



# UROLOGICAL SOCIETY OF AUSTRALIA AND NEW ZEALAND

## Agenda

The 79th Annual General Meeting of the Urological Society of Australia and New Zealand will be held at 4.15pm Australian Eastern Daylight Time (AEDT), Saturday 28 February 2026 in Meeting Room 219, Melbourne Convention and Exhibition Centre, Melbourne, Victoria, Australia.

1. Welcome
2. Present
3. Apologies
4. Proxies
5. Minutes of the 78th Annual General Meeting held at 4.15 pm on Saturday 1 March 2025 at Perth Convention Centre, Perth, Western Australia, Australia
6. Business arising from the minutes
7. President's Report
8. Chief Executive's Report
9. Secretary's Report
10. Treasurer's Report
11. Annual reports of the Society
  - 11.1 Board of Urology (Lydia Johns Putra)
  - 11.2 Royal Australasian College of Surgeons (Mark Frydenberg)
  - 11.3 Annual Scientific Meeting 2025 (Shane La Bianca)
  - 11.4 Annual Scientific Meeting 2026 (Renu Eapen)
12. Special Resolution to amend the USANZ Constitution  
Notice is given that the following resolution is proposed as a Special Resolution for adoption at this AGM:

That the Constitution of The Urological Society of Australia and New Zealand Limited ACN 000 069 376 be modified as shown with mark-ups in the document enclosed with this notice of meeting marked Annexure A, with immediate effect.
13. General business
14. Meeting Close

**Special resolution: Amendment of USANZ Constitution  
Explanatory Memorandum**

**Purpose of this ExMo**

The purpose of this document is to set out the background to, and explain the rationale for, a resolution proposing the adoption of amendments to USANZ's constitution.

The main amendments are proposed to support an application for charity registration by USANZ. There are some other amendments to ensure that the provisions for appointment of Sectional Representatives operate as intended.

**Background**

Changes in taxation laws have required USANZ to review its taxation status. To ensure that it is exempt from income tax, USANZ will now need to become registered as a charity with the Australian Charities and Not-for-profits Commission (ACNC). If it does not do this, it will need to pay income tax each year to the Australian Taxation Office (ATO).

**Proposed changes**

Clause		Reasons for amendment
Pre-Am	Post-Am	
<b>USANZ Objects</b>		
3	3	<p>To qualify for charity registration with the ACNC, the USANZ constitution must clearly show that USANZ is established for charitable purposes.</p> <p>Accordingly, it is proposed that a new objects clause will be inserted into clause 3, to replace the existing objects in clause 3.</p> <p>The existing objects clause has a long list containing approximately 20 objects. The first object is to "advance the science of urology". Other objects include cultivating and maintaining the highest principles of urological practice and ethics, promoting the practice of urology, arranging for post-graduate training, promoting research, bringing together urologists for discussion, acquiring a library, taking disciplinary action against members, establishing Sections, holding real property, investing money, and promoting professional good feeling and friendly intercourse and relationships amongst the members.</p> <p>The new clause will make clear that USANZ exists to achieve the public-benefitting purposes of advancing urological science, advancing health, and advancing education. Associated changes will also be made to the USANZ strategic plan.</p> <p>You may notice that the new "objects" list of 3 objects is much shorter than the existing objects list in clause 3. In current-day constitution drafting practices for</p>

Clause		Reasons for amendment
Pre-Am	Post-Am	
		charities, it is important to make clear the distinction between “purposes” on the one hand, and “activities” or “powers” on the other. “Purposes” are the ultimate “ends” or “goals” that an organisation exists to achieve; these need to be clearly stated in the constitution. The “activities” or “powers” are the “means” by which the end purposes are achieved. The amended USANZ objects clause will focus on USANZ purposes, and will not list the powers or activities, as that is unnecessary and can lead to problems with interpretation.
<b>Not-for-profit clauses</b>		
4	4(a)-(f)	<p>Clause 4 contains the provisions that make USANZ a “not-for-profit”. In broad terms, it contains restrictions to ensure that USANZ’s assets are only used for USANZ’s objects and that profits are not paid to members.</p> <p>The existing clause 4 will be replaced with a new clause 4.</p> <p>The amended clause retains the main substance of the existing clause but makes some minor changes to provide greater clarity and guidance on what is and is not permitted.</p> <p>This change will bring the constitution into line with current not-for-profit drafting practices and will support the USANZ application for charity registration.</p> <p>The changes will also align the constitution processes for reimbursement of directors’ expenses with the requirements of section 150 of the <i>Corporations Act 2001</i>(Cth).</p>
8	8	<p>Clause 8 sets out what would happen to USANZ’s assets if it was wound-up in the future.</p> <p>The existing clause 8 already contains a requirement that prohibits USANZ from distributing its assets among its members if it is wound-up; this prohibition is retained.</p> <p>However, the wording of the existing clause 8 has been changed. The main change is to introduce a requirement that the assets would be distributed to another charity if USANZ were wound-up. This change is needed to support USANZ’s application for charity registration. There has also been some change to the wording to make the clause easier to read and understand.</p>
<b>Governance requirements</b>		
61	61	Each company registered with the ACNC is required to ensure that its directors comply with the ACNC Governance Standards. One of the ways that a company can show this is by including a reference to the ACNC Governance Standards in the

Clause		Reasons for amendment
Pre-Am	Post-Am	
		<p>constitution. This has now been inserted into clause 61.</p> <p>Similarly, the ability of a Board member to appoint a proxy to attend a Board meeting in his or her place has been removed from clause 61 as it could too easily lead to breach of the ACNC Governance Standards.</p>
64	64(a)-(f)	<p>A new set of rules for dealing with conflicts of interest has been inserted into clause 64. This clause now contains quite detailed procedures that deal with a range of situations. The change is needed to support USANZ's application for charity registration by ensuring that there are detailed procedures for dealing with conflicts of interest that align with the ACNC Governance Standards. Some clauses have been included to help directors manage these issues on a practical level.</p>
<b>Other grammatical and procedural changes made as a consequence of the above</b>		
2	2	<p>Clause 2 sets out a list of definitions. Some new definitions have been included, and others amended, to assist interpretation of the above-mentioned changes. These include:</p> <ul style="list-style-type: none"> <li>a) A new definition of the ACNC Act has been inserted. This legislation applies to all registered charities.</li> <li>b) A definition of "Director" and "Officer" has been inserted, which is necessary for the provisions that deal with the ACNC Governance Standards (clauses 61 and 64).</li> <li>c) The definition of "Special Resolution" has been deleted because the term does not appear anywhere in the constitution.</li> <li>d) A definition of "Objects" has been included, so that in all places where that capitalised term is used in the constitution, it is clearly referring to the objects set out in clause 3.</li> </ul>
9	9	<p>Clause 9 deals with the requirement that USANZ keep true accounts and have them audited each year. This clause has been amended to recognise that the ACNC legislation allows some charities to have their accounts reviewed rather than audited, based on size.</p>
11	11	<p>When a company becomes registered with the ACNC, certain parts of the <i>Corporations Act 2001</i> (Cth) become "switched off" and do not apply to that company for so long as it is registered with the ACNC. Clause 11 deals with this change.</p>
36	36	<p>A minor change in terminology from "officers" to "Directors" has been proposed for greater specificity and clarity.</p>

Clause		Reasons for amendment
Pre-Am	Post-Am	
63	63(f)	The existing Clause 63(f) states that a person ceases to be a director if they become prohibited by an order made under the <i>Corporations Act 2001</i> (Cth). This clause has now been amended to recognise that the ACNC Commissioner may also disqualify a person from being able to be appointed as a director.
68	68	A cross-reference has been inserted here to avoid potential inconsistency between clauses in determining how quorum is calculated; a director who cannot vote on a matter due to a conflict of interest will not be included in a quorum.
74, 75	74, 75	Clauses 74 and 75 deal with the requirement to provide financial reporting at the AGM and appoint an auditor as required under the <i>Corporations Act 2001</i> (Cth). These clauses have been amended to include reference to the ACNC legislation, as that legislation replaces some of the financial reporting and auditing requirements in the <i>Corporations Act 2001</i> (Cth) for registered charities.
76	76	The term "Officer" has been capitalised for consistency and clearer meaning.
<b>Sectional Representative Appointments</b>		
55(a)-(e)	55(a)-(b)	<p>This clause has been re-worded to better reflect the intent and remove confusion about the appointment of Sectional Representatives.</p> <p>The intent is that:</p> <ul style="list-style-type: none"> <li>a) A person who becomes a director because they have been elected by members (as President, Vice-President, Past President/Honorary Treasurer/Honorary Secretary), or hold an office in another body (the Board of Urology, RACS or ANZAUS), should be the Sectional Representative for the USANZ Section that they belong to, as a matter of priority; and</li> <li>b) It should only be possible for the Board to appoint a person as a director to play the role of Sectional Representative if there is no-one from paragraph a) above that qualifies.</li> </ul> <p>This will help to minimise the overall size of the Board to maintain its effectiveness.</p>
56	56	This clause deals with a situation where 2 people or more qualify for appointment as Sectional Representatives and the Board can choose from among them which to appoint. This process remains. The intention of this section has not changed. However, minor changes have been made to make the meaning clearer, and cross-references to the existing clause 55 have been changed to reflect the amendments to clause 55.

Clause		Reasons for amendment
Pre-Am	Post-Am	
57(d)	57(d)	<p>An amendment has been made to this section to:</p> <ul style="list-style-type: none"> <li>- Remove confusion about how it interacts with clause 55; and</li> <li>- Ensure alignment with the <i>Corporations Act 2001</i> (Cth).</li> </ul> <p>The effect of the changes to this clause are to:</p> <ul style="list-style-type: none"> <li>- Ensure there is only one Sectional Representative at a time, by bringing an end to the directorship of a person appointed by the Board as Sectional Representative where a person appointed as director by the members (as President, Vice-President, Past President/Honorary Treasurer/Honorary Secretary), or as director by another body (such as the Board of Urology, RACS or ANZAUS) takes up a position as Sectional Representative for that USANZ Section.</li> <li>- Prevent the Board from doing something that has the effect of removing another person as Director where that is prohibited by section 203E of the <i>Corporations Act 2001</i> (Cth).</li> </ul>
2	2	A definition of “Sectional Representative” has been included in the definition section.

**Constitution  
of  
The Urological Society of Australia and New Zealand Limited  
ACN 000 069 376**

[Last amended: 1 January 2026, based on resolution at 2024 AGM]

**[track changes showing changes proposed for 2026 AGM but not yet adopted]**

1. The name of the company is **THE UROLOGICAL SOCIETY OF AUSTRALIA AND NEW ZEALAND LIMITED (USANZ)**.

2. Definitions:

(a) **ACNC Act** means the *Australian Charities and Not-for-profits Commission Act 2012* (Cth) and includes any legislative instrument, regulation or subordinate legislation made under it;

(a)(b) **Act** means the *Corporations Act 2001* (Cth) or any statutory modification amendments or re-enactment thereof for the time being in force and any reference to a particular provision of the Act shall unless otherwise indicated in this Constitution be deemed to be a reference to that provision as amended or re-enacted or replaced from time to time;

(b)(c) **AoNZ Society** means the Aotearoa New Zealand society whose members comprise, whose members are the same as the members of the NZ Section;

(c)(d) **ANZAUS** means Australian and New Zealand Association of Urological Surgeons;

(e) **Director** means a person who is a director of **USANZ**;

(e)(f) **FRACS (Urol)** means the diploma of Fellowship of the Royal Australasian College of Surgeons in Urology;

(g) **Objects** means the purposes for which **USANZ** is established as set out in clause 3.

(h) **Officer** has the meaning given to that term in the Act.

(e)(i) **RACS** means the Royal Australasian College of Surgeons;

(f)(j) **Reside** has its normal meaning except where otherwise specified in the **USANZ** Membership Administration Policy;

(k) **Section** means a section of USANZ in Australia or New Zealand organised geographically as more particularly determined by the Board of Directors;

(g)(l) **Sectional Representative** means a Director who is the representative of a Section;

(h) **Special Resolution** has the meaning assigned to it by the Act;

(f)(m) **The Office** means the registered office for the time being of USANZ;

(f)(n) **The Board of Directors** means the members for the time being of the Board of Directors hereby constituted;

(k)(o) **The Register** means the Register of Members to be kept in pursuance of the Act;

(f)(p) **USANZ Membership Administration Policy** means the policy of that name as adopted by the Board of Directors;

(m)(q) **Vocational (Specialist) Registration** means Vocational (Specialist) Registration in the vocational scope of urology with the Medical Council of New Zealand, which is the class of registration in New Zealand which permits a person to be registered as a specialist urologist, whether they hold a FRACS (Urol) or not.

(n)(r) **in writing** or **written** include every mode of representing or reproducing words in a visible form.

3. USANZ is established as a charitable institution for the principal purposes of advancing urological science, advancing health and advancing education, and such other purposes as are incidental or ancillary to those, and in furtherance or in aid of those principal purposes. The objects for which USANZ is established are:

(a) To advance the science of urology.

(b) To cultivate and maintain the highest principles of urological practice and ethics.

(c) To promote the practice of urology by securing the improvement of hospitals and hospital methods.

(d) To arrange for post graduate training in urology at universities, hospitals and elsewhere and to provide for the holding of classes lectures and meetings and other means of instructing members and others in the science of urology.

(e) To promote research in urology and in any other branch of science and learning for the purpose of improving the practice of urology.

(f) To bring together the urologists of Australia and New Zealand and other parts of the world for discussion and demonstration of urological subjects.

(g) To acquire by purchase, donation or otherwise a library of works relating to or

having a bearing upon the science of urology, and to provide, establish, conduct and carry on reading, writing, debating, lecture, experimental and or demonstrating rooms or places with such conveniences as may be deemed desirable therefor.

- (h) To take disciplinary action by expulsion, suspension, censure or otherwise against members of USANZ in the interests of the members as a whole and the medical profession generally.
- (i) To establish Sections to conduct scientific activities in accordance with these objects.
- (j) To afford means of adjusting professional differences to which one or more members of USANZ may be a party or parties and to decide all questions of usage or courtesy in connection with matters relating to the practice of urology.
- (k) To promote professional good feeling and friendly intercourse and relationships amongst the members.
- (l) To undertake and execute any trusts the undertaking whereof may be calculated to advance the science or practice of urology and to contribute to or otherwise assist in charitable or benevolent institutions or undertakings.
- (m) To acquire and hold real and personal property by gift, devise, bequest, purchase, subscription or otherwise (but as regards land subject to the provisions of the Act) and to sell, exchange, lease, mortgage or otherwise deal with the same respectively and (subject to clause 4 hereof) to appropriate, distribute and spend the same and the rents, issues and profits, dividends and income thereof and every or any part or parts thereof and any moneys arising from the selling, exchanging, leasing, mortgaging, converting or otherwise dealing therewith as aforesaid.
- (n) In case USANZ shall take or hold any property which may be subject to any trusts USANZ shall only deal with the same in such manner as allowed by law having regard to such trusts.
- (o) To invest the moneys of USANZ not immediately required in such manner as may from time to time be determined.
- (p) To borrow raise and secure the repayment of money in such manner as the Board of Directors shall think fit and in particular by the issue of debentures charged upon all or any part or parts of the property or rights of USANZ both present or future.
- (q) In furtherance of the objects of USANZ to amalgamate or affiliate with any other society or association or concern having objects altogether or in part similar to

those of the USANZ provided that in the case of amalgamation such other association, society or concern shall prohibit the distribution of its income and property among its members to an extent at least as great as is imposed on USANZ under or by virtue of clause 4 hereof.

(f) In furtherance of the objects of USANZ and subject to clause 4 hereof to carry on business as proprietors, printers and publishers of newspapers, journals, magazines, books and other literary works and undertakings and to establish competitions in respect of the contributions or information suitable for mention in any publication and to grant and offer prizes rewards and premiums of such a character and on such terms as may seem expedient.

(g) To draw, make, accept, endorse, discount, execute and issue cheques, promissory notes, bills of exchange, debentures and other documents.

(h) To appoint from time to time either with full or restricted powers of sub-delegation and either with or without remuneration (subject nevertheless to clause 4 hereof) agents, attorneys, local directors or other persons or corporations under power of attorney or otherwise within Australia and New Zealand or elsewhere for the purpose of carrying out all or any of the objects of USANZ and to revoke and cancel all or any of such appointments or sub-delegations.

(i) To do all such other lawful things as are incidental or conducive to the attainment of the above objects including power for USANZ subject to the Act to accept gifts of money or property under conditions that the same shall be applied to any one or more of the objects of USANZ.

Provided that USANZ shall not support with its funds any object or endeavour to impose on or procure to be observed by its members or others any regulation or restriction which if an object of the USANZ would make it a trade union.

**AND IT IS HEREBY DECLARED** that in the interpretation of this clause the meaning of any of the USANZ's objects shall not unless the context shall otherwise require be restricted by reference to any other object or by the juxtaposition of two or more objects and that in the event of any ambiguity this clause shall be construed in such a way as to widen and not to restrict the powers of USANZ.

4.

(a) The income and property of USANZ will only be applied towards the promotion of

the Objects.

(b) No income or property of USANZ will be paid, transferred or distributed, directly or indirectly, by way of dividend, bonus or other profit distribution to any member of USANZ in their capacity as a member. However, nothing in this Constitution will prevent payment in good faith to a member:

- (i) for goods or services the member has provided or expenses the member has properly incurred at fair and reasonable rates or rates more favourable to USANZ in return for any services rendered or goods supplied in the ordinary and usual course of business to USANZ; or
- (ii) of reasonable and proper rent for premises leased by any member to USANZ; or
- (iii) if the payment or transfer is otherwise made by USANZ to the recipient in the course of USANZ carrying out its Objects.

(c) No payment may be made to any Director other than the payment of out-of-pocket expenses incurred by the Director in the performance of any duty as Director where the amount payable is approved by the Board.

(d) For the avoidance of doubt, the provisions of this clause 4 do not prevent, limit or restrict the indemnity provided by clause 76 or the taking out of an insurance policy.

(e) For the avoidance of doubt, the provisions of this clause 4 do not prohibit or limit the remuneration that may be paid to a person in their capacity as an employee of USANZ. However, no member of the Board of Directors USANZ may be appointed to any salaried office of USANZ or any office of USANZ paid by fees. The income and property of USANZ whencesoever derived shall be applied solely towards the promotion of the objects of USANZ as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the members of USANZ provided that nothing herein shall prevent the payment in good faith of remuneration to any officers or servants of USANZ or to any member in return for any services actually rendered to USANZ. No member of the Board of Directors or governing body of USANZ shall be appointed to any salaried office of USANZ or any office of USANZ paid by fees and no remuneration or other benefit in money or money's worth shall be given by USANZ to any member of the Board of Directors except re payment of out-of-pocket expenses of USANZ. The preceding provisions of this clause shall not apply to prevent the gratuitous distribution among, or sale at a discount to, members of USANZ of any books or other publications whether published by USANZ or otherwise relating to all or any of its objects as set out above nor to prevent any member who may be a successful competitor or exhibitor at any competition or exhibition or examination held or promoted by USANZ under these objects or to the

~~cost of establishing or holding of which USANZ may have subscribed out of its income or property from receiving as such competitor or exhibitor a prize medal or other recognition which may under the regulations affecting the said competition exhibition or examination be awarded to that person.~~

4.5. The place in New South Wales in which the registered office of USANZ is proposed to be situated is Sydney.

5.6. The liability of the members is limited.

6.7. Every member other than an Honorary Member undertakes to contribute to the assets of USANZ in the event of the same being wound up during the time that they are a member or within one year afterwards for payment of the debts and liabilities of USANZ contracted before the time at which they cease to be a member and of the costs charges and expenses of winding up the same and for the adjustment of the rights of the contributories amongst themselves such amount as may be required not exceeding the annual membership fee plus \$500.

8.

(a) Any surplus assets that remain after USANZ is wound up must, subject to clause 8(b)8(c):

- (i) not be distributed to the members of USANZ; and
- (ii) be distributed to one or more entities:
  - (A) established as a charitable institution, charitable fund or charitable trust, for purposes that are similar to or inclusive of the Objects; and
  - (B) that also prohibit the distribution of any surplus assets to their members to at least the same extent as USANZ.

(a)(b) The decision as to the charitable entity or entities to be given the surplus assets under clause 8(a)(ii)8(b) must be made by resolution of the members. If the members do not make this decision, USANZ may apply to the Supreme Court in the State of NSW or such other Court as may have or acquire jurisdiction in the matter to make this decision. If upon winding up or dissolution of USANZ there remains, after the satisfaction of all its debts and liabilities any money or property the same shall not be paid to, or distributed among, the members of USANZ but shall be given or transferred to some other institution or institutions having objects similar to the objects of USANZ and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on USANZ under or by virtue of clause 4 hereof, such institution or institutions to be determined by the members of USANZ at or before the time of

~~dissolution and in default thereof by the Supreme Court of the State of New South Wales or such other Court as may have or acquire jurisdiction in the matter. If effect cannot be given to the above, then to some charitable object.~~

7.9. True accounts shall be kept of the sums of money received and expended by the USANZ and the matters in respect of which such receipt and expenditure takes place and of the property credits and liabilities of USANZ and subject to any reasonable restrictions as to the time and manner of inspection that may be imposed in accordance with the Constitution of USANZ for the time being in force, the same shall be open to inspection of members. Once at least every year the accounts of USANZ shall be examined and the correctness of the balance sheet ascertained by one or more properly qualified Auditor or Auditors in the manner or to the extent required by law.

8.10. No addition, alteration or amendment shall be made to the Constitution for the time being in force unless the same shall have been submitted to and approved by the Board of Directors.

9.11. In this Constitution when any provision of the Act is referred to, the reference is to such provision as modified by any law for the time being in force. Unless expressly provided in this Constitution, and if so, only to that extent, the provisions of the Act that are expressed not to apply to the Company as a result of section 111L of that Act do not apply.

10.12. This company (hereinafter called **USANZ**) for the purposes of registration but not by way of limitation is declared to consist of one hundred members.

11.13. The Board of Directors may whenever the business of USANZ requires it register an increase of the members.

## MEMBERSHIP

12.14. The subscribers to this Constitution and such other persons as shall have agreed to be bound by this Constitution, shall be admitted to membership in accordance with the provisions of the Constitution, and none others, shall be members of USANZ and shall be entered in Register accordingly.

13.15. Membership of USANZ shall be limited to persons who are or have been engaged in the practice of urology, or take a special interest in urology.

14.16. There shall be the following classes of membership, the criteria for which are set out as follows:

(a) **FELLOW:**

Persons who:

- (i) are Full Members of USANZ; and
- (ii) have, in the opinion of the Board of Directors, rendered distinguished service to USANZ and the practice of urology.

(b) **FULL MEMBER:**

Persons who:

- (i) are registered medical practitioners who practise exclusively the specialty of urology; and
- (ii) either:
  - (A) Reside in Australia or New Zealand and hold a FRACS (Urol); or
  - (B) Reside in New Zealand and hold a Vocational (Specialist) Registration.

(c) **TRAINEE MEMBER:**

Persons who:

- (i) are registered medical practitioners;
- (ii) Reside in Australia or New Zealand; and
- (iii) have been formally accepted into the RACS specialty training program in Urology leading to the FRACS (Urol), and have not yet been awarded the FRACS (Urol).

Persons who fulfil the criteria for trainee membership automatically become Trainee Members as at the date they are formally accepted into the RACS specialty training program in Urology.

(d) **CORRESPONDING MEMBER:**

Persons who:

- (i) are practising urologists;
- (ii) are full members of another recognised Urological Association in a country other than Australia or New Zealand;
- (iii) Reside in a country other than Australia or New Zealand; and
- (iv) have an interest in urology in Australasia.

(e) **ASSOCIATE UROLOGICAL MEMBER:**

Persons who:

- (i) are registered medical practitioners;
- (ii) Reside in Australia or New Zealand;
- (iii) do not fulfill the criteria for Full Membership but who, in the opinion of the Board of the Directors, have a recognised qualification or qualifications in urology; and
- (iv) have a medical practice which is at least two-thirds in the field of urology or who, at the time they retired (regardless of whether they maintain registration as a medical practitioner), had a medical practice which was at least two- thirds in the field of urology.

Note: Specialist International Medical Graduates (SIMGs), and those with Provisional Vocational (Specialist) Registration, will typically be placed in the Associate Urological Member category.

**(f) ASSOCIATE MEMBER:**

Persons who:

- (i) Reside in Australia or New Zealand; and
- (ii) are, or who were as at the time of their retirement:
  - (A) scientists who do not practice urology but who are actively interested in some phase or aspect of urology; or
  - (B) registered medical practitioners who are a member of an approved non-urological medical society in Australia or New Zealand and who have an interest in continuing education in urology.

**(g) HONORARY MEMBER:**

Persons who, in the opinion of the Board of Directors, have made a distinguished contribution to urology or USANZ.

**15.17.** Every application for membership or change of membership shall be accompanied or supported by such evidence as the Board of Directors may require to demonstrate that the applicant fulfills the criteria to be a member of the class to which they seek admission. The Board of Directors shall have the power to reject or suspend an application for any class of membership or change of membership without assigning any reason thereof.

(a) An application for admission to any class of membership of USANZ (excluding Corresponding Members) must be signed by the applicant, and the admission of the applicant to membership must be proposed and then seconded by two members of USANZ, who shall be Full Members or Fellows of USANZ or a Full

Member and a Fellow of USANZ.

(b) An application for admission to become a Corresponding Member must be signed by the applicant, and the admission of the applicant to membership must be:

- (i) proposed and then seconded by two members of USANZ who shall be Full Members or Fellows, or a Full Member and a Fellow; or
- (ii) accompanied by a letter from an international urological association (other than Australia or New Zealand) recognised and approved by USANZ in its discretion, from time to time, endorsing the application and confirming the applicant's current membership category and membership status.

#### **PROCEDURE OF BOARD OF DIRECTORS ON ELECTION OF A MEMBER**

16.18. Any resolution moved before the Board of Directors that an eligible person shall be elected as a Member shall be decided on a show of hands unless (before or on the declaration of the result of a show of hands) a poll is demanded by one member of the Board of Directors present in person or by proxy entitled to vote. Any such resolution shall fail if a majority of votes are not in favour of the resolution or if there be two adverse votes. The taking of a poll under this clause shall be regulated in the same manner as is provided by this Constitution in respect of a poll at a general meeting.

17.19. Not less than three days prior to the meeting of the Board of Directors at which any proposed resolution mentioned in the preceding clause is to be put to the vote, the Honorary Secretary shall in writing notify the members of the Board of Directors of such proposed resolution and the date, time and place of the meeting.

#### **ADMISSION TO MEMBERSHIP**

18.20. An applicant for membership of any class whose application has been refused shall not be entitled to re-apply for membership of the same or a higher class until after the expiration of twelve calendar months from the date of the refusal.

19.21. Upon election to the membership, each Member shall commit to pay any entrance fee, annual subscription or any other fees that may be payable from time to time.

20.22. The Honorary Secretary shall publicise to all members of USANZ the election of any new member to any class.

#### **REGISTER OF MEMBERS**

21.23. There shall be kept in the office under the control of the Board of Directors a Register wherein shall be entered the name and address of each member and their class of membership.

## **ENTRANCE FEE AND SUBSCRIPTION**

22.24. Members of every class shall be liable to pay such entrance fees annual subscriptions and fines for late payment of entrance fees or annual subscriptions as may from time to time have been determined in respect of each such class of members by the Board of Directors, and such fees subscriptions and fines shall be payable on such day or days as may be fixed by the Board of Directors.

23.25. The Board of Directors may exempt a member from the payment of the whole or a proportion of the subscription fixed by or under this Constitution for such period or periods as the Board of Directors shall think fit. A member who has been exempted from payment of the whole or a proportion of a subscription under this clause shall only have such limited rights under this Constitution (including limited or no right to vote and limited or no right to exercise all other rights and privileges attributable to that person's membership) for such period or periods as the Board of Directors shall think fit).

## **DISCIPLINARY ACTION AND CESSATION OF MEMBERSHIP**

24.26. Any member may at any time resign their membership of USANZ by notice in writing to the Honorary Secretary, and thereupon they shall cease to be a member of USANZ subject however to the provisions of the Constitution and without prejudice to their liability to pay any amount accrued due to USANZ prior to them ceasing to be a member.

25.27. If a member of any class who at any time after they were elected a member of that class ceases to fulfil (other than by reason of retirement from practice) any of the criteria prescribed by this Constitution for members of such class, the Board of Directors may resolve that the person either ceases to be a Member or is transferred to a different membership class.

26.28. A member who has not paid any annual subscription and/or other fees or fines that may be applicable from time to time, will be dealt with in accordance with the USANZ Membership Administration Policy. A member who fails to pay any annual subscription and/or other fees or fines in accordance with the Membership Administration Policy will cease to be a member. Any member seeking re-election by the Board of Directors may be required to pay a re-election fee.

27.29. A person shall cease to be a member if:

- (a) that person dies;
- (b) in the case of a Trainee Member, that person withdraws from or otherwise ceases to be formally accepted by the RACS specialty training program in Urology;
- (c) that person is convicted of an indictable offence;
- (d) for classes of membership which require a person to be a registered medical

practitioner, that person ceases to be registered as a medical practitioner, except where that person has voluntarily ceased their registration, (as to which the opinion of the Board of Directors shall be conclusive) or where the Board of Directors consents to the cessation of registration either prior thereto or within three months thereafter; or

- (e) that person has failed to pay any annual subscription and/or other fees or fines and the USANZ Membership Administration Policy provides, in the circumstances, that their membership ceases.

28.30. The Board of Directors shall have power to censure, suspend or expel any member who:

- (a) may be considered guilty of dishonourable or disgraceful conduct;
- (b) has failed to observe the Constitution;
- (c) brings USANZ into disrepute;
- (d) conducts affairs for or on behalf of USANZ:
  - (i) in breach of Board policy; or
  - (ii) beyond the delegation of authority granted by the Board; or
- (e) is guilty of conduct which, in the opinion of the Board of Directors, is detrimental to the interests of USANZ,

provided however that no suspension or expulsion shall be enforced and no censure passed unless a meeting of the Board of Directors be called for the purpose and two-thirds of the members of the Board of Directors present in person or by proxy agree to such decision and that the member concerned shall have first been notified of the matter alleged against that person, and given an opportunity of being heard in their own defence.

29.31. Any member expelled from USANZ, or whose membership ceases, pursuant to a decision by the Board of Director under clause 30 shall not be eligible for re- election as a member for a period of at least twelve months and then only upon such terms and conditions as the Board of Directors may determine.

30.32. The decision of the Board of Directors as to admission of members, election of Fellows, cessation of membership or exercise of the powers conferred upon the Board of Directors by clauses 18, 29, 30 and 31 shall be final.

31.33. No person who for any reason ceases to be a member of USANZ shall be entitled to receive nor shall that person receive a refund of fees or subscriptions paid by them to USANZ on account of their membership.

## GENERAL MEETINGS

32.34. A General Meeting (to be called the **Annual General Meeting**) of USANZ shall be in addition to any other meeting be held at least once in every calendar year at such time (not being more than 15 months after the holding of the last preceding Annual General Meeting) and place as the Board of Directors may determine. Every General Meeting of USANZ other than an Annual General meeting shall be called an **Extraordinary General Meeting**.

33.35. Twenty-one days' notice in writing specifying the place and the date and the hour of a General Meeting and in the case of special business and the general nature of such a business shall be given to the members in the manner provided for in this Constitution.

34.36. The business of an Annual General Meeting shall be to receive and consider reports of the Board of Directors and of the Auditors, to consider any statement of accounts and balance sheet submitted to the meeting, to endorse the appointment of ~~officers~~Directors in place of those retiring, and to transact any other business which under this Constitution ought to be transacted at an Annual General Meeting and any business which is brought under consideration by the report of the Board of Directors. All other business transacted at any Annual General Meeting and all business transacted at any Extraordinary General Meeting shall be deemed special.

35.37. No business shall be transacted at any general meeting unless a quorum of members is present in person which shall not be less than 5% of all Full Members of USANZ.

36.38. If within half an hour from the time appointed for the meeting a quorum of members is not present a meeting if convened upon the requisition of members shall be dissolved. In any other case the members present shall constitute a quorum.

37.39. The President (if any) of USANZ or, in the President's absence, the Past President and/or, in the Past President's absence, the Vice- President shall preside at all general meetings. If the President, the Past President and the Vice- President are absent from any General Meeting, the members present shall elect one of their number to be Chair and the Chair so elected shall continue in office until the conclusion of the meeting.

38.40. Every question submitted to a meeting excepting the election of the Board of Directors shall be decided in the first instance by a show of hands and in the case of an equality of votes the Chair shall both on a show of hands and on a poll have a casting vote in addition to the vote to which that person may be entitled to vote on a show of hands.

39.41. At any general meeting unless a poll is demanded by at least three members entitled to vote, a declaration by the Chair that a resolution has been carried or carried by a particular majority or lost or not carried by a particular majority and an entry to that effect in the

Minute Book shall be conclusive evidence of the fact without proof of the number and proportion of the votes recorded in favour of or against such resolution.

40.42. If a poll is demanded as aforesaid it shall be taken in such manner and either by ballot or otherwise and at such time (not exceeding twenty-eight days from the meeting at which the same is demanded) and place as the Chair of the meeting directs; and the result of the poll shall be deemed to be a resolution of the meeting at which the poll was demanded.

41.43. The Chair of a meeting may, with the consent of the meeting, adjourn the same from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business unfinished at the meeting from which the adjournment took place. Notice of such adjourned meeting will be sent to members.

42.44. An Extraordinary General Meeting may be convened by the Board of Directors or the President at any time and Extraordinary General Meetings may also be convened and held in accordance with the provisions of the Act.

43.45. The accidental omission to give notice of a meeting to, or the non-receipt of notice of meeting by, any member shall not invalidate the proceedings at any meeting.

## **VOTES OF MEMBERS**

44.46. Every Fellow and Full Member who is entitled to vote shall have one vote and no member of any other membership class shall be entitled to vote.

45.47.

- (a) Upon a poll, votes may be given either personally or by proxy but no person who is not a member of USANZ shall be appointed to act as a proxy and no member of USANZ shall be entitled as a proxy to vote upon any matter upon which that person is not a member entitled to vote.
- (b) The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.
- (c) The instrument appointing a proxy and the power of attorney (if any) under which it is signed or a certified copy of such power of attorney shall be deposited with the Honorary Secretary or the Chair of the meeting before the person named in such instrument purports to vote in respect thereof.
- (d) A vote given in accordance with the terms of the instrument of proxy shall be valid notwithstanding the previous death of the principal or revocation of the proxy in respect of which the vote is given provided no intimation in writing of the death or revocation shall have been received by the Honorary Secretary or by the Chair of the meeting before the vote is given.

(e) Every instrument of proxy whether for a specified meeting or otherwise must be under the hand of the appointer or that person's attorney duly authorised in writing and may be in the form or to the effect following:-

The Urological Society of Australia and New Zealand I .....  
being a member of the above mentioned USANZ hereby appoint  
..... or failing that  
person  
..... as my proxy to  
vote for me and on my behalf at the general meeting of USANZ to be held  
on the  
.....day of ..... and at any adjournment thereof, as  
witness my hand this ..... day of .....20.....

## BOARD OF DIRECTORS

46.48. The Board of Directors of USANZ shall consist of:

- (a) President;
- (b) Vice- President;
- (c) Past President/Honorary Treasurer /Honorary Secretary;
- (d) President of the AoNZ Society;
- (e) ANZAUS Chair;
- (f) Board of Urology (**BoU**) Chair;
- (g) Specialty Elected RACS Councillor (**RACS Councillor**);
- (h) Sectional Representatives for each Section; and
- (i) Two external directors.

47.49. The first Board of Directors shall take office on 1 July 2009, and thereafter the Board of Directors shall take office at the Annual General Meeting.

48.50. (a) The Vice-President shall be elected from amongst the Full Members and Fellows by the members who are entitled to vote.  
(b) A person is only eligible to be Vice-President if they hold a FRACS (Urol).

49.51. The President, Vice-President and Past President/Honorary Treasurer/Honorary Secretary may hold office until no later than the Annual General Meeting two years after the Annual General Meeting at which they assumed office (or first held office if they assumed office before that Annual General Meeting).

50.52. (a) The position of President shall be filled by the person who held the position of

Vice-President immediately before the end of the former President's term.

(b) Where the person holding the position of President vacates their position at the Annual General Meeting, the person holding the position of Vice-President immediately before the Annual General Meeting will become the new President at that Annual General Meeting.

51.53. The position of Past President shall be filled by the person who at the Annual General Meeting vacates the office of President. The Past President shall also be the Honorary Treasurer of USANZ.

52.54. Subject to compliance with the Act, the Past President will be an Honorary Secretary of USANZ. The Board of Directors may also appoint one or more other individual to be an Honorary Secretary of USANZ.

53.55. ~~If:~~

(a) A person who is appointed as Director under any of clauses 48(a)- 48(c) or clauses 48(e) - 48(g), who is from a Section, will be the Sectional Representative for that Section unless:

(i) another person who was appointed as a Director under any of clauses 48(a) – 48(c) or clauses 48(e) – 48(g) is already holding office as Sectional Representative for that Section; or

(ii) another person is appointed as Sectional Representative for that Section under clause 56; or

(iii) the person is the AoNZ Society President.

(b) A person will cease to be a Sectional Representative for a Section if they cease to hold office as Director, including in the circumstances set out in clause 57(d).

~~(a) a person attains office under clauses 48(a) – 48(c) or 48(e) – 48(g);~~

~~(b) that person is from a Section which does not have a representative at the time of attaining office; and~~

~~(c) that person is not also the AoNZ Society President,~~

~~then that person:~~

~~(d) at the same time as attaining office under clauses 48(a) – 48(c) or 48(e) – 48(g), and subject to clause 56, automatically attain the additional office of Sectional Representative for that Section; and~~

~~(e) cease to be Sectional Representative at the same time as they cease to hold office under clauses 48(a) – 48(c) or 48(e) – 48(g).~~

54.56. Despite clause 55(d), if there is more than one person ~~to whom both clauses 55(a) and 55(b) apply at any one time (that is, more than one person who has been appointed as~~

~~Director attained office~~ under clauses 48(a) - 48(c) or ~~clauses~~ 48(e) - 48(g), and those persons are from the same Section ~~and that Section which~~ does not have a representative at the time ~~those persons were appointed of attaining office~~, then the Board of Directors will, having regard to roles and skills, appoint a Sectional Representative from ~~among~~ those persons to fill that vacancy.

55.57. If, from time to time, there is no member of the Board of Directors who holds the office of Sectional Representative for any Section pursuant to clauses 55 or 56 then the Board of Directors will, having regard to roles and skills, appoint a Sectional Representative to fill that vacancy. The Board of Directors will appoint a person to be the Sectional Representative from among the Full Members of the applicable Section. A Sectional Representative appointed under this clause 57:

- (a) shall be appointed by the Board of Directors on or before 31 December every three years from amongst those candidates submitted by a Section to the President for a term of three years;
- (b) will take office at the Annual General Meeting the year following appointment under this clause;
- (c) must, every three years, vacate their office ~~but may be reappointed subject to the provisions of this Constitution and the Board of Directors shall appoint a member to this office in accordance with this clause;~~
- (d) will ~~cease to hold office as a Director have their term automatically terminated~~ if another person becomes Sectional Representative for the same Section under clause ~~55(a) or clause 56, despite any other provision of this clause 57, but subject to section 203E of the Act~~~~55(d)~~; and
- (e) may only hold office for three consecutive terms.

56.58. The Board of Directors may, from time to time, appoint two directors who are non-Members of USANZ on the basis of need and skills required at any given times (**external directors**). The external directors:

- (a) shall be appointed by the Board of Directors on or before 31 December every three years (subject to annual review of performance and review of the needs of USANZ in terms of roles and skills) for a term of three years;
- (b) will take office at the Annual General Meeting the year following appointment under this clause;
- (c) must, every three years, vacate their offices and the Board of Directors shall

appoint another member to this office in accordance with this clause; and

- (d) may only hold office for two consecutive terms.

**57.59.** Any casual vacancy occurring on the Board of Directors may be filled by the Board of Directors until the next Annual General Meeting, provided that any person so appointed meets the relevant criteria for the office of USANZ that is vacant and the person is willing to act on the Board of Directors.

## POWERS AND DUTIES OF BOARD OF DIRECTORS

**58.60.** The management and control of USANZ shall be vested in the Board of Directors. The Board of Directors may exercise all the powers of USANZ except any powers that the Act or this Constitution require to be exercised by USANZ in a general meeting (**Member Direction**) provided that:

- (a) The Member Direction is not inconsistent with the Act or this Constitution;
- (b) No Member Direction invalidates any prior act of the Board of Directors which would have been valid if the Member Direction had not been given.

**61.** The Directors and Officers must comply with any duties imposed on them by law, to the extent they apply, which may include duties under the Act as well as duties under the ACNC Act. These may include the following duties:

- (a) Directors must exercise their powers and discharge their duties with reasonable care and diligence.
- (b) Directors must exercise their powers and discharge their duties in good faith in the best interests of USANZ, and for a proper purpose.
- (c) Directors and Officers must not make improper use of their position, or information acquired by virtue of holding their position, so as to gain an advantage for themselves or any other person or to cause detriment to USANZ.

For the avoidance of doubt, this clause 61 is not intended to impose a duty to any extent greater than is required by law, or to exclude defences or protections available at law. ~~Where any member of the Board of Directors is unable to attend a meeting or meetings of the Board of Directors, that person shall be entitled to appoint another member of the Board of Directors to be their proxy for such meeting or meetings. The appointment of a proxy shall be in writing and shall be signed by the member of the Board of Directors. Any proxy may be limited to any part of a meeting of the Board of Directors or to any specific question and must be produced at the meeting at which the proxy holder proposes to vote. A proxy holder shall be entitled to exercise all the rights of the appointer to attend and vote at the meeting(s) for which that person, is appointed.~~

## THE SEAL

**59.62.** The seal of USANZ shall not be affixed to any instrument except by the authority of the

President, or in the President's absence the Past President, or in the Past President's absence the Vice-President and the Chief Executive Officer or such other person as the Board of Directors may appoint for the purpose.

## **DISQUALIFICATION OF MEMBER OF BOARD OF DIRECTORS**

60.63. The office of a member of the Board of Directors (including the office of President or- Vice-President if held) shall be vacated if that person:

- (a) becomes bankrupt;
- (b) is found or declared of unsound mind;
- (c) without leave, does not attend four consecutive meetings of the Board of Directors;
- (d) is removed by the members under the Act;
- (e) for any reason ceases to be a member of USANZ;
- (f) becomes prohibited from being a member of the Board of Directors by reason of any order made under the provisions of the Act or a decision made under the ACNC ACt;
- (g) resigns such office in writing; or
- (h) holds any office of profit under USANZ.

64.

- (a) Notwithstanding section 111L of the Act, the provisions of section 191 of the Act will apply to USANZ as a result of this clause 64.
- (b) Any perceived or actual conflict of interest of a member of the Board of Directors must be dealt with in accordance with the provisions of the relevant legislation, being:
  - (i) the Act; and
  - (ii) the ACNC Act,which must include:
  - (iii) disclosing the interest, including the nature and extent of the interest and the relationship of the interest to USANZ; and
  - (iv) recording all such disclosures in the minutes of the relevant meeting and any register of interests as applicable.
- (c) A general notice given to the Board of Directors by a Director that:
  - (i) the Director is an Officer, a member of, or otherwise interested in any specified corporation or firm or other body; and
  - (ii) states the nature and the extent of the Director's interest in the corporation or firm or other body.

will, after the giving of the notice, be a sufficient disclosure of the Director's interest in relation to any matter involving USANZ and that corporation or firm or body, provided that the extent of the interest is no greater at the time consideration of the relevant matter by the Board than was stated in the notice.

(d) A Director who has a material personal interest in a matter that is being considered by the Board must not be present while the matter is being considered at a Board meeting or vote on the matter unless:

(i) the Directors who do not have a material personal interest in the matter have passed a resolution that:

(A) identifies the Director, the nature and extent of the Director's interest in the matter and its relation to the affairs of USANZ; and

(B) states that those Directors are satisfied that the interest should not disqualify the Director from voting or being present; or

(ii) the interest is one described in section 191(2) of the Act, such as an interest that:

(A) arises because the Director is a member of USANZ and is held in common with the other members of USANZ; or

(B) relates to a contract USANZ is proposing to enter into that is subject to approval by the members and will not impose any obligation on USANZ if it is not approved by the members; or

(C) arises merely because the Director is a guarantor or has given an indemnity or security for all or part of a loan (or proposed loan) to USANZ; or

(D) arises merely because the Director has a right of subrogation in relation to a guarantee or indemnity referred to in subparagraph 64(d)(ii)(C); or

(E) relates to a contract that insures, or would insure, the Director against liabilities the Director incurs as an Officer of USANZ (but only if the contract does not make USANZ or a related body corporate the insurer); or

(F) relates to any payment by USANZ or a related body corporate in respect of an indemnity permitted under section 199A of the Act or any contract relating to such an indemnity; or

(G) is in a contract, or proposed contract, with, or for the benefit of, or on behalf of, a related body corporate and arises merely because the director is a director of the related body corporate; or

(H) is one of the other interests listed in section 191(2) of the Act; or

(iii) the Act otherwise permits the Director to be present or vote.

(e) A Director who is not permitted to vote on a matter is not to be counted in a quorum for the transaction of that matter.

(f) Subject to the Act and the ACNC Act and this Constitution, a Director may:

- (i) hold any office or position, or become interested in, any entity assisted by USANZ or in which USANZ has an interest of any kind, with the consent of the Board;
- (ii) enter into a contract or arrangement with USANZ or related body corporate as vendor, purchaser or in any other capacity;
- (iii) act in a professional capacity (or be a member of a firm which acts in a professional capacity) for USANZ, except as auditor;
- (iv) sign or participate in the execution of a document by or on behalf of USANZ in which the Director is interested; or
- (v) do any of the above despite the fiduciary relationship of the Director's office:
  - (A) without liability to account to USANZ for any direct or indirect benefit accruing to the Director; and
  - 61.(B) without affecting the validity of any contract or arrangement. A member of the Board of Directors shall not vote in respect of any contract in which that person is interested, or any matter arising therefrom, and if that person does so vote their vote shall not be counted, provided always that nothing in this clause shall affect the operation of clause 4 of the Constitution of USANZ.

## PROCEEDINGS OF BOARD OF DIRECTORS

62.65. The Board of Directors may meet together for the dispatch of business, adjourn, and otherwise regulate their meetings, as they think fit. Questions arising at any meeting shall be decided by a majority of votes.

63.66. In a case of an equality of votes the Chair shall have a second or casting vote.

64.67. At any time a member of the Board of Directors may, and the Honorary Secretary on the requisition of a member of the Board of Directors shall, summon a meeting of the Board of Directors.

65.68. The quorum necessary for the transaction of the business of the Board of Directors shall be the next whole number above 50% of the number of members comprising the Board of Directors, that number of persons being present personally or on the telephone, subject to clause 64(e).

66.69. A resolution in writing signed by all the members of the Board of Directors shall be as valid and effectual as though duly passed at a properly constituted meeting of the Board

of Directors.

67.70. The President, or in the President's absence, the past President or (if the latter be absent) the Vice-President shall be Chair of the meetings of the Board of Directors; but if at any meeting the Chair is not present within fifteen minutes after the time appointed for holding the same, the members of the Board of Directors present may choose one of their number to be Chair of the meeting.

68.71. All acts done by any meeting of the Board of Directors or by any person acting as a member thereof, shall notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such Board of Directors or person acting as aforesaid, or that they 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 Board of Directors.

## **GENERAL**

69.72. Proper records and minutes of all proceedings and resolutions shall be kept, particularly in respect of Committee, Board of Directors and Members' meetings.

70.73. The Board of Directors shall cause proper accounts to be kept in respect to all moneys received and expenditure thereof and the matter in respect of which receipt and expenditure takes place; all sales and purchases of goods by USANZ and the assets and liabilities of USANZ at all times.

71.74. The Board of Directors shall cause accounts to be kept as provided by clause 9 of the Constitution and shall, in accordance with the Act or ACNC Act as applicable, cause to be prepared and laid before USANZ in general meeting such profit and loss or income and expenditure accounts and balance sheets and reports as are referred to in that clause and are applicable to USANZ.

72.75. Auditors shall be appointed and their duties regulated in accordance with the provisions of the Act and the ACNC Act as applicable and clause 9 of the Constitution.

73.76. Every member of the Board of Directors or ~~e~~Officer of USANZ or any person employed by USANZ as Auditor shall be indemnified out of the funds of USANZ against all liability incurred by that person as such member of the Board of Directors or ~~e~~Officer or Auditor in defending proceedings, whether civil or criminal, in which judgement is given in their favour or in which they are acquitted, or in connection with any application under the Act in which relief is granted to them by the Court.

74.77. Notices required to be served by USANZ or the Board of Directors upon the members may be served either personally, by leaving the same or by sending them through the post in a letter addressed to the members at their registered places of abode or by email. All the

members if served by post shall be deemed to have been served at the time when the letter envelope wrapper or postcard containing the same being properly addressed and put into a post office would have arrived in due course of post. In the event of any Member not having that person's place of abode registered then a notice shall be efficiently served on them by being affixed as a general notice in the Registered Office of USANZ. For the purposes of this clause 'place of abode' shall include any address any Member or Members may specify for the forwarding of notices including an office or place of business or post office numbered box.

75.78. Any such notice including the signature thereto may be wholly or partly typed or printed.