SAMPLE – FOR DEMONSTRATION ONLY – NOT A LEGAL DOCUMENT

Rule book (sample)

This sample shows how a rule book is organised and which clauses the members portal works with. A real client's portal shows the clause numbers from their own rule book, registered with ORIC.

1 – Interpretation

1.1	Definitions, including *business day*: a day that is not a Saturday, Sunday or public holiday where the corporation's office is.

2 – Objectives

2	Holding and managing native title rights and interests for the common law holders, caring for Country and supporting the common law holders' cultural, social and economic interests.

4 – Members

4.2	Eligibility: common law holders aged 18 or over; common law holders under 18 may be associate members.
4.3	Applications are made on the Schedule 1 form and decided by the directors by resolution at a directors' meeting. Applicants are told the decision, with reasons if refused, and the register is updated within 14 days.
4.4	Members' rights, including to inspect the register of members and minutes of general meetings free of charge.
4.5	Members' responsibilities, including telling the corporation of changed contact details within 28 days.
4.9	Resigning as a member by giving written notice.
4.13	Members may observe directors' meetings, except for confidential items.

5 – General meetings

5.1	The AGM is held within 5 months after the end of the financial year.
5.2	Business of the AGM.
5.3	Members may request a general meeting; the directors call it within 21 days.
5.5	At least 21 days' notice of general meetings. Notice by email is given the next business day; by post, 3 days after posting. A copy goes to the contact person and the auditor.
5.6	Members may propose resolutions for a general meeting.
5.7	Quorum for general meetings.
5.8	Postponing a general meeting.
5.10	Using technology to hold or attend meetings.
5.13	Proxies: appointed on the Schedule 4 form, received at least 48 hours before the meeting; no more than 3 proxies per person.

6 – Directors

6.2	Number of directors.
6.3	Eligibility and nomination of directors (Schedules 2 and 3).
6.4	Majority of directors must be members and Aboriginal and/or Torres Strait Islander people.
6.5	Nomination by family groups; no more than one director per family group.
6.7	Terms of office; retiring after 3 consecutive terms.
6.12	Telling the Registrar of director changes within 28 days.
6.14	Declaring and recording conflicts of interest.
6.17	Directors meet at least every 4 months.
6.18	Quorum for directors' meetings.
6.21	Directors' resolutions, including written resolutions signed by all directors.

8, 10, 14, 19, 20

8	Contact person.
10	Native title decisions are made only after consulting the common law holders and obtaining their consent.
14	Records the corporation keeps, including a conflict of interest register.
19	Resolving internal disputes (19.1) and native title disputes (19.2, Schedule 7).
20	Confidential and culturally sensitive information.