

The Constitution of the
Australasian Numismatic Dealers' Association (Inc.)

THE CONSTITUTION OF THE AUSTRALASIAN NUMISMATIC DEALERS' ASSOCIATION



Registered in the State of Victoria
Organization Number: A0032563E

THE AUSTRALASIAN NUMISMATIC DEALERS' ASSOCIATION INC

CONSTITUTION

(Associations Incorporation Act 1981 (Vic))

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Part 1 Preliminary

1. Name

The name of the incorporated association is The Australasian Numismatic Dealers' Association Inc (**'Association'**).

2. Objects

To maintain a high standard of business conduct among members, to protect and advance the business interests of members and to actively promote and develop the numismatic industry.

3. Definitions

In this Constitution, unless the contrary intention appears-

Act means the Associations Incorporation Act 1981 (Vic),

Committee of Management means the Committee of Management of the Association,

Financial year means the year ending on 31 December,

General meeting means a general meeting of members convened in accordance with rule 14,

Member means an individual or incorporated body admitted to membership of the Association in accordance with rule 5,

Ordinary member of the Committee of Management means a member of the Committee of Management who is not an officer of the Association under rule 23,

Regulations means regulations under the Act,

Relevant documents has the same meaning as in the Act,

Representative means the person appointed by a corporate member in accordance with sub-rule 5(15) to be its representative at general meetings of the Association.

In this Constitution, a reference to the Secretary of an Association is a reference -

if a person holds office under this Constitution as Secretary of the Association -to that person, and

in any other case, to the Public Officer of the Association.

The provisions of the Interpretation of Legislation Act 1984 (Vic) apply to and in respect of this Constitution in the same manner as those provisions would so apply if this Constitution were an instrument made under the Act.

4. Alteration of this Constitution

This Constitution and the statement of purposes of the Association must not be altered except in accordance with the Act.

Part 2 Membership

5. Membership, joining fees and subscription

A person or body who applies and is approved for membership as provided in this Constitution is eligible to be a member of the Association on payment of the joining fee and annual subscription payable under this Constitution.

A person or body who is not a member of the Association at the time of the incorporation of the Association (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless:

the person or body applies for membership in accordance with sub-rule (3), and the admission as a member is approved by the Committee of Management.

There are six (6) types of membership of the Association:

Associate Member,
Member,
Fellow,
Foreign Member,
Corporate Member, and
Affiliate Member.

Members, Fellows, Corporate Members and Foreign Members shall have the right to vote at general meetings of the association in accordance with the provisions of Rule 19.

The prerequisites to membership and the entitlements after becoming a Member are set out in Annexure 1 (as amended from time to time)

The Fees payable upon application for Membership are set out in Annexure 2 (as amended from time to time)

An application of a person or body for membership of the Association must:

be made in writing in the form set out in Annexure 3, and comply with the requirements set out in Annexure 1, and be lodged with the Secretary of the Association, and be accompanied by the joining fee and one (1) year's subscription as set out in Annexure 2.

As soon as practicable after the receipt of an application, the Secretary must refer the application to the Committee of Management.

Any application that is incomplete, fails to meet the criteria in Annexure 1 or in the view of the Committee of Management is unsatisfactory, may be returned to the applicant for amendment and resubmission or rejected outright at the discretion of the Committee of Management.

The Committee of Management must determine whether to approve or reject the application in accordance with the requirements of Annexure 1.

If the Committee of Management approves an application for membership, the Secretary must, as soon as practicable, notify the applicant in writing of the approval for membership.

The Secretary must, within twenty-eight (28) days after receipt of the amounts referred to in sub-rule (3)(d), enter the applicant's name in the register of members.

An applicant for membership becomes a member and is entitled to exercise the rights of membership when the name of the person or body is entered in the register of members.

If the Committee of Management rejects an application, the Committee of Management must, as soon as practicable, notify the applicant in writing that the application has been rejected.

A right, privilege, or obligation of a person or body by reason of membership of the Association:

is not capable of being transferred or transmitted to another person or body, and terminates upon the cessation of membership whether by death or resignation or otherwise.

The annual subscription is the relevant amount set out in Annexure 2 and is payable in advance on the first day of the new financial period (1 January). Where a subscription remains unpaid for two (2) calendar months after the due date and the member has been advised of the default, the member may be expelled subject to rule 8.

Where a change in a member's circumstances makes them ineligible for their existing membership category, they must advise the Committee of Management in writing within thirty (30) days of the change in circumstances. If a member is required to move to a category that attracts a higher membership fee, they may be liable for a pro-rata payment based on the difference between the two fees.

An incorporated body that is a member of the Association shall at all times appoint a person as its representative for the purposes of attendance at and participation in general meetings of the Association under this Constitution (**'Representative'**) and shall notify the Secretary of any changes to this appointment from time to time.

Any proposed change to the Representative is subject to approval by the Committee of Management. Such a replacement only becomes effective upon formal acceptance by the Committee of Management.

6. Register of members

The Secretary must keep and maintain a register of members containing-
the name and address of each member, and
the date on which each member's name was entered in the register.
The register is available for inspection free of charge by any member upon request.

A member may make a copy of entries in the register.

7. Ceasing membership

A member of the Association who has paid all moneys due and payable by a member to the Association and provides satisfactory documentary evidence to the Committee of Management that any outstanding complaints have been resolved may resign from the Association by giving one (1) month's notice in writing to the Secretary of his or her intention to resign.

After the expiry of the period referred to in sub-rule (1)--
the member ceases to be a member, and
the secretary must record in the register of members the date on which the member ceased to be a member.

8. Ethics and Good Conduct Committee

The Association shall establish an Ethics and Good Conduct Committee the members of which shall be appointed in accordance with the provisions set out in Annexure 5.

The Ethics and Good Conduct Committee shall have the power to amend Annexure 5 from time to time.

9. Discipline, suspension and expulsion of members

The discipline, suspension and expulsion of members shall be governed by the provisions set out in Annexure 5.

10. Grievance procedure

Disputes between a member and another member or a member and the Association shall be governed by the provisions set out in Annexure 5.

Part 3 General meetings

11. Annual general meetings

The Committee of Management may determine the date, time and place of the annual general meeting of the Association.

The notice convening the annual general meeting must specify that the meeting is an annual general meeting.

The ordinary business of the annual general meeting shall be:

to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting, and
to receive from the Committee of Management reports upon the transactions of the Association during the last preceding financial year, and
to elect officers of the Association and the ordinary members of the Committee of Management, and
to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act, and
to appoint auditors.

The annual general meeting may conduct any special business of which notice has been given in accordance with this Constitution.

12. Special general meetings

In addition to the annual general meeting, any other general meetings may be held in the same year.

All general meetings other than the annual general meeting are special general meetings.

The Committee of Management may, whenever it thinks fit, convene a special general meeting of the Association.

If, but for this sub-rule, more than fifteen (15) months would elapse between annual general meetings, the Committee of Management must convene a special general meeting before the expiration of that period.

The Committee of Management must, on the request in writing of members representing not less than five (5) per cent of the total number of members, convene a special general meeting of the Association.

The request for a special general meeting must:-

state the objects of the meeting, and
be signed by the members requesting the meeting, and
be sent to the address of the Secretary.

If the Committee of Management does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than three (3) months after that date.

If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the Committee of Management and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons incurring the expenses.

13. Special business

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

14. Notice of general meetings

The Secretary, at least fourteen (14) days, or if a special resolution has been proposed at least twenty-one (21) days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.

Notice may be sent--

by prepaid post to the address appearing in the register of members, or if the member requests, by facsimile transmission or electronic transmission. No business other than that set out in the notice convening the meeting may be conducted at the meeting.

A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

15. Quorum at general meetings

No item of business may be conducted at a general meeting unless a quorum of members entitled under this Constitution to vote is present at the time when the meeting is considering that item.

Five (5) members personally present (being members entitled under this Constitution to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.

If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present-

in the case of a meeting convened upon the request of members - the meeting must be dissolved, and
in any other case - the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson 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.
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 members personally present (being not less than three (3)) shall be a quorum.

16. Presiding at general meetings

The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Association.

If the President and the Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

17. Adjournment of meetings

The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.

No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.

If a meeting is adjourned for fourteen (14) days or more, notice of the adjourned meeting must be given in accordance with rule 14.

Except as provided in sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

18. Voting at general meetings

Upon any question arising at a general meeting of the Association, a member has one (1) vote only.

All votes must be given personally or by proxy.

In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial period.

19. Poll at general meetings

If at a meeting a poll on any question is demanded by not less than three (3) members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

20. Manner of determining whether resolution carried

If a question arising at a general meeting of the Association is determined on a show of hands -
a declaration by the Chairperson that a resolution has 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 Association -
is evidence of the fact, without proof of the number or proportion of the votes
recorded in favour of, or against, that resolution.

21. Proxies

Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than twenty-four (24) hours before the time of the meeting in respect of which the proxy is appointed.

The notice appointing the proxy must be in the form set out in Annexure 4.

Part 4 Management

22. Committee of Management

The affairs of the Association shall be managed by the Committee of Management.

The Committee of Management:-

shall control and manage the business and affairs of the Association, and may, subject to this Constitution, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by this Constitution to be exercised by general meetings of the members of the Association, and subject to this Constitution, the Act and the Regulations, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.

Subject to section 23 of the Act, the Committee of Management shall consist of:

the officers of the Association, and

a minimum of five (5) and a maximum of nine (9) ordinary members each of whom shall be elected at the annual general meeting of the Association in each year.

23. Office holders

The officers of the Association shall be the:

President,
Vice-President, and
Treasurer.

The provisions of rule 26, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub-rule (1).

Each officer of the Association shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.

No member shall hold office as President for more than two (2) years consecutively.

In the event of a casual vacancy in any office referred to in sub-rule (1), the Committee of Management may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

24. Appointment of Public Officer

The Committee shall appoint a person as Public Officer, and may at any time replace that person, provided that the Committee of Management ensures that subject to the provisions of the Act, any vacancy in the office of Public Officer is filled within fourteen (14) days.

The Public Officer must, as soon as practicable after being appointed as Public Officer, lodge notice with the Association of his or her address.

25. Ordinary members of Committee of Management

Subject to this Constitution, each ordinary member of the Committee of Management shall hold office until the annual general meeting next after the date of election but is eligible for re-election.

In the event of a casual vacancy occurring in the office of an ordinary member of the Committee of Management, the Committee of Management may appoint a member of the Association to fill the vacancy and the member appointed shall hold office, subject to this Constitution, until the conclusion of the annual general meeting next following the date of the appointment.

26. Election of officers and ordinary members of Committee of Management

Nominations of candidates for election as officers of the Association or as ordinary members of the Committee of Management must be:

made in writing, signed by two (2) financial members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination), and delivered to the Secretary of the Association not less than seven (7) days before the date fixed for the holding of the annual general meeting.

A candidate may only be nominated for one (1) office, or as an ordinary member of the Committee of Management, prior to the annual general meeting.

If insufficient nominations are received to fill all vacancies on the Committee of Management, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.

If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

The ballot for the election of officers and ordinary members of the Committee must be conducted at the annual general meeting in such manner as the Committee may direct.

27. Vacancies

The office of an officer of the Association, or of an ordinary member of the Committee of Management, becomes vacant if the officer or member:-

ceases to be a member of the Association, or becomes an insolvent under administration within the meaning of the Corporations Act 2001 (Cth), or resigns from office by notice in writing given to the Secretary.

28. Meetings of Committee of Management

The Committee of Management must meet at least three (3) times in each year at such place and such times as the Committee of Management may determine.

Special meetings of the Committee of Management may be convened by the President or by any four (4) members of the Committee of Management.

29. Notice of meetings of Committee of Management

Oral or written notice of each Committee of Management meeting must be given to each member of the Committee of Management at least two (2) business days before the date of the meeting.

Written notice must be given to members of the Committee of Management of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

30. Quorum for meetings of Committee of Management

The quorum for the transaction of the business of a meeting of the Committee of Management shall be such number, not less than half of the members of the Committee of Management at the time, that the Committee of Management shall determine.

No business may be conducted unless a quorum is present.

If within half an hour of the time appointed for the meeting a quorum is not present--

in the case of a special meeting - the meeting lapses,
in any other case - the meeting shall stand adjourned to the same place and the same time and day in the following week.

The Committee of Management may act notwithstanding any vacancy on the Committee of Management.

31. Presiding at meetings of Committee of Management

At meetings of the Committee of Management:

the President or, in the President's absence, the Vice-President presides, or if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

32. Voting at meetings of Committee of Management

Questions arising at a meeting of the Committee of Management, or at a meeting of any sub-committee appointed by the Committee of Management, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.

Each member present at a meeting of the Committee of Management, or at a meeting of any sub-committee appointed by the Committee of Management (including the person presiding at the meeting), is entitled to one (1) vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

33. Removal of member of Committee of Management

The Association in general meeting may, by resolution, remove any member of the Committee of Management before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.

A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.

The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting.

34. Minutes of meetings

The Secretary must keep minutes of the resolutions and proceedings of each general meeting, and each Committee of Management meeting, together with a record of the names of persons present at Committee of Management meetings.

35. Delegation by Committee of Management to sub-committee

The Committee of Management may, by instrument in writing, delegate to one or more sub-committees (consisting of such Committee of Management members, Members of the association as the Committee of Management thinks fit) the exercise of such of the functions of the Committee of Management as are specified in the instrument, other than:

this power of delegation, and
a function which is a duty imposed on the Committee of Management by the Act or by any other law.

A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.

A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.

Despite any delegation under this rule, the Committee of Management may continue to exercise any function delegated.

Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the Committee of Management.

The Committee of Management may, by instrument in writing, revoke wholly or in part any delegation under this rule.

Part 5 Miscellaneous

36. Chapters

State or Regional Chapters of the Association may be established at the discretion of the Committee of Management.

Presidents of Chapters of the Association shall, where possible, be ex-officio members of the Committee of Management.

All Chapters of the Association shall be bound by the Chapter Code of Practice as amended from time to time.

If any Chapter of the Association fails to comply with the Chapter Code of Practice or with this Constitution, the Committee of Management may:

take whatever action is deemed appropriate by the Committee of Management to
rectify the situation, or
suspend or disband the offending chapter and take control of any and all funds and assets of that Chapter.

37. Funds

The Treasurer of the Association must-

collect and receive all moneys due to the Association and make all payments authorised by the Association, and
keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the Committee of Management.

The funds of the Association shall be derived from joining fees, annual subscriptions, donations and such other sources as the Committee of Management determines.

38. Seal

The common seal of the Association must be kept in the custody of the Secretary.

The common seal must not be affixed to any instrument except by the authority of the Committee of Management and the affixing of the common seal must be attested by the signatures either of two (2) members of the Committee of Management or, of one (1) member of the Committee of Management and of the Public Officer.

39. Notice to members

Except for the requirement in rule 14, any notice that is required to be given to a member, by or on behalf of the Association, under this Constitution may be given by-

delivering the notice to the member personally, or
sending it by prepaid post addressed to the member at that member's address shown in the register of members, or
facsimile transmission, if the member has requested that the notice be given to him or her in this manner, or
electronic transmission, if the member has requested that the notice be given to him or her in this manner.

40. Winding up, dissolution or amalgamation

If on the winding up or dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be distributed among members of the Association but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association which is also exempt from income tax under Item 8.2(c) of section 50-40 of the Income Tax Assessment Act 1997 (Cth) and which shall also prohibit the distribution of its or their property among its or their members. Such institution or institutions are to be determined by the members of the Association at or before the time of dissolution or in default thereof by the Supreme Court of Victoria.

Where it furthers the objects of the Association to amalgamate with any one (1) or more other organisations having similar objects, the other organisation(s) must have rules prohibiting the distribution of its or their assets and income to members, and must be exempt from Income Tax under Item 8.2(c) of section 50-40 of the Income Tax Assessment Act 1997 (Cth).

41. Custody and inspection of books and records

Except as otherwise provided in this Constitution, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.

All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.

A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

ANNEXURE 1 MEMBERSHIP PREREQUISITES AND ENTITLEMENTS

Types of membership

There are six (6) types of membership of the Association:

Associate Member,
Member,
Fellow,
Foreign Member,
Corporate Member, and
Affiliate Member.

Associate Member

To qualify as an Associate Member of the Association a person shall:

Be an individual and not a corporate entity,

Reside in Australia or New Zealand,

Pay the required annual membership fee as set out in Annexure 2 (as amended from time to time).

Provide evidence that at least a majority of his or her business is carried out in the numismatics industry,

Accept to follow the Association's Code of Conduct as set out in Annexure 6 (as amended from time to time),

Agree to be subject to the jurisdiction and provisions of the Association's Ethics & Good Conduct Committee as set out in Annexure 5 (as amended from time to time), and

Provide two (2) trade referrals together with the membership application to evidence the respect of his/her peers in the numismatic industry.

Once admitted as an Associate Member an individual shall be:

Permitted to exhibit at trade shows of the Association.,

Permitted to advertise on the Association's website under the 'Associate Individual Member' category,

Provided with access to a list of all Association Members together with contact details,

Permitted to participate in professional development programs coordinated by the Association,

Notified of all Australasian numismatic industry news as distributed by the Association,

Provided with a complimentary copy of the Association's 'Member's Handbook',

Provided with free entry to the Association trade shows,

Provided with entry to 'Members Only' events,

Permitted to access the 'Members Only' section of the Association website,

Subject to the Association's Code of Conduct as set out in Annexure 6 (as amended from time to time),

Subject to the jurisdiction and provisions of the Association's Ethics & Good

Conduct Committee as set out in Annexure 5 (as amended from time to time), and
Licensed to use the 'ANDA Associate Member' logo.

An Associate Member shall not be entitled to any voting rights at all Members' meetings of the Association.

Member

To qualify for membership of the Association as a Member a person shall:

Be an individual and not an incorporated entity,

Reside within Australia or New Zealand,

Be a recognised full-time professional working in the Australasian numismatic industry,

Provide evidence that at least seventy-five per centum (75%) of his/ her business is carried out in the numismatics industry,

Pay the required annual membership fee as set out in as set out in Annexure 2 (as amended from time to time),

Agree to accept and follow the Association's Code of Conduct as set out in as set out in Annexure 6 (as amended from time to time),

Agree to be subject to the jurisdiction of the Association's Ethics & Good Conduct Committee as set out in Annexure 5 (as amended from time to time),

Provide two (2) trade referrals together with the membership application to evidence the respect of his/her peers in the numismatic industry, and

Where he/she has previously held membership of the Association as an Associate Member, provide evidence that he/she possesses a clean conduct record while trading as an Associate Member for a period of at least twelve (12) months prior to the date of his or her application to become an Individual Member.

Once admitted as an Member the individual shall be:

Entitled to full voting rights at all Members' meetings of the Association,

Permitted to exhibit at Association trade shows,

Permitted to advertise on the Association's website under the 'Member' category,

Provided with access to a list of all Association Members together with contact details,

Permitted to participate in professional development programs coordinated by the Association,

Notified of all Australasian numismatic industry news as distributed by the Association,

Provided with a complimentary copy of the Association's 'Members' Handbook',

Provided with free entry to the Association trade shows and to 'Members Only' events,

Permitted to access the 'Members Only' section of the Association website,

Entitled to attend Member's corporate events as listed in the Association Annual Calendar, and

Licensed to use the 'ANDA Member' logo.

Fellow

To qualify for membership of the Association as a Fellow a person shall:

Be required to fulfil all the requirements for membership as a Member as set out in Annexure 1 (as amended from time to time) , and

Fulfil at least one (1) of the following:

Evidence that he/she has completed service as a member of the Association's Committee of Management for a period of five (5) years or more,
Evidence that he/she has made a substantial contribution to three (3) or more professional development topics comprised in the Association's Member's Kit,

and/or

As decided by a majority vote of the Committee of Management, evidence that he/she has:

Conducted extensive research on a particular field of interest to Australasian numismatics,

Published a significant work on a particular field of interest to Australasian numismatics,

Contributed in a substantial way to the growth of the Australasian numismatic industry, or

Contributed in a substantial way to the fostering of new coin collectors in Australasia.

Once admitted as a Fellow the individual shall be:

Entitled to the same benefits as an Individual Member as set out in clause 3 of this document (above) paragraph, and

Accorded a higher level of acknowledgement by the Association due to his/her seniority in membership in the following ways:

By the publication on the Association's website of papers written by him/her on topics relevant to the numismatic industry in the section entitled 'Fellows',

By being licensed to use the 'ANDA Fellow' logo.

Foreign Member

To qualify for membership of the Association as a Foreign Member a person shall:

Be an individual and not an incorporated entity,

Reside outside Australia and New Zealand.,

Provide evidence to the Association that he/she possesses equivalent prerequisites which had he/she been resident within Australia or New Zealand, would have qualified her/him to acceptance as an Individual Member of the Association, and

Pay the required annual membership fee as set out in Annexure 2 (as amended from time to time).

Once admitted as a Foreign Individual Member the individual shall be:

Permitted to exhibit at Association trade shows,

Permitted to advertise on the Association's website under the 'Foreign Member' category,

Provided with access to a list of all Association Members together with contact details,

Permitted to participate in the Association's professional development programs,

Notified of all Australasian numismatic industry news as distributed by the Association,

Provided with a complimentary copy of the Association Members' Handbook,

Provided with free entry to the Association trade shows,

Provided with entry to 'Members Only' events,

Permitted to access the 'Members Only' section of the Association website,

Entitled to attend Member's corporate events as listed in the Association's Annual Calendar, and

Licensed to use the 'ANDA Foreign Member' logo.

A Foreign Member shall be entitled to vote at Members' meetings.

Corporate Members

For an body or organisation to qualify for membership of the Association as a Corporate Member it shall:

Be an incorporated body which has significant business links with the Australasian numismatic industry,

Provide evidence that at least seventy-five per centum (75%) of its business is carried out in the numismatics industry,

Have its registered office located within Australia or New Zealand,

Pay the required annual membership fee as set out in Annexure 2 (as amended from time to time),

Accept and follow the Association's Code of Conduct as set out in Annexure 6 (as amended from time to time) , and

Provide two (2) trade referrals together with the membership application to evidence the respect of its peers in the numismatic industry.

Once admitted as a Corporate Member the entity shall be:

Permitted to participate in sponsorship opportunities provided by the Association's website,

Permitted to exhibit at ANDA trade shows of the Association,

Permitted to participate in the Association's direct mail campaigns,

Provided with opportunities to network with Association members by way of access to 'Members Only' events run by the Association,

Invited from time to time to conduct seminars for, or together with, other members of the Association, and

Willing to encourage the continuous professional development of its own staff where relevant.

Corporate Members shall not be:

Entitled to vote at Members' meetings , or

Subject to the jurisdiction of the Association's Ethics & Good Conduct Committee as set out in Annexure 5 (as amended from time to time) but shall be expected to maintain a high standard of corporate and ethical behaviour.

Affiliate Members

For an individual or incorporated entity to qualify for membership as an Affiliate Member that individual or entity shall:

Be an individual or a corporate entity whose core business is connected with but not within the numismatics industry and who wishes to develop a business connection with members of the Association,

Reside in or have its principal place of business located within Australia or New Zealand,

Provide evidence to the Association that the individual or incorporated entity possesses equivalent membership in the trade association applicable to the individual or incorporated entity industry to that of a Member of the Association, and

Pay the required annual membership fee as set out in as set out in Annexure 2 (as amended from time to time).

Once admitted as a Affiliate Member that individual or entity shall be:

Permitted to exhibit at Association trade shows,

Permitted to advertise on the Association's website under the 'Affiliate Member' category,

Provided with access to a list of all Association Members together with contact details,

Notified of all Australasian numismatic industry news as distributed by the Association,

Provided with a complimentary copy of the Association Members' Handbook,

Provided with free entry to the Association trade shows, entry to 'Members Only' events,

Permitted to access the 'Members Only' section of the Association website,

Entitled to attend Member's corporate events as listed in the Association's Annual Calendar, and

Permitted to use the 'ANDA Affiliate Member' logo.

An Affiliate Member shall not be entitled to vote at Members' meetings.

**ANNEXURE 2
MEMBERSHIP FEES**

Joining Fee (All Categories Of Membership)	\$ 50.00 (AUD)
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Annual Subscription Fees	Membership Category	Fees (AUD)
	Associate Member	\$ 330.00
	Member	\$ 330.00
	Fellow	\$ 330.00
	Corporate Member	\$ 1,000.00
	Foreign Member	\$ 330.00
	Affiliate Member	\$ 330.00

**ANNEXURE 3
APPLICATION FOR MEMBERSHIP**

.....
(Name of Person * or Organisation *)

of

(Address of Person* or Registered Office of Organisation*)

.....
A.B.N. *
hereby applies to become a member of THE AUSTRALASIAN NUMISMATIC DEALERS'
ASSOCIATION INC.

In the event of successful admission as a member, I / the Organisation agree(s) to be bound by the
Constitution of the Association for the time being in force.

For corporate entities only
The Organisation nominates the following person at its representative

.....
Name	Email
.....
Position	Telephone

.....
(Signature of Applicant * or Authorised Person *)

.....
(Date of Signature)

NOMINATIONS

.....
(Name)
being a Member * / the Authorised Representative of a Member * of THE AUSTRALASIAN
NUMISMATIC DEALERS' ASSOCIATION INC nominate the applicant for membership of the
Association.

.....
Signature of Proposer

.....
Date

.....
(Name) being a Member * / the Authorised Representative of a Member * of THE AUSTRALASIAN
NUMISMATIC DEALERS' ASSOCIATION INC second the nomination of the applicant for membership
of the Association.

.....
Signature of Proposer

.....
Date

- * Delete if not applicable

**ANNEXURE 4
FORM OF APPOINTMENT OF PROXY**

I,

(Name of Person * or Organisation *)

of

.....

(Address of Person * or Registered Office of Organisation *) being a Member * / the
Authorised Representative of a Member * of THE AUSTRALASIAN NUMISMATIC DEALERS'
ASSOCIATION INC appoint

.....

(Name of Proxy Holder)

of

.....

(Address of Proxy Holder)

being also a member of the Association, as proxy to vote on my * / my Organisation's * behalf
at the general meeting of the Association to be held on

.....

(Date of Meeting) and at any adjournment of that meeting.

This proxy is authorised to vote on my * my Organisation's * behalf in favour of/against/at their
discretion* in respect of the following resolution:

.....

.....

.....

.....

(Signature)

.....

(Date of Signature)

- Delete if not applicable

ANNEXURE 5
ANDA ETHICS & GOOD CONDUCT COMPLAINT MEDIATION PROCESS

1.0 Context

One of the primary aims of ANDA is to provide the public with confidence in the Australian numismatic industry, and to this end it is a condition of ANDA membership that members abide by the Code of Conduct that is fundamental to the constitution of ANDA.

In the event that either a member of the general public or an ANDA member has a complaint against the conduct of any ANDA member, a fair and amicable process is in place to ensure that the aims of ANDA with regards to the behaviour of its members are upheld.

2.0 Members of ANDA Ethics & Good Conduct Committee (E&GCC)

2.1 The ANDA E&GCC consists of three (3) members, each of whom must be a current member of the Association and a current or past member of the Association's General Committee.

2.2 The E&GCC shall be chaired by a past President of the Association.

2.3 The General Committee shall appoint the three (3) members of the E&GCC, each of whom must be either current or past Committee members of the Association.

2.4 The members of the E&GCC shall serve during terms of one (1) year duration, with appointments beginning at each Annual General Meeting of the Association.

2.5 There is no time limit upon tenure on the E&GCC, E&GCC members may be re-nominated if their appointment is uncontested.

3.0 Time Frame for Validity of Complaints

3.1 All complaints must be filed in writing and on the prescribed form within 90 days of the occurrence of the event the complaint relates to, or within 90 days of the Complainant becoming aware of the actions giving rise to the complaint.

3.2 In no event shall a complaint be heard relating to an event that has occurred more than two (2) years prior to the complaint being filed.

4.0 Persons Covered by ANDA E&GCC

4.1 An ANDA member, being the principal officer(s) of any company shall be responsible for the satisfaction of any complaints submitted to the Association based upon any act or omission by such company or any officer(s), director(s), employee(s) or agent(s) thereof acting on behalf of such company and such principal officer(s) may be expelled or suspended from Association membership by reason of such act or omission, irrespective of whether or not such principal officer(s) has participated therein.

4.2 The term "company" shall include any corporation or partnership or any individual(s) operating under a firm name.

4.3 The term "principal officer" of a company shall mean:

4.3.1 Any officer, manager, partner, owner or part-owner of that company who has authority to cause that company to satisfy a justified complaint;

4.3.2 Any person who has been designated by that company as one of its officers in any advertisement, communication or other written instrument;

4.3.3 Any person who has agreed to assume responsibility for satisfying the complaint against that company.

5.0 Conduct Covered by ANDA E&GCC

5.1 The following conduct specifically but not exclusively shall be subject to discipline (up to and including expulsion) as provided in Section 8.0:

5.1.1 Committing any unethical act in dealings with others;

5.1.2 Unjustly defaming the character of any other member;

5.1.3 Interfering with the activities of the Association;

5.1.4 Committing a criminal offense;

5.1.5 Engaging in conduct unbecoming a member;

5.1.6 Engaging in conduct prejudicial to the welfare of the Association;

5.1.7 Engaging in conduct which brings disrepute upon the Association;

5.1.8 Violating any of the provisions of these Bylaws or any codes adopted by the General Committee; or

5.1.9 Failing to respond to a complaint made pursuant to the E&GCC.

5.2 The following conduct specifically but not exclusively shall be conclusively deemed to be "conduct unbecoming a member" and "conduct prejudicial to the welfare of the Association" without further proof or evidence:

5.2.1 Selling and / or trading by any member on one (1) or more occasions of counterfeit or altered numismatic items with knowledge as to the lack of authenticity thereof;

5.2.2 Advertising or offering for sale or trade any coin which has been chemically or mechanically altered by means not generally accepted by numismatic standards and which is represented to be of a higher or of a more nearly perfect condition than was the coin prior to its being altered;

5.2.3 Grossly misrepresenting the quality of any numismatic item sold, traded or purchased, irrespective of his/her lack of knowledge as to the quality thereof;

5.2.4 Grossly misrepresenting the quality of any numismatic item sold, traded or purchased, with knowledge as to the quality thereof.

5.3 The selling and/or trading of reproductions or other altered numismatic items generally accepted and collected by numismatists and not in any way misrepresented as genuine shall not be deemed to constitute "conduct unbecoming a member" or "conduct prejudicial to the welfare of the Association."

5.4 All disputes that have been or currently are the subject of arbitration or civil litigation are not eligible for submission under this process, except to the extent that the complainant's desired result is the suspension or expulsion of the respondent's membership from the Association.

6.0 Complaint Submission Requirements:

6.1 A complaint is submitted to the E&GCC in writing by a member of the general public or an ANDA member. This complaint is to state the following:

- 6.1.1 The name and address of the Complainant;
- 6.1.2 Specific details of the allegations giving rise to the complaint;
- 6.1.3 Identification of any and all witnesses (if any) with information regarding the complaint;
- 6.1.4 All documents supporting the complaint;
- 6.1.5 A statement as to the complainant's desired result; and
- 6.1.6 The Complainant's signature;
- 6.1.7 The date of the complaint.

6.2 The Association itself may file a complaint against any member for conduct covered by the E&GCC.

6.3 Any complaint filed by the Association must be brought within 90 (ninety) days of the Association becoming aware of the conduct giving rise to the complaint.

6.4 In no event shall any complaint be brought by the Association more than two (2) years after the conduct complained of having occurred.

6.5 In the event that the Association files a complaint, the Secretary / President or his/ her designee shall act on behalf of the Association as the Complainant.

7.0 Complaint Review Process:

7.1 The E&GCC reviews the complaint, and determines if the Respondent's alleged conduct falls within the range covered by it, and if the complaint has been lodged within the specified time frame.

7.2 If the E&GCC determines that the complaint does not meet the required criteria, the complainant is notified of the reason of the committee's ruling, and that no further action will be taken.

7.3 If the E&GCC determines that the complaint does meet the required criteria, the E&GCC will forward a copy of the complaint and all supporting documents to the Respondent within 14 days of receipt by the E&GCC of a properly completed complaint.

7.4 A copy of this process description shall accompany the complaint and shall serve to advise the Respondent of their rights throughout the process and of the possible consequences of disciplinary action.

7.5 The complaint & documentation may be sent by any form of reasonable delivery provided that a return receipt or other acknowledgment of receipt is obtained.

7.6 The Respondent shall provide the E&GCC a response to the complaint within 14 days of receipt of the complaint.

7.7 The response may be sent by any form of reasonable delivery provided that a return receipt or other acknowledgment of receipt is obtained.

7.8 The response must contain:

- 7.8.1 The name and address of the Respondent;
- 7.8.2 A detailed response to the allegations of the complaint;

7.8.3 Identification of any and all witnesses, if any, with information regarding the complaint or response;

7.8.4 All documents supporting the response; and

7.8.5 The Respondent's signature.

7.9 If the explanation is not received in writing from the member within 14 days, a letter of warning is sent to the ANDA member concerned.

7.10 The member is still required to provide an explanation to the E&GCC within 28 days of the original request.

7.11 If an explanation is still not received, the ANDA member is suspended until further notice and the complaint is referred to the General Committee for consideration.

7.12 Once the ANDA member's response has been received, the E&GCC will determine if action is needed against the member.

7.13 Within 30 days of the consideration of an explanation by the respondent, the E&GCC shall render a written decision on the complaint.

8.0 Disciplinary Measures Available to the E&GCC

8.1 The E&GCC has the authority to impose any discipline it deems appropriate, excluding suspension or expulsion of a Respondent's membership.

8.2 The E&GCC may issue letters of warning; order restitution or the return of numismatic materials; direct that an offending member take part in an ANDA-designed professional development training program (once available), or fashion any other discipline it deems appropriate.

8.3 If the E&GCC believes that suspension or expulsion from Association membership is appropriate, the E&GCC shall, in its written decision, make such a recommendation to the General Committee.

8.4 All discipline authorized to be imposed by the E&GCC shall become effective immediately.

8.5 If the EG&C Committee determines that no action is warranted, the complainant is notified that no further action will be taken.

8.6 If the E&GCC determines that any action is warranted, the complainant is notified of the E&GCC's decision once that action has been taken.

8.7 The E&GCC will notify the General Committee that action has been taken, however it will not communicate any of the specifics of the complaint.

9.0 Appeals Process

9.1 Any party to a complaint under this process who is dissatisfied with the decision of the E&GCC may appeal the E&GCC's decision to the ANDA General Committee.

9.2 Any appeal of an E&GCC decision must be sent by the appealing party to the Association's Secretary within 14 days of receipt of the E&GCC's decision.

9.3 Appeals filed outside the above timeframe will not be heard, and the E&GCC's decision shall be final and binding on all parties to the complaint.

9.4 The appeal must state:

9.4.1 The specific basis for the appeal;

9.4.2 The reason the appealing party disagrees with the E&GCC's decision; and

9.4.3 The specific result requested by the appealing party.

9.5 Within 14 days of receipt of an appeal, the Association shall provide a copy of the appeal to all parties to the complaint. The appeal may be sent by any form of reasonable delivery provided that a return receipt or other acknowledgment of receipt is obtained.

9.6 Any non-appealing party may submit a response to the appeal within 14 days of receipt of the appeal.

9.7 All materials provided as a part of the E&GCC's decision as well as all appeal submissions will be provided to the Association's General Committee.

9.8 The General Committee shall consider appeals of E&GCC decisions during their regularly scheduled meetings.

9.9 The General Committee will not conduct new hearings but rather will only hear argument from the parties to the appeal.

9.10 Within 30 days of the consideration of an appeal, the General Committee shall render a written decision on the appeal.

9.11 The General Committee decision shall be provided to the parties to the appeal.

9.12 The General Committee decision may be provided by any form of reasonable delivery provided that a return receipt or other acknowledgment of receipt is obtained.

9.13 The General Committee decision may affirm, modify or reverse the decision of the E&GCC and may affirm, modify or reverse any discipline imposed by the E&GCC, all at their sole discretion.

9.14 The General Committee decision shall be final and binding on the parties to the appeal. The parties to the complaint and the appeal shall have no further recourse with regard to the complaint.

10.0 Repeated Complaints Against The Same Member

10.1 In the event of a subsequent complaint being made against a member that has been previously issued a letter of warning by the E&GCC, the following will occur: 10.2 Information from both parties is received in the same manner and with the same speed as an initial complaint.

10.3 After the receipt of submissions from both parties concerned and if sufficient information is available, the E&GCC will deliberate, arrive at a decision and forward all information (including the initial complaint and response, together with a recommended course of action) to the General Committee. The complaint will then form an agenda item for the next meeting of the General Committee.

11.0 Disciplinary Measures Available to the General Committee

11.1 The General Committee has the authority to impose any discipline it deems appropriate, including suspension or revocation of a Respondent's membership.

11.2 The General Committee may issue letters of warning, order restitution or the return of numismatic materials, or fashion any other discipline it deems appropriate.

11.3 If the General Committee determines that no action is warranted, the complainant is notified that no further action will be taken.

11.4 If the General Committee determines that action is warranted, the relevant action is to have immediate effect and the complainant is notified of the General Committee's decision.

11.5 The General Committee decision may affirm, modify or reject the decision of the E&GCC and may affirm, modify or reject any discipline imposed by the E&GCC, all at their sole discretion.

11.6 The General Committee decision shall be final and binding on the parties to the appeal. The parties to the complaint and the appeal shall have no further recourse with regard to the complaint.

11.7 Within 30 days of the consideration of a complaint referred by the E&GCC under Section 10.0, the General Committee shall render a written decision on the recommendation.

12.0 Process of Suspension of Membership or Expulsion

12.1 When the General Committee receives a recommendation from the E&GCC for the suspension or expulsion of a member, the recommendation must state the following:

12.1.1 The name and address of the Complainant;

12.1.2 Specific details of the allegations giving rise to the complaint;

12.1.3 Identification of any and all witnesses (if any) with information regarding the complaint;

12.1.4 All documents supporting the complaint (as supplied by the complainant);

12.1.5 A copy of the response (if any) supplied by the Respondent under either Sections 7.6 or 7.10;

12.1.6 A written copy of any appeal made by the respondent under Section 9.0;

12.1.7 The specific basis for the E&GCC's recommendation;

12.1.8 The Chair of the E&GCC's signature.

12.2 The General Committee shall then confirm that the Respondent's alleged conduct meets the specified criteria:

12.2.1 The member's alleged conduct must fall within that covered by Section 5.0;

12.2.2 The complaint must be received within the relevant timeframe stated in Section 3.0;

12.3 Within 30 days of the consideration of a recommendation by the E&GCC, the General Committee shall render a written decision on the recommendation.