to support international collaboration.

#### **3.2. Aims**

3.2.1. To give effect to its object, the Federation shall:

- 3.2.1.1. manage the operations of the Australian Access Federation Incorporated either directly or by engaging appropriate service organisations on a contractual basis;
- 3.2.1.2. provide a forum for the discussion and selection of appropriate standards and technologies required to create an effective access environment meeting the Authentication, Authorisation and Accounting needs (AAA) of Australian researchers and educators;
- 3.2.1.3. facilitate access to identified overseas research and teaching infrastructure by engaging in cross-federation activities with international access federations;
- 3.2.1.4. invest the Federation's funds and use sums of money out of the Federation's funds to support the operational requirements of the Australian Access Federation and other related activities in accordance with section 7.2; and
- 3.2.1.5. hold periodic meetings of its Members.

3.2.2. To give effect to its objects, the Federation may:

- 3.2.2.1. either directly or indirectly, provide training for support staff working with the Federation technologies;
- 3.2.2.2. receive subscriptions or fees from Members and Affiliates and apply for, and accept, money by way of grant, gift, bequest or otherwise in accordance with Section 7.1;
- 3.2.2.3. receive, obtain and hold land, securities and other property, real or personal;

- 3.2.2.4. publish and/or promote the publication of any printed or electronic material or produce and promote the production of any audio/visual material relating to the Federation's object;
- 3.2.2.5. enter into an arrangement or agreement with, become a member of, subscribe to, or affiliate with, any organisation having objects consistent with those of the Federation;
- 3.2.2.6. procure, transfer or deal with copyrights, privileges, exemptions, certificates, licences, patents, trademarks and the like deemed necessary or convenient for the Federation;
- 3.2.2.7. employ staff;
- 3.2.2.8. insure against risks as appropriate; and
- 3.2.2.9. do all other lawful things necessary.

## **4. Participation**

### **4.1. Participation eligibility**

- 4.1.1. Participation in the Federation is available to organisations and institutions which undertake or support education, research or research and development in Australia, including:
  - 4.1.1.1. Tertiary Education Institutions, such as universities or vocational education institutions;
  - 4.1.1.2. Government, Commercial Research Institutions and not-for-profit entities;
  - 4.1.1.3. Government or Commercial Product and Service Organisations delivering products or services to the education and research sector; and
  - 4.1.1.4. any other entity approved by the Executive Committee from time to time.
- 4.1.2. Participants must comply with the Federation Rules as amended from time to time by the Executive Committee.

### **4.2. Levels of participation**

- 4.2.1. The Federation offers two levels of participation to its Participants:
  - 4.2.1.1. Member - a Member may act as an Identity Provider to its End Users, enabling them to access services provided by a Service Provider and/or as a Service Provider. A Member must pay fees or provide in-kind support at the discretion of the Executive Committee. A Members' Representative is eligible to attend meetings of the Federation and be nominated for positions on the Executive Committee.

4.2.1.2. Affiliate – An Affiliate may act as an Identity Provider to its End Users, enabling them to access services provided by a Service Provider and/or as a Service Provider. An Affiliate may be required to pay a subscription or other fees at the discretion of the Executive Committee. An Affiliate is not eligible to attend meetings of the Federation and may not nominate for positions on the Executive Committee.

4.2.2. One Member Representative or alternate may represent the Member at any General Meeting or Annual General Meeting.

4.2.3. Each Participant must notify the Secretary in writing of any change in their address and/or their representative.

### **4.3. Application for participation**

4.3.1. An application for participation must be made by a body corporate on its letterhead and be accompanied by a completed application form as set out in Appendix 1 and lodged with the Secretary of the Federation.

4.3.2. As soon as is practicable after receiving a nomination for participation, the Secretary must refer the nomination to the Executive Committee which must decide whether to approve or to reject the application.

4.3.3. If the Executive Committee decides to approve an application for participation, the Secretary must as soon as practicable notify the applicant of that approval and request the applicant to pay any subscription or applicable fees within 28 days.

4.3.4. The Secretary must, on payment of any subscription or applicable fees by the applicant enter the applicant's name in the register of Participants and notify the applicant that they have been admitted to the Federation as a Member or Affiliate.

### **4.4. Participation entitlements not transferable**

4.4.1. The privileges and responsibilities of a Member or Affiliate cannot be transferred to another organisation and terminate on the cessation of participation.

### **4.5. Cessation of participation**

4.5.1. An organisation ceases to be a Participant of the Federation if that organisation:

4.5.1.1. Ceases to trade;

4.5.1.2. Resigns from the Federation;

4.5.1.3. Is de-registered by the Federation and/or

4.5.1.4. Does not pay the annual subscription as described in Section 4.7.

#### **4.6. Resignation of participation**

- 4.6.1. A Participant of the Federation who has paid all amounts payable by the Participant to the Federation may resign by sending a written notice of resignation to the Secretary; upon receipt of which the Secretary must remove the name of the Participant from the register of participants.

#### **4.7. Fees, subscriptions etc**

- 4.7.1. The Executive Committee determines the amount of any joining fee and annual subscription for each category of Participant.
- 4.7.2. The annual subscription is due within 30 days of the first day of the financial year to which it relates.
- 4.7.3. Where a Participant has not paid the annual subscription fee due in any year within three months from the due date, that organisation ceases to be a Participant.

#### **4.8. Participants' liabilities**

- 4.8.1. The liability of a Participant to contribute towards the payment of the debts and liabilities of the Federation or the costs, charges and expenses of the winding up of the Federation is limited to the amount (if any) unpaid by the Participant in relation to participation in the Federation as required by section 4.7.

#### **4.9. Disciplining of Participants – De-registration and Suspension**

- 4.9.1. The Executive Committee may de-register a Participant from the Federation, or suspend a Participant from the rights and privileges of participation in the Federation for a specified period, if the Participant has been guilty of conduct detrimental to the interests of the Federation and has persistently refused or neglected to comply with a provision of these rules.
- 4.9.2. Where the Executive Committee de-registers a Participant, the Secretary must as soon as possible notify the Participant in writing, specifying the grounds for de-registration or suspension.

#### **4.10. Right of appeal of disciplined Participant**

- 4.10.1. The Participant may appeal against the de-registration by writing to the Secretary within 14 days of the service of that notice, requesting that a General Meeting be convened for this purpose. On receipt of the notice to appeal, the Secretary must notify the Executive Committee which must convene a General Meeting within 21 days. The only business at the General Meeting will be the question of the de-registration.
- 4.10.2. The Executive Committee must provide the meeting with details of the grounds and the reasons for the de-registration. The de-registered Participant must be given an opportunity to be heard. The Member Representatives present will then vote by secret ballot on whether the de-registration should be lifted or confirmed.



#### **4.11. Resolution of internal disputes**

- 4.11.1. If any dispute arises between the parties arising from or relating to this Constitution or the Federation Rules, the Federation or the Participant will refer the dispute to their respective representatives, whereupon the Federation representative and the Participant representative will promptly discuss the dispute with a view to its resolution.
- 4.11.2. If any dispute cannot be resolved in accordance with Section 4.11.1 within 10 working days, the Participant or the Federation may require that the matter be referred for consultation between the Chief Executive/Vice Chancellor or equivalent of the Participant, or their authorised representative, and the President of the Federation. In this event, both the Participant and the Federation will be represented by one or more delegates in consultations which will be held within 15 working days of the requirement.
- 4.11.3. If a dispute cannot be resolved under Sections 4.11.1 and 4.11.2, then the dispute may be referred by either party to the Executive Committee. The Executive Committee may seek expert advice if relevant. The decision of the Executive Committee will be final and binding upon the parties.

### **5. Executive Committee**

#### **5.1. Powers of the Executive Committee**

##### 5.1.1. The Executive Committee:

- 5.1.1.1. governs the Federation and manages its affairs in accordance with the Act, the Regulations, these Rules and any resolution passed by the Federation at a General Meeting or Annual General Meeting;
- 5.1.1.2. exercises all functions of the Federation other than those which are required to be exercised by a General Meeting or Annual General Meeting;
- 5.1.1.3. has the power to perform all acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the Federation; and
- 5.1.1.4. Prepares the Federation's Annual Business Plan to be presented at the Annual General Meeting.

#### **5.2. Constitution and Membership of the Executive Committee**

##### 5.2.1. The Executive Committee of the Federation shall be:

- 5.2.1.1. the President;
- 5.2.1.2. the Vice-President;
- 5.2.1.3. the Treasurer;

- 5.2.1.4. the Secretary;
- 5.2.1.5. the Past-President;
- 5.2.1.6. one Member at Large; and
- 5.2.1.7. the Public Officer

### **5.3. Election of Executive Committee members**

- 5.3.1. Executive Committee members, other than the Public Officer and the Past-President shall be elected by and from among the Member Representatives of the Federation in accordance with this Constitution and shall hold office from the end of the Annual General Meeting immediately following their election is declared for a period of two years. The President and Treasurer shall be elected on even numbered years, and the Vice-President, Member at Large and Secretary (where the office of Secretary is not being carried out by the Public Officer), being elected on odd numbered years at subsequent Annual General Meetings held thereafter.
- 5.3.2. Member Representatives are eligible for re-election but shall not serve more than two terms in the same Executive Office.
- 5.3.3. The Public Officer shall be appointed by the Executive Committee and must be a resident of New South Wales.
- 5.3.4. The retiring President (Past-President) of the Federation shall be invited to serve on the Executive Committee until the succeeding President's term of office ends.
- 5.3.5. Nominations of candidates for election as office bearers of the Federation must be made in writing and signed by two Member Representatives of the Federation and accompanied by the written consent of the candidate.
  - 5.3.5.1. The candidate must disclose any potential conflicts of interest.
- 5.3.6. Nominations must be delivered to the Secretary by the date specified by the Secretary in the call for nominations.
- 5.3.7. An employee of the Federation or a representative or employee of the Federation Operator are not eligible for election to any Executive Office.
- 5.3.8. Should the Federation employ a Chief Executive Officer, or equivalent, the person holding this position shall be co-opted to the Executive committee as a non-voting member.
- 5.3.9. The ballot will be conducted by secret ballot, conducted at the Annual General Meeting in the way the Executive Committee may direct.
- 5.3.10. If the number of nominations received is equal to the number of positions to be filled, then the nominated Members will be taken as elected.

5.3.11. If the number of nominations received is insufficient to fill all the positions, the candidates nominated will be taken as elected and further nominations will be received, and a secret ballot conducted, at the Annual General Meeting.

5.3.12. The Executive Committee shall have the power to co-opt additional parties to the Executive Committee when required as non voting members.

#### **5.4. The President**

5.4.1. The President of the Federation is the spokesperson for the Federation, and presides over the Annual General Meeting, General Meetings, and Meetings of the Executive Committee.

5.4.2. If the President is absent, the Vice-President will chair that meeting. In the absence of both President and Vice-President, any Executive Officer chosen by the members present will chair that meeting.

#### **5.5. The Secretary**

5.5.1. The Secretary is responsible for the oversight of recording the Federation's Participants and business, and ensuring compliance with the Constitution, by-laws, Act and other relevant statutes and regulations.

5.5.2. The Secretary or their delegate must keep minutes of:

- all elections and appointments of office-bearers and other committee members;
- the names of members of the committee present at a committee meeting or a general meeting; and
- all proceedings at committee meetings and general meetings.

#### **5.6. The Treasurer**

5.6.1. The Treasurer is responsible for the oversight of all financial management and financial policy of the Federation. The Treasurer or their delegate must:

- collect and receive all amounts owing to the Federation and make all payments authorised by the Federation and
- keep correct accounts and books showing the financial affairs of the Federation with full details of all receipts and expenditure connected with the activities of the Federation.

#### **5.7. Vacancies**

5.7.1. The office of any elected officer becomes vacant if s/he:

- resigns the office in writing to the Secretary or President;

- is the nominated representative of an organisation that ceases to be a Member of the Federation;
- becomes of unsound mind; or
- becomes bankrupt;

5.7.2. The Executive Committee will appoint a Member Representative to fill a vacant office for the balance of the term of the previous officer.

## **5.8. Removal of Executive Committee members**

5.8.1. The Federation may remove any member of the committee from office by resolution at a General Meeting.

## **5.9. Executive Committee meetings and quorum**

5.9.1. The Executive Committee must meet at least 3 times in each calendar year at the place and time that the Committee may decide.

5.9.2. A meeting may be conducted by video-conference or teleconference at the discretion of the Executive Committee.

5.9.3. A quorum shall be fifty per cent of the members of the Committee. If a quorum is not present after half an hour of when the meeting was due to start, the meeting will be dissolved.

5.9.4. At meetings of the Executive Committee, the President or, in the absence of the President, the Vice-President presides. If neither are present, a remaining member of the Executive Committee may be chosen by the members present to preside.

## **5.10. Delegation by the Executive Committee to a subcommittee**

5.10.1. The Executive Committee may establish one or more sub-committees to provide advice or recommendations to the Committee on matters of policy or business.

## **5.11. Voting and decisions**

5.11.1. Questions arising at a meeting of the Executive Committee or of any subcommittee appointed by the Executive Committee are decided by a majority of the votes of members of the committee or subcommittee present at the meeting.

5.11.2. Each member present at a meeting of the Executive Committee or of any subcommittee appointed by the Executive Committee (including the person presiding at the meeting) is entitled to 1 vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.

5.11.3. If, at an Executive Committee meeting, equal votes are cast for and against a motion and the person presiding at the meeting does not exercise a casting vote, that motion is lost.

- 5.11.4. A resolution will be deemed to have been passed at an Executive Committee meeting if a majority of members are in favour of the resolution.
- 5.11.5. If all members of the Executive Committee have signed a circulated resolution containing a statement that they are in favour of a resolution set out in the document, that resolution is deemed to have been passed at a meeting of the Executive Committee held on the day the document was last signed by a member of the Executive Committee.
- 5.11.6. If a member of the Executive Committee has a real or potential conflict of interest in respect of an item of business to be considered by the Committee, then that member must advise the Committee in advance of the consideration of the item. The Committee will then decide by resolution whether the member should exclude themselves from the consideration of the item.

## **6. Meetings**

### **6.1. Annual General Meeting—holding of**

- 6.1.1. The Federation must hold an Annual General Meeting in each financial year and the first must be held within 18 months after its incorporation under the Act.

### **6.2. Annual General Meeting—calling of and business at**

- 6.2.1. The Annual General Meeting of the Federation must, subject to the Act, be called on the date and at the place and time that the Executive Committee considers appropriate.
- 6.2.2. In addition to any other business that may be transacted at an Annual General Meeting, the business of an Annual General Meeting is to:
  - 6.2.2.1. confirm the minutes of the last Annual General Meeting and of any General Meeting held since that meeting;
  - 6.2.2.2. receive from the Executive Committee reports on the activities of the Federation during the last financial year;
  - 6.2.2.3. receive from the Executive Committee the Federation's Annual Business Plan for the coming year;
  - 6.2.2.4. elect members of the Executive Committee, including office-bearers; and
  - 6.2.2.5. receive and consider accounts prepared by an independent accountant, which will be sufficient to meet the requirements of an independent audit for GST and BAS returns.
- 6.2.3. An Annual General Meeting must be specified as such in the notice calling it.

- 6.2.4. The Annual General Meeting may transact special business provided that written notice is given to Member Representatives at least 14 days before the meeting.
- 6.2.5. A Member Representative may appoint a proxy to vote at an Annual General Meeting on the Member's behalf. Written notice on the form appended to this constitution must be received by the Secretary at least 48 hours before the meeting.
- 6.2.6. A motion put to the Annual General Meeting will be decided on a show of hands, unless before or on the declaration of the show of hands a poll is demanded. In the event that equal votes are cast for and against a motion, that motion is lost.
- 6.2.7. A quorum will be fifty per cent of Members plus one. If within half an hour of the appointed time for the commencement of the meeting, a quorum is not present, the meeting is to be adjourned to another time as specified by the Executive Committee.

### **6.3. General Meetings**

- 6.3.1. The Executive Committee may, whenever it considers appropriate, call a General Meeting of the Federation.
- 6.3.2. The Executive Committee must call a General Meeting within one month of receiving a written request signed by at least five per cent of Members to do so. The request must state the purposes of the meeting and provide any related documentation.

### **6.4. Notice**

- 6.4.1. At least 14 days prior to a General Meeting, the Secretary must advise all Member Representatives of the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting, unless the proposed business requires a special resolution of the Federation in which case, the Secretary must provide at least 21 days' notice.
- 6.4.2. No business other than that specified in the notice calling a General Meeting may be transacted at the meeting except, for an Annual General Meeting, business that may be transacted under section 6.2.2.
- 6.4.3. A Member desiring to bring any business before a General Meeting may give written notice of that business to the Secretary who must include that business in the next notice calling a General Meeting.

### **6.5. General Meeting—procedure and quorum**

- 6.5.1. No item of business may be transacted at a General Meeting unless there is a quorum of at least fifty per cent of Members plus one.
- 6.5.2. If within 30 minutes after the appointed time for the start of a General Meeting a quorum is not present, the meeting if requested by at least five per cent of Members is dissolved and in any other case stands

adjourned until a date, time and place determined by the Executive Committee.

## **6.6. Presiding Member**

6.6.1. At a General Meeting, the President or, in the absence of the President, the Vice-President presides. If neither are present, a Presiding Member may be chosen by the Member Representatives present to preside

## **6.7. .Adjournment**

6.7.1. With the consent of the majority of Member Representatives present at the meeting, the person presiding at a General Meeting at which a quorum is present, may adjourn the meeting to another time and place. Only unfinished business from the adjourned meeting may be considered when it is reconvened.

6.7.2. If a General Meeting is adjourned for 14 days or more, the Secretary must give notice to each Member of the adjourned meeting advising where and when it is to be reconvened.

## **6.8. Making of decisions**

6.8.1. A question arising at a General Meeting is to be decided on a show of hands unless before or on the declaration of the show of hands a poll is demanded. The minutes of the meeting shall record the declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost.

6.8.2. At a General Meeting, a poll may be demanded by the person presiding or by not less than 3 Member Representatives present in person or by proxy at the meeting.

6.8.3. If the poll is demanded at a General Meeting, the poll must be taken:

- immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
- in any other case, at an appropriate time during the meeting.

## **6.9. Voting**

6.9.1. On any question arising at a General Meeting, a Member Representative has one vote only with the exception of the presiding officer who may exercise a casting vote.

6.9.2. All votes must be given personally or by proxy but no Member may hold more than 5 proxies.

6.9.3. If the votes on a question at a General Meeting are equal, the person presiding is entitled to exercise a second or casting vote.

6.9.4. A Member Representative or proxy is not entitled to vote at any General Meeting unless all money due and payable by the Member or proxy to the Federation has been paid.

## **6.10. Appointment of proxies**

- 6.10.1. Each Member Representative is entitled to appoint another Member as proxy by notice given to the Secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.
- 6.10.2. The notice appointing the proxy must be in the form set out in appendix 2.

## **7. Miscellaneous**

### **7.1. Funds—source**

- 7.1.1. The funds of the Federation must be derived from annual subscriptions of Participants, fees, grants and donations and, subject to any resolution passed by the Federation in a General Meeting and any other sources that the Executive Committee decides.

### **7.2. Funds—management**

- 7.2.1. Subject to any resolution passed by the Federation at a General Meeting, the funds of the Federation must be used for the objects of the Federation in the way that the Executive Committee decides.
- 7.2.2. The Executive Committee must open with a bank or other financial institution an account in the name of the Federation.
- 7.2.3. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed or electronically approved using a secure online service approved by the Executive Committee by any 2 members of the Executive Committee or a member of the Executive Committee and an employee of the Federation authorised by the Executive Committee.
- 7.2.4. The Executive Committee may develop a policy for the use of corporate credit cards for administrative transactions.
- 7.2.5. All money received by the Federation must be deposited as soon as practicable and without deduction to the credit of the Federation's bank account.
- 7.2.6. The Federation must, as soon as practicable after receiving any money, issue an appropriate receipt.
- 7.2.7. The income and property of the Federation must be applied solely to the objects of the Federation, and no portion is to be paid or transferred to any Member.
- 7.2.8. Nothing in section 7.2.1 prevents payment to an employee or Member of the Federation of remuneration for goods supplied or services rendered; or reimbursement of expenses actually incurred on Federation business or on behalf of the Federation.
- 7.2.9. True accounts must be kept of :



- All money received and spent by the Federation; and
- Assets and liabilities of the Federation.

7.2.10. The Executive Committee must ensure that:

- 7.2.10.1. the Federation's accounts are audited by a person who is a member of the Institute of Chartered Accountants in Australia, the National Institute of Accountants, or CPA Australia, or who is registered as an auditor under the Corporations Act; and
- 7.2.10.2. the audit of the Federation's accounts is completed at least 14 days prior to the audited statement of accounts is required to be presented at an Annual General Meeting.

### **7.3. Alteration of Constitution**

- 7.3.1. The Constitution including its objects may only be altered by means of a special resolution supported by at least three-quarters of votes cast by Member Representatives present, in person or by proxy, at an Annual General Meeting or General Meeting and in accordance with the Act.
- 7.3.2. The Secretary must give notice of the proposed amendment at least 28 days before the Annual General Meeting or General Meeting at which the amendment is to be considered.

### **7.4. Custody of books**

- 7.4.1. Subject to the Act, the regulation and 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 Federation.

### **7.5. Inspection of books**

- 7.5.1. The records, books and other documents of the Federation must be open to inspection at a place in NSW, free of charge, by a Participant of the Federation at reasonable times determined by the Executive Committee.

### **7.6. Service of notice**

- 7.6.1. For these rules, the Federation may serve a notice on a Participant by sending it by post to the Participant at the Participant's address shown in the register of Participants or to their email address entered on the Register.

### **7.7. Winding up**

- 7.7.1. If upon winding up of the Federation there remains any property after the satisfaction of all debts and liabilities, it must be transferred to some other organisation having objects consistent with the objects of the Federation, as determined by Member Representatives of the Federation in a General Meeting.

### **7.8. Insurance**

7.8.1. The Federation may effect and maintain insurance as required to support its operational requirements.

**Appendix 1**  
Refer to Section 4

**Application to participate in The Australian Access Federation Incorporated**  
Incorporated in New South Wales under the Associations Incorporation Act Once completed, this form is to be submitted to the Secretary of the Australian Access Federation (AAF) Incorporated and accompanied by a covering letter on the applicant's letterhead signed by the applicant's CEO (or equivalent).

Full name of Applicant (Body Corporate) seeking to become a Participant in the AAF	
Applicant's ABN	
Address of Applicant to be recorded in the AAF Register of Participants	Postal address  State or Territory Postcode
Nature of Applicant's business in the research and education sector	
Name of person authorised by the Applicant to act on its behalf on matters relating to the AAF	
Title of authorised person	
Address of authorised person	Postal Address  State or Territory Postcode Email address
Type of Participation sought by the Applicant	Member  Affiliate

Declaration

I have read the AAF Constitution and Federation Rules and if admitted to the AAF as a Member or Affiliate, I agree that my organisation will be bound by the AAF Constitution and Federation Rules as amended from time to time.

.....  
(Full name of person authorised by the Applicant to seek participation in the AAF)

.....  
(Signature)

Date .....

**Appendix 2**  
refer to Sections 6.2.5, 6.9.4

**Form of appointment of proxy**

I, .....  
(full name)

of .....  
(Organisation name and address)

a member of .....  
(name of incorporated association)

appoint .....  
(full name of proxy)

of .....  
(address)

a Member of the Federation, as my proxy to vote for me on my behalf at the meeting of the Federation (Annual General Meeting or General Meeting, as the case may be) to be held on

..... and at  
any adjournment of that meeting.

\*My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

.....  
(Signature of Member  
appointing proxy)  
(\*To be inserted if desired.)

Date .....

Note A proxy vote may not be given to a person employed by an organisation that is not a Member of the Federation.