

HECIS: Incorporation Compliance Requirements Policy

1.3	INCORPORATION COMPLIANCE REQUIREMENTS
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Applies to: Management Committee Members, Staff
Specific responsibility: Company Secretary, Committee Members, Staff

Version: 1
Date approved: 5.8.14
Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	Associations Incorporations Act 2009
Contractual obligations	

POLICY STATEMENT

HECIS is incorporated as an Association. As such, it is subject to the Associations Incorporation Act 2009, administered by NSW Fair Trading.

It has an Australian Business Number (ABN): 77 638 834 599

Its rules and constitution are contained in the HECIS Memorandum and Articles (Constitution) which detail:

- the objects of the Association
- its legal powers
- the composition of the Board and Office Bearer positions
- conduct of elections and general meetings
- membership
- winding up requirements.

HECIS is committed to meeting all NSW Fair Trading requirements in a timely and efficient manner.

PROCEDURES

Compliance with NSW Fair Trading requirements

- The HECIS Public Officer is responsible for coordinating compliance with NSW Fair Trading requirements and may delegate tasks to HECIS staff members as necessary.
- The Public Officer must ensure the following:
- Advising NSW Fair Trading within 28 days of any change to:
 - HECIS Public Officer (appointments and resignations or retirements)
 - the Associations Memorandum and Articles (Constitution)
 - the Association's registered office or principal place of business
 - proper conduct of the Annual General Meeting (AGM) and any General Meetings
 - lodging annual returns by the due date
 - maintaining the register of members.
- The Secretary is responsible for signing formal correspondence with NSW Fair Trading or other regulatory body, and may delegate signing duties to the HECIS Co-Ordinator or other staff.
- Copies of the Memorandum and Articles (Constitution) are to be held in the office and made available to all members and staff of the association.

Use of the Company Seal

The HECIS Co-Ordinator must ensure that the Company seal are kept in secure locations and protected from unauthorised use.

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For the purpose of making online lodgements of organisational details, the following people are authorised to have access to the Corporate Key:

- HECIS Management Committee Executive
- HECIS Co-Ordinator
- HECIS Admin Officer

The Company Seal may only be used with the approval of the Management Committee or a sub-committee authorised by the Management Committee to use the Seal. Any document to which the Seal is affixed must be signed by a Committee member and countersigned by the Secretary, a second Committee member, or by a person appointed by the Management Committee for the purpose.

DOCUMENTATION

Documents related to this policy	
Related policies	Governance Membership Annual General Meeting
Forms, record keeping or other organisational documents	HECIS Memorandum and Articles (Constitution)2017

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	HECIS Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	11.8.16	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	2.8.17	HECIS CoOrdinator	Aug 2018
4	31.8.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

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