



International Commission on Illumination  
Commission Internationale de l'Eclairage  
Internationale Beleuchtungskommission



ASSOCIATIONS INCORPORATION ACT 1981  
And Amendment 2009

# **CIE AUSTRALIA INC.**

## **STATEMENT OF RULES**

February 2023

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### **CIE Australia**

The Australian National Committee of  
the International Commission on Illumination  
[www.cie.org.au](http://www.cie.org.au)

Registered as CIE Australia Inc.  
Associations Registration No: A0022976Z  
ABN: 32 301 390 692

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Associations Incorporation Act 1981  
CIE Australia Inc.  
Statement of Rules

## 1 TITLE

The name of the incorporated association is “CIE Australia Incorporated”. This body was formerly known as the Australian National Committee on Illumination.

## 2 INTERPRETATION

(a) In these Rules, unless the contrary intention appears:-

“Act” means the Associations Incorporation Act 1981.

“CIE” means the Commission Internationale de l'Eclairage

“Organisation” means CIE Australia Incorporated

“Executive Committee” means the Executive Committee referred to in Rule 8

“Management Committee” means the Management Committee referred to in Rule 7

“Member” means a member of the Committee

“Sustaining Member” means a Member by virtue of Rule 4.2

“Organisation Member” means a Member by virtue of Rule 4.1

“Representatives” means the representatives referred to in Rule 14.1

“Associate Member” means a Member by virtue of Rule 4.3

“Individual Member” means a Member by virtue of Rule 4.4

“Student Member” means a Member by virtue of Rule 4.5

“Co-opted Member” means a Member by virtue of Rule 4.6

“Officer” means a member of the Executive Committee

(b) Words or expressions contained in these Rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1958 and the Act as in force from time to time.

(c) The Organisation shall have the authority to adopt such by-laws as may be consistent with the laws of the State of Victoria under which the Committee is incorporated.

## 3 AIMS AND OBJECTIVES

The aims and objectives of CIE Australia are:-

(a) to assist the Commission Internationale de l'Eclairage (CIE) achieve its objectives in the fields of light and lighting.

(b) to encourage and facilitate the participation of Australian scientific and technological experts in light, colour, lighting and vision in the CIE Divisions and Technical Committees.

- (c) to represent the CIE in Australia by keeping those organisations and persons in Australia with interests in light, colour, lighting and vision informed of the proceedings, recommendations and publications of the CIE.
- (d) to represent the interests of Australia to the CIE by determining the views that prevail in Australia and representing those views in the forums of CIE, Divisions and Technical Committees.

The objectives of the CIE can be found on the CIE Website and also the CIE Australia Website.

It is important to note that in these objectives light and lighting embraces such fundamental subjects as vision, photometry and colorimetry, involving natural and man-made radiations over the UV, the visible and IR regions of the spectrum, and application subjects covering all usage of light, indoors and out, including environmental and aesthetic effects, as well as means for the production and control of light and radiation, also the optical, visual and metrological aspects of the communication, processing and reproduction of images, using all types of analogue and digital imaging devices, storage media and imaging media.

CIE Australia will operate according to the CIE Code of Ethics at all times. The CIE Code of Ethics can be obtained from the CIE Website.

## 4 MEMBERSHIP

### 4.1 Organisation Members

- (a) Subject to these Rules, Australian organisations interested in the subject of illumination or related matters shall be eligible to apply to become Members of the Organisation.
- (b) The names of the Representatives nominated by each of the Organisation Members shall be notified in writing to the Secretary and/or Treasurer and each Representative thus nominated shall subject to these Rules remain a Representative of the Member until the Member notifies the Secretary and/or Treasurer that it has made a fresh nomination. An Organisation Member may nominate a person to act as deputy for its Representative and in the absence of such Representative, the deputy shall enjoy and exercise the rights and full privileges of the Representative.
- (c) The Secretary of the Committee shall notify the Organisation Member when its Representative ceases by death or resignation, or for any other reason, to represent the Organisation Member and the Organisation Member shall then nominate a replacement Representative.
- (d) Representatives of Organisation Members shall have full voting rights.

### 4.2 Organisation Members (Sustaining)

- (a) An organisation may wish to take out a higher level of membership classified as an Organisation Member (Sustaining) by making a greater financial or in-kind contribution. A Sustaining Member shall receive additional acknowledgement for their support in ways as deemed appropriate by the Management Committee, including but not limited to the display of the organisation's name and logo on the CIE Australia website.
- (b) With the exception of the additional acknowledgement outlined in Subclause (a), a Sustaining Member receives the same benefits and has the same responsibilities of membership as an Organisation Member as outlined in Clause 4.1.

### 4.3 Associate Members

Any Australian organisation which is interested in the subject of illumination and is acceptable to the Organisation, shall have the right to be an Associate Member. Associate Members shall by suitable means be kept informed of the work of the Organisation and of the CIE, but shall not have the right to vote.

### 4.4 Individual Members

Any individual who is interested in the subject of illumination and is acceptable to the Organisation, shall have the right to be an Individual Member. Individual Members shall have full voting rights.

### 4.5 Student Members

Any full-time or part-time student who is interested in the subject of illumination and is acceptable to the Organisation, shall have the right to be a Student Member. Student Members do not have voting rights. Interpretation of whether an individual may be classified as a full-time or part-time student for the purposes of this membership is at the discretion of the Executive Committee.

### 4.6 Co-opted Members

- (a) The Management Committee may by resolution supported by not less than two thirds of those present at a Management Committee meeting co-opt individuals who have been selected on account of their specific attainments in or contributions to the art of illumination or sciences related thereto to become Co-opted Members. Co-opted Members shall have full voting rights.
- (b) Any person appointed by the Management Committee to represent Australia on a CIE Division or Technical Committee and who is not already an Individual Member, Co-opted Member or a Representative shall for the duration of such appointment also be deemed a Co-opted Member except that a person appointed temporarily to act as a representative to a particular meeting of a Division of the CIE shall not be deemed a Member.

## 4.7 Register of Members

The Secretary and/or Treasurer shall keep and maintain a Register of Members in which shall be entered the full name, address and date of entry of the name of each Organisation Member and its Representative or Representatives from time to time as well as Individual and Co-opted Members and the Register shall be available for inspection by Members at the address of the Public Officer.

## 4.8 Resignation

- (a) A Member or Representative may resign from the Organisation by first giving one month notice in writing to the Secretary of intention to resign and upon the expiration of that period of notice the Member or Representative shall be deemed to have resigned.
- (b) If the resigning Member or Representative is an office-holder, they must return any documents belonging to CIE Australia within 28 days of them ceasing to hold office. Failure to return documents within the 28 days allows CIE Australia to apply to the Magistrates' Court to ensure performance.
- (c) Upon the expiration of a notice given under Subclause (a) the Secretary shall make an entry in the Register of Members recording the date on which the Member or Representative resigned from the Committee.

## 4.9 Entrance Fee and Annual Subscription

- (a) The Management Committee may levy entrance fees and annual subscriptions and stipulate the terms on which such payment shall be made.
- (b) Without limiting the generality of the foregoing, the Management Committee may establish two or more scales of subscriptions according to the nature of the Member.
- (c) The Management Committee shall also determine from time to time an annual subscription payable by Associate Members and Individual Members which shall be less than the lowest scale payable by Organisation Members.
- (d) The Treasurer shall notify each Organisation Member, Associate Member, and Individual Member not later than 30th September of each year of the subscription due on the following 1st January for the ensuing twelve months.
- (e) The Management Committee shall have discretion to vary the subscriptions or entry fees in the case of Organisation, and Individual Members.

## 4.10 Discipline of Members

4.10.1 Subject to these rules, the Management Committee may by resolution:-

- (a) expel a Member or Representative from the Organisation; or
- (b) suspend a Member or Representative from the Organisation for a specified period.

4.10.2 A resolution of the Management Committee under Rule 4.10.1:-

- (a) does not take effect unless the Management Committee, at a meeting held not earlier than 14 and not later than 28 days after the service on the Member or Representative of a notice under Rule 4.10.3 confirms the resolution in accordance with this clause; and
- (b) where the Member or Representative exercises a right of appeal to the Organisation under this clause, does not take effect unless the Management Committee confirms the resolution in accordance with this Clause.

4.10.3 Where the Management Committee passes a resolution under Rule 4.10.1, the Secretary shall, as soon as practicable, cause to be served on the Member or Representative a notice in writing:-

- (a) setting out the resolution of the Management Committee and the grounds on which it is based;
- (b) stating that the Member (or a person duly authorised thereby), or Representative may address the Management Committee at a meeting to be held not earlier than 14 and not later than 28 days after service of the notice;
- (c) stating the date, place and time of that meeting;
- (d) informing the Member or Representative that they (or in the case of a Member, a person duly authorised thereby) may:-
  - (i) attend that meeting;
  - (ii) give to the Management Committee before the date of that meeting a written statement seeking the revocation of the resolution;
  - (iii) not later than 24 hours before the date of the meeting, lodge with the Secretary a notice to the effect that they wish to appeal to the Management Committee in general meeting against the resolution.

4.10.4 At a meeting of the Management Committee held in accordance with Rule 4.10.2, the Management Committee;

- (a) shall give to the Member or Representative an opportunity to be heard;
- (b) shall give due consideration to any written statement submitted by the Member or Representative; and
- (c) shall by resolution determine whether to confirm or to revoke the resolution.

4.10.5 Where the Secretary receives a notice under Rule 4.10.3, the Secretary shall notify the Management Committee and the Management Committee shall convene a general meeting of the Organisation to be held within 21 days after the date on which the Secretary received the notice.



4.10.6 At a general meeting of the Organisation convened under Rule 4.10.5:-

- (a) no business other than the question of the appeal shall be transacted;
- (b) the Management Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
- (c) the Member (or person duly authorised thereby) or Representative shall be given an opportunity to be heard; and
- (d) the Members and Representatives present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.

4.10.7 If at the general meeting:-

- (a) two-thirds of the Members and Representatives combined vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
- (b) in any other case the resolution is revoked.

## 5 ANNUAL GENERAL MEETING

### 5.1 Notice of Meeting

- (a) The Organisation shall in each calendar year convene an Annual General Meeting of Members and Representatives.
- (b) The Annual General Meeting shall be held on such day being not later than 31st May of the year in question as the Management Committee determines.
- (c) The Annual General Meeting shall be specified as such in a notice convening it, giving 14 days notice of any motions.
- (d) Minutes of the Annual General Meeting are to be prepared and Members shall have access to the Minutes including accounting records and financial statements within 28 days from the date of the meeting.

### 5.2 Business of Meeting

The ordinary business of the Annual General Meeting shall be:-

- (a) to confirm the minutes of the preceding Annual General Meeting and of any general meeting held since that meeting;
- (b) to receive from the Management Committee reports upon the transactions of the Organisation during the preceding financial year;

- (c) subject to Rule 9.5 hereof to elect officers of the Executive Committee;
- (d) to receive and consider the President's report on the work of the Organisation;
- (e) to receive and consider the Treasurer's Statement of Accounts and Statement to be submitted by the Organisation in accordance with the Act.

### 5.3 Special Business

- (a) The Annual General Meeting may transact special business of which notice is given in accordance with these Rules.
- (b) The Annual General Meeting shall be in addition to any other general meetings that may be held in the year.

## 6 GENERAL MEETINGS

### 6.1 Definition

- (a) All general meetings other than the Annual General Meeting shall be called general meetings.
- (b) The Management Committee may whenever it thinks fit convene a special general meeting of the Organisation and, where, but for this Rule 6.1 (b), more than fifteen months would elapse between Annual General Meetings, shall convene a special general meeting before the expiration of that period.
- (c) The Management Committee shall on the request in writing of Representatives and/or Members representing not less than 5% of the total number of Representatives and Members, convene a general meeting of the Organisation.
- (d) The requisition for a general meeting shall state the object of the meeting and shall be signed by the requisitionists and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the persons making the requisition, where such documents may be in the form of emails sent to the Secretary.
- (e) If the Management Committee does not cause a special general meeting to be held within one month after the date on which the requisition is sent to the Secretary, the requisitionists, or any of them, may convene a general meeting to be held not later than three months after that date.
- (f) A general meeting convened in accordance with these Rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Management Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Committee to the persons incurring the expenses.

- (g) Minutes of the General Meetings are to be prepared and Members shall have access to the Minutes including accounting records and financial statements within 28 days from the date of the meeting.

## 6.2 Notice of Meeting

- (a) The Secretary shall, at least fourteen days before the date fixed for holding a general meeting of the Organisation cause to be sent to each Member and Representative a notice by email stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting, where the meeting may be held either in person, online or both.
- (b) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- (c) A Representative or Member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary, who shall include that business in a notice calling the next general meeting after the receipt of the notice.

## 6.3 Business of Meeting

All business that is transacted at a special general meeting and all business that is transacted at the annual general meeting with the exception of that specially referred to in these rules as being the ordinary business of the annual general meeting shall be deemed to be special business.

## 6.4 Quorum

- (a) No item of business shall be transacted at a general meeting unless a quorum of Representatives or Members entitled under these rules to vote is present during the time when the meeting is considering that item.
- (b) Five (5) Representatives and/or Members personally present (being Representatives entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting, where being personally present may be by using an online connection to the meeting.
- (c) If within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chair at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Representatives and Members present (being not less than 3) shall be a quorum.

## 6.5 Chair

- (a) The President or, in their absence, the Vice-President, shall preside as Chair at each general meeting of the Organisation.
- (b) If the President and the Vice-President are absent from a general meeting, the members present shall elect one of their number to preside as Chair of the meeting.

## 6.6 Adjournment

- (a) The Chair of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (b) Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.
- (c) Except as provided in Rules 6.6 (a) and 6.6 (b), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

## 6.7 Method of Voting

- (a) A question arising at a general meeting of the Organisation shall be determined on a show of hands (in-person or online) and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chair that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book of the Organisation is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
- (b) If the Organisation so resolves a postal ballot, email ballot and/or online ballot may be held on any question.
- (c) Upon any question arising at a general meeting of the Organisation, each Representative and Member has one vote only.
- (d) All votes shall be given personally or by proxy.
- (e) In the case of an equality of voting on a question, the Chair of the meeting is entitled to exercise a second or casting vote.

## 6.8 Polling

- (a) If at a meeting a poll of any question is demanded by not less than three Representatives and/or Members, it shall be taken at that meeting in such manner as the Chair may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

- (b) A poll that is demanded on the election of a Chair or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chair may direct.
- (c) A Representative or Member is not entitled to vote at any general meeting unless all moneys due and payable by the Member or, in the case of a Representative, the Member which the Representative represents, to the Committee have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

## 6.9 Voting by Proxy

- (a) Each Representative or Member shall be entitled to appoint another Representative or Member as proxy by notice given to the Secretary no later than 24 hours before the time that the meeting in respect of which the proxy is appointed.
- (b) The notice appointing the proxy shall be in the form set out in the Appendix or by an email containing the same information as per the proxy form to the Secretary and by including the Witness in CC.

## 7 MANAGEMENT COMMITTEE

### 7.1 Membership

The affairs of the Organisation shall be managed by a Management Committee comprised of a quorum of Members in General Meeting as outlined in Rule 6.4.

### 7.2 Responsibilities

The Management Committee:-

- (a) shall control and manage the business and affairs of the Committee;
- (b) may subject to these Rules and the Act exercise all such powers and functions as may be exercised by the Organisation other than those powers and functions that are required by these Rules to be exercised by general meetings of the Organisation; and
- (c) subject to these Rules and the Act has power to perform all such acts and things which appear to the Management Committee to be essential for the proper management of the business and affairs of the Organisation.

### 7.3 Formation of Subcommittees

The Management Committee may form such subcommittees as it deems necessary for the better conduct of its business.

## 8 OFFICERS - EXECUTIVE COMMITTEE

- (a) The Officers of the Organisation shall be:-
  - (i) a President;
  - (ii) a Vice President;
  - (iii) the Immediate Past President;
  - (iv) a Secretary/ Public Officer;
  - (v) a Treasurer;
  - (vi) an IT Officer;
  - (vii) up to three (3) Officers without portfolio;all of whom shall be Representatives or Members.
- (b) The Executive Committee shall consist of the Officers of the Organisation.
- (c) In the event of a casual vacancy in any office referred to in Rule 8 (a) the Executive Committee may appoint any Representative or Special Member to the vacant office and the person so appointed may continue in office for the remainder of the term to which the person vacating that office was entitled under these Rules.
- (d) Each Officer shall be eligible for re-election.

## 9 EXECUTIVE COMMITTEE MEETINGS

### 9.1 Notice of Meeting

- (a) Written notice of each Executive Committee meeting shall be served on each Officer by email at least 14 days before the meeting.
- (b) The Executive Committee shall meet at such place and such times as the Executive Committee may determine, including online-only meetings.
- (c) Special meetings of the Executive Committee may be convened by the President or by any 3 Officers.
- (d) Notice shall be given to Officers of any special meetings specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.

- (e) Minutes of the Executive Committee Meetings are to be prepared and Members shall have access to the Minutes including accounting records and financial statements.

## 9.2 Quorum

- (a) A majority of Officers constitute a quorum for the transaction of the business of a meeting of the Executive Committee.
- (b) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.

## 9.3 Chair

At meetings of the Executive Committee:-

- (a) the President or, in their absence, the Vice-President shall preside; or
- (b) if the President and the Vice-President are absent, such one of the remaining Officers as may be chosen by the officers present shall preside as Chair.

## 9.4 Voting

- (a) Questions arising at a meeting of the Executive Committee or of any subcommittee appointed by the Executive Committee shall be determined on a show of hands or, if demanded by an Officer, by a poll taken in such manner as the person presiding at the meeting may determine.
- (b) Each Officer 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 one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

## 9.5 Election of Executive Committee

- (a) The Executive Committee shall be elected by the Management Committee at the Annual General Meeting of the Organisation in the year in which a Session of the CIE is held.
- (b) Nomination of candidates for election as Officers:-
  - (i) shall be made in writing, signed by two Representatives or Members of the Management Committee and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
  - (ii) shall be delivered to the Secretary not less than seven days before the date fixed for the holding of the annual general meeting.

- (c) If insufficient nominations are received to fill all vacancies on the Executive Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- (d) If the number of nominations received is equal to or less than the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (e) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- (f) The ballot for the election of Members of the Executive Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Management Committee may direct.

## 9.6 Vacancies

- (a) For the purposes of these Rules, the office of an Officer becomes vacant if the Officer:-
  - (i) ceases to be a Representative or Member;
  - (ii) becomes an insolvent under administration within the meaning of the Companies (Victoria) Code; or
  - (iii) resigns that office by notice given in writing to the Secretary or President.
- (b) In the event of the Executive Committee being smaller than its quorum, the Executive Committee shall convene a Special Meeting of the Management Committee at which a new Executive Committee shall be elected in accordance with Rule 9.5.

## 9.7 Formation of Subcommittees

The Executive Committee may form such subcommittees as it deems necessary for the better conduct of its business.

# 10 REMOVAL OF OFFICERS

- (a) The Organisation in general meeting may by resolution remove any Officer before the expiration of that Officer's term of office and appoint another Representative or Member to hold that office until the expiration of the term of the first mentioned Representative or Member.
- (b) Where the Representative or Member to whom a proposed resolution referred to in Rule 10 (a) makes representations in writing to the Secretary or President and requests that they be notified to all Representatives or Members, the Secretary or the President may send a copy of the representations to all such persons, as requested, or, if they are not so sent, the person making such representations may require that they be read out at the meeting.



## 11 FINANCE

### 11.1 Administration

- (a) The administrative expenses of the Organisation and the annual payment for Australia to the general funds of the CIE shall be defrayed out of annual subscriptions and entrance fees payable by Members or out of any other income.
- (b) The Treasurer shall prepare and circulate to each Member at least a week before the first meeting in any year a statement of the accounts of the Committee which shall have been duly audited and certified as correct.
- (c) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Executive Committee.

### 11.2 Overseas Travel Fund

- (a) The Executive Committee through the Treasurer shall maintain an Overseas Travel Fund to facilitate the overseas travel of Members for meetings and activities pursuant to the aims and objectives outlined in Rule 3.
- (b) The Executive Committee shall maintain a policy and procedure for Members to access the Overseas Travel Fund and make said policy known to Members.
- (c) Changes to the policy and procedure for the Overseas Travel Fund shall be ratified at a General Meeting.

## 12 ANNUAL REPORT

The Secretary shall send a copy of the President's Annual Report and of the audited and duly approved statement of accounts to each of the Members and Representatives and such reports shall be made available on the Organisation's website within 28 days after the Annual General Meeting has taken place. At least once a year the Members and Representatives shall be provided with a summary of the more important technical work of the Organisation and of the CIE.

## 13 INSPECTION OF BOOKS

The accounts and books of the Organisation shall be available for inspection by Members.

## 14 DELEGATES TO GENERAL ASSEMBLIES OF THE CIE

### 14.1 Representatives

- (a) The Management Committee may appoint delegates to attend a meeting of the General Assembly of the National Committees of the CIE. If more than one delegate is appointed then the Executive Committee shall designate one delegate to be the voting member and leader of the delegation. If more than two delegates are appointed then the Executive Committee shall designate a second delegate to be deputy leader.
- (b) In the event of the leader being unable to act, the deputy leader shall assume the responsibilities and shall become the voting member and the delegates shall appoint one of their number as the nonvoting representative at the General Assembly.

### 14.2 Expenses

The expenses of delegates to meetings of the General Assembly of the CIE shall not be defrayed by the Organisation except that the Management Committee may defray in whole or in part those expenses incurred in CIE activities by Members as set out in Rule 11.2 or through a decision made at a General Meeting.

## 15 ALTERATION OF RULES AND STATEMENT OF PURPOSES

These Rules and the Statement of Purposes of the Organisation shall not be altered except in accordance with the Act.

## 16 CUSTODY OF BOOKS AND RECORDS

Except as otherwise provided in these Rules, the Secretary and/or Treasurer shall keep control of all books, documents and securities of the Organisation including maintaining and updating any electronic or online registrations or records.

## 17 DISPOSAL OF ASSETS

In the event of the winding up or the cancellation of the incorporation of the Organisation, the assets of the Organisation shall be disposed of in accordance with the provision of the Act.

## Appendix 1      Proxy Form

A proxy form for use at General Meetings (including Annual General Meetings) is enclosed on the final page of this document.



International Commission on Illumination  
Commission Internationale de l'Eclairage  
Internationale Beleuchtungskommission



## PROXY FORM

I, \_\_\_\_\_  
(First Name, SURNAME)

being ☐ an Individual Member; or  
☐ the Representative of an Organisation Member or Organisation Member (Sustaining)

\_\_\_\_\_  
(Organisation Name)

nominate \_\_\_\_\_  
(First Name, SURNAME)

as my Proxy to vote on my behalf

- ☐ on all matters; or  
☐ on the following matters only:

- 1.
- 2.
- 3.
- 4.

at the CIE Australia General Meeting or Annual General Meeting on \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_  
(Name)                      \_\_\_\_\_  
(Signature)                      \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Date)

\_\_\_\_\_  
(Witness Name)                      \_\_\_\_\_  
(Signature)                      \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Date)

- Membership must be fully paid prior to the meeting for the member (and therefore proxy) to be eligible to vote.
- The proxy must also be a paid Representative or Member of CIE Australia.
- This form must be received by the Secretary no later than twenty-four (24) hours before the meeting.
- In the case of the ballot being submitted by email, the witness must be included in CC.
- Contact details for the Secretary can be found on the CIE Australia website.