

# **SURVIVORS**

**INK**

A pink awareness ribbon is positioned to the right of the word 'SURVIVORS', partially overlapping the letter 'V'. The ribbon is a vibrant pink color and is tied in a loop, with the ends hanging down.

## **STANDARD OPERATING PROCEDURES**

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## 1. AIM

Survivors Ink is a not for profit charity organisation, dedicated to providing breast cancer survivors with FREE realistic 3D nipple tattooing, Australia wide.

Unfortunately, cancer doesn't stop affecting lives at the completion of treatment. So many breast cancer survivors and their loved ones continue to experience both financial and emotional hardship as a result of their unfortunate collision with cancer treatment.

At Survivor's Ink, we acknowledge and respect the magnitude of issues that a person must face in the recovery phase of their breast cancer. One avenue of recovery in which we are able to make a difference, is the completion phase of reconstructive surgery.

After surgery, most survivors are left without nipple/(s), and in place of this, may have traumatic scars, in which they must face each day. Cosmetic tattooing offers women the chance to complete their reconstructive journey.

Sadly, many survivors are unable to consider cosmetic tattooing (and sometimes the reconstructive surgery altogether), due to the exorbitant costs associated.

Survivors Inks aim is to provide free realistic nipple tattooing to all Australians effected by breast cancer and aid in their physical and emotional recovery, free of charge

## 2. POSITION STRUCTURE



## 3. DUTY STATEMENTS

### CEO

General duties imposed by the *Corporations Act* on directors and officers of companies include:

- the duty to exercise your powers and duties with the care and diligence that a reasonable person would have which includes taking steps to ensure you are properly informed about the financial position of the company and ensuring the company doesn't trade if it is insolvent.
- the duty to exercise your powers and duties in good faith in the best interests of the company and for a proper purpose
- the duty not to improperly use your position to gain an advantage for yourself or someone else, or to cause detriment to the company, and
- the duty not to improperly use information obtained through your position to gain an advantage for yourself or someone else, or to cause detriment to the company.

### Duties may include:

- Chairman – AGM and Committee meeting.

- Public relations and matters likely to bring media attention.
- Tattoo Artist training and assessment.

## **Director of Operations**

General duties imposed by the *Corporations Act* on directors and officers of companies include:

- the duty to exercise your powers and duties with the care and diligence that a reasonable person would have which includes taking steps to ensure you are properly informed about the financial position of the company and ensuring the company doesn't trade if it is insolvent.
- the duty to exercise your powers and duties in good faith in the best interests of the company and for a proper purpose
- the duty not to improperly use your position to gain an advantage for yourself or someone else, or to cause detriment to the company, and
- the duty not to improperly use information obtained through your position to gain an advantage for yourself or someone else, or to cause detriment to the company.

## **Duties may include:**

- Improving the operational systems, processes and policies in support of the organization's mission
- Supporting better management reporting, information flow and management, business process and organizational planning
- Playing a significant role in long-term planning, including initiatives geared towards operational excellence
- Developing individual program budgets
- Managing and increasing the effectiveness and efficiency of support services (HR, IT and **Finance**), through improvements to each function as well as coordination and communication between support and business functions

- Driving initiatives in the management team and organizationally that contribute to long-term operational excellence

## **Volunteers**

All volunteers are governed by the Survivors Ink Standard Operating Procedures in the conduct of their volunteering duties.

Volunteers duties and responsibilities are as delegated by the SI Committee, as required.

## **4. ARTIST AND CONTRACTORS**

All artists and contractors working/volunteering for Survivors Ink (SI) meet the following requirements.

- No Outlaw Motorcycle Group (OMCG), or criminal affiliation,
- Recent Police background check (Vetted by Directors),
- Current public liability insurance,
- Working with vulnerable people certified,
- Current first aid certification, maintained at your expense,
- Current ABN, or ACN,
- Yearly blood testing for, blood borne diseases, at your expense.
- Maintain personal social media accounts,
- Contribute to Survivors Ink social media and website,
- Maintain industry standard vaccinations, at you expense
- Certification, or training required for your contracted function, at your expense
- Predeclare any injuries or medical condition etc, that may impair your performance.
- Maintain a good personal hygiene and appearance at all times,
- Conduct in accordance with the Survivors Ink Standing Orders

Survivors Ink artists and contractors are personally responsible for the following items and maintenance in the performance of their contracted duties.

- Income protection,
- Personal equipment insurance
- GST and TAX management,
- Tattoo machines,
- Tattoo machine power supply and accessories,
- Tattooing light,
- Tattoo Needles and Tubes,
- Tattoo artist chair (if supplied chair is not suitable for you weight, requirements etc)'
- Tattoo Inks,
- Drawing equipment and associated consumables,
- Tattoo Numbing, preparation, or preventive creams, gels, or sprays and
- Any other equipment required by the artist, or technician that is not supplied by the studio.
- Health Department Certification,
- Public liability insurance, on premises, or representing Survivors Ink,
- Website and Social Media presence,
- Bookings management,
- Waste disposal,
- Locker and storage,
- General consumables ie, rubber bands, medical pads, razors, vasaline, ink cups, alcohol wipes, sharps containers, cleaning products, paper towel, distilled water, piercing needles etc.

## **5. VOLUNTEER VETTING**

All volunteers are to be strictly vetted against the following points.

- Directors interview,
- Social media checks,
- Volunteer declaration; and
- Background check (if required)

## **6. FINANCES**

## **Managing Money and Other Resources**

An important responsibility for your board is to make sure the charity has the resources it needs to carry out its work – this ensures it can achieve its charitable purpose. One of the most important responsibilities of board members concerns gaining and maintaining funds and other resources (for example, volunteer time).

The board must work to gather the resources necessary for a charity to undertake its work, but also to ensure that they are protected from abuse and used in an efficient and lawful way.

Charity board members have particular duties under the ACNC governance standards, which the charity must ensure they are aware of and complete with, including duties to ensure that the charity's financial affairs are managed in a responsible manner and that it does not operate while insolvent.

A related duty is to disclose conflicts of interest.

Board members are responsible for ensuring that they themselves are accountable, but also that structures and processes exist so that there is accountability throughout the charity, including in arrangements with other organisations (such as those that fundraise or deliver services). This is important as it helps to protect the charity's reputation as well as its resources.

The board must be able to identify major strategic risks and ensure that there are systems in place to identify, manage and respond to risks throughout the charity, such as processes to manage any risk of fraud.

## **Raising Money**

Fundraising can be undertaken in a number of ways, such as:

- seeking public donations (such as through door-knock appeals or highway collections)
- holding public events for which you charge an admission fee
- running fundraising events (even in partnership with others)
- running raffles (or other games such as bingo), or
- operating an opportunity shop or holding a bake sale.

Charities also raise money in other ways, including through:



- charging membership fees
- charging for services, and
- receiving funding from government.

However, your charity raises money, it is important that you understand the obligations that come with raising and having this money.

## **Board Members, Fundraising and Grants**

Board members must have a clear understanding of how money is raised, including any fundraising operations, as well as ensuring there are appropriate and lawful processes in place to manage any money raised.

They must ensure that any generation of funds occurs in a way that is in the charity's best interests. This includes considering the charity's charitable purpose, its beneficiaries and the impact on the public and other potential donors. For example, information collected from donors must be appropriately stored and used in ways that comply with relevant privacy laws.

Outsourcing fundraising does not remove responsibility from the board members – the ultimate responsibility lies with the charity's governing body. If board members are not clear about how funds are raised or intended to be used they must be diligent and enquire.

However, charity funds are raised, the board must ensure that the money, less reasonable expenses, is put towards pursuing the charity's charitable purpose.

## **Security of Finances**

Keeping an eye on your charity's finances is essential to making sure your charity has access to the resources it needs to do its work. Regularly reviewing your financial position and your charity's ability to pay for its upcoming debts will help make sure your charity has access to money when it needs it and is not operating while insolvent.

## **Protect Against Fraud**

Fraud occurs where someone, or a group of people, act in a way that is dishonest or against the law to benefit themselves. People can commit fraud in a variety of ways, including by: making false representations abusing their

position failing to disclose information, and using other forms of deception. Theft does happen in charities – it is uncommon, but simple steps can help prevent problems. Ensure that your processes for money-handling are safe and secure to protect against fraud and financial crime.

## **Protect against Terrorism Financing**

Charities can be potential channels for raising and distributing funds for terrorism financing. Because of this, charities must take all reasonable precautions and exercise due diligence (research and action to reduce the risk, particularly when working with other people and organisations) to ensure that funds are not inadvertently directed towards terrorism. This includes putting in appropriate governance structures. There may be serious consequences for charities if they are used for terrorism financing (even if the charity does not know), including criminal penalties. Strong financial controls and robust governance arrangements can reduce the risk of your charity being used for terrorism financing.

## **Setting up strong financial controls**

Having strong financial systems and controls is very important to help protect your charity, and ensure it runs effectively and can pay its debts. It's a good idea to keep a formal document that sets out any financial controls that your charity uses.

## **Types of financial controls**

A number of different financial controls are available to charities and the ones that you use will depend on the complexity and size of your charity's resources. Some examples include:

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- |  |  |
|--|--|
| <b>1. Requiring multiple signatures on payments and receipts</b> | It is a good idea to ensure that, for any money leaving the charity or coming into it, more than one person is involved in authorising and completing the transaction. Having more than one person involved means that there is a higher level of supervision involved in your charity's financial transactions. |
| <b>2. Keep a budget and track your performance against it</b>    | A budget is a document that shows a prediction of how much money you expect you will receive and how much money you will spend within a given period. Consider establishing an annual budget and track your performance against it throughout the year. You should also look into any significant variations.    |
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3. Provide up-to-date financial reports to your charity's board at regular intervals	Your charity's board has ultimate responsibility for the financial health of your organisation and they should receive and review a report on its financial position regularly.
4. Establish clear financial delegations	If there are people in your charity who are authorised to approve purchases and other transactions, make sure your policies and procedures clearly establish how much they are permitted to spend without seeking approval. For example, a board might decide that the CEO can spend up to \$5 000 before requiring its approval for any expenditure.
5. Keep information about your accounts secure	Make sure any passwords to online banking or the keys to any petty cash tin or safe are kept secure and that you know who has access to them.
6. Have an ongoing practice of reviewing and strengthening financial controls	Y

### ACNC Reporting Obligations

Your charity must meet a number of obligations to remain registered with the ACNC. If your charity fails to comply with these obligations, we may revoke its registration.

The ACNC obligations that relate to managing and using money include duties to:

- record information (keeping financial records)
- report annually
- maintain eligibility for registration (including remaining not-for-profit and pursuing charitable purposes)
- notify us of certain changes
- meet the governance standards (including governance standard 5: duties of responsible persons to manage the charity's finances responsibly and not allow the charity to operate while insolvent).

## 7. FINANCIAL AND OPERATIONAL RECORD KEEPING

## **Financial and operational records**

- All financial records
- Official correspondence and minutes etc
- Digital records securely held, by authorised second party .

## **Record-keeping**

- All Directors and Committee representatives are responsible for ensuring all financial and operational documents are stored and backed up in Dropbox.

## **Sensitive records**

- Given the nature of the Survivors Ink service, all documents and images are to be treated as medical - in - confidence and are not authorised for release without written consent for the information holder/provider.

## **Keep all records for seven years?**

- All records must be obtained for seven years and archived on a yearly basis, as required.

## **8. SAFETY**

Survivors Ink believes safety is integral to our business and a crucial element of everything we do. The safe conduct of our studio and all supporting activities relies on our systems, our operating procedures, and most importantly in the way we think and act.

As a contractor employer, Survivors Ink will provide and maintain a safe and healthy workplace for our guests, team members, contractors and visitors and will strive to prevent workplace injury and illness in all our endeavours.

In order to achieve our safety goals and objectives, Survivors Ink as an organisation is committed to:

- A positive Safety Culture that is flexible, informed, based on learning, encourages reporting and is just

- Maintaining a structured and holistic safety management system, and corporate standards that provide a framework for effective hazard identification and risk management
- The establishment and achievement of goals, targets, measurements and strategies to monitor and improve safety performance and the management system
- Early identification, assessment and control of hazards and, where required, investigation of incidents to determine root causes and corrective actions
- Holding management accountable for establishing and maintaining safe workplaces and practices through policies, procedures, instructions and adequate resources to enable the safe conduct of work
- The provision of adequate resources for the implementation of this safety policy
- Actively and systematically managing safety-related risks associated with studio operations
- Promoting early intervention and return to work for injuries and illness through responsible and equitable arrangements
- Meeting or exceeding all industry regulatory requirements in respect of our operations
- Meeting or exceeding all WHS legislative and associated health and safety requirements in respect of our operations
- Recognising safety achievements as part of good business practice
- Effective consultation and communication between team members and engaging with our business partners to actively support our safety beliefs and goals
- Establishment and reporting of relevant lead and lag safety indicators to drive continually improving safety performance
- Achieving industry leading performance and continuous improvement in workplace safety practices

- Ensure contractors have relevant education, instruction and information to all people supporting our studio
- Reviewing this policy periodically to ensure it remains relevant and appropriate to the nature of our operations. In all aspects of work, team members have accountability for their safety and to consider the health and safety of other people who may be affected by their actions. Specifically, team members must:
  - Be responsible for their own safety,
  - Be fit for duty,
  - Ensure that their required industry training is completed, and they are current,
  - Follow standard operating procedures and policies,
  - Stop, think and identify hazards,
  - Wear personal protective equipment (PPE),
  - Know their workplace evacuation procedures,
  - Report all safety hazards and risks; and
  - Challenge unsafe behaviours in others.

Safety first protecting our people and guests This policy applies to all crew members, contractors and visitors associated with activities supporting Survivors Ink.

## **9. MSDS (Material Safety Data Sheets)**

All MSDS sheets are held with the studio documents at the front of the studio. Any new product not already listed should be added to the MSDS file and register completed. All purchased products should come with an MSDS, otherwise request one, or obtain one online.

## **10.SHARPS**

All sharps should be placed in the sharps containers provided. Sharps containers should not exceed the fill line indicated on the container. Once full the container should be clipped closed and place in the main Bio Hazard Bin for disposal.

## **11.FIRST AID**

All contractors, artists and technicians are required to be First Aid Trained and to ensure that currency is maintained, IAW your relevant state or territory.

Every SURVIVORS INK member is responsible for the initial action taken, in the event of a medical emergency and should raise the alarm immediately IAW with your training. Should a more senior First Aid provider be on seen, allow them to take charge, or manage the situation if required.

First Aid is everyone's responsibility, however if in doubt, or above your training level, call 000

## **12.REPORTING REQUIREMENTS**

Any Survivors Ink contractors, artists and technicians are required to report:

- Outlaw Motorcycle Group (OMCG), contact, or affiliation,
- Criminal contact, or affiliation,
- Harassment, Hate speech, or other,
- Social media trolling,
- Law Enforcement infringements and proceeding; and
- Any incident or comment likely to bring discredit upon Survivors Ink

## **13. PRIVACY POLICY**

Survivors Ink is strongly committed to protecting your privacy when you interact with us, our content, products and services. We do this to improve the enjoyment of our products and services. In providing our services to the consumer, Survivors Ink is transparent about how and why we collect and use client information.

As a service provider Survivors Ink is legally obligated to confirm a person's identity and age before performing any service. Due to the nature of our services, we must collect the following information.

- Name,
- Age,
- Sex
- Residential Address,
- Contact details,
- Parental, or guardian right, and
- The client understands the procedure they are about to undertake.

No information collected by Survivors Ink is to be released to a second party without the written authority of the Survivors Ink Pty Ltd, or under State, or Federal Warrant requirements.

All documents pertaining to a medical like procedure or service must be retained for 3 years on site and 7 years off site. Survivors Ink is governed by the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cth), ACT Health Department and the Australian Federal Archive Act 1983.

#### **14. CLIENT PRIVACY**

Any client receiving a service from Survivors Ink is to be treated with privacy and discretion, they are entitled to. Clients undertaking private procedures, or where nudity is involved, should have the following statement made to them.

*“If at any time you feel uncomfortable, please make it known to myself, or another member of staff. There are also security cameras present (point to camera) to protect you, as well as me!”*

Consider the following points when accessing a client's privacy requirements:

- Is a private room required?
- Can privacy screens be utilised?
- Use of a blanket, or similar item,
- Restrict access,
- Their age; and



- Ask them,

## **15. PRIVACY: CORPERATE / MEDICAL – IN - CONFIDENCE**

All client information used or obtained during contracted employment with Survivors Ink is to be treated as Client and Corporate / Medial – In – Confidence and is not authorized for use, without written consent from Survivors Ink, or the information provider. This information includes, but not limited to the following.

- Client Names,
- Client phone numbers,
- Client email addresses,
- Client addresses,
- Client social media accounts,
- Disclosure of clients tattoo designs, locations; and
- Clients personal information discussed during your contracted service.

## **16. PUBLIC LIABILITY INSURANCE**

Survivors Ink (SI) contractors, artists and technician are covered under the studios Public Liability insurance, when working within SI, or representing SI in an official capacity.

Public Liability insurance coverage is only extended to staff and contractors who operate IAW the SI Operating procedures.

- During business hours,
- SI endorsed events, or conventions; and
- Afterhours coverage to paying SI clients only.

## **Excludes**

- Afterhours services, on friends, family, or other,
- Under the influence of drugs, alcohol, or other illicit substances,
- Self-promotion at event, convention etc, and
- SI coverage can be extended, at your expense.

## **17. HEALTH STANDARDS**

Survivors Ink (SI) contractors, artists and technicians are required to familiarise themselves with the relevant state and territory Health Department requirements. A copy of these requirements is available online.

## **18. CONTAMINATED WASTE**

Contaminated Waste bins are available in each designated work area. These bins are to only be used for contaminated waste, NO general, or sharps waste is to be placed in these bins. These bins are to be emptied, as required or at close of business each day.

## **19. WORK HEALTH AND SAFETY**

Survivors Ink (SI) believes safety is integral to our business and a crucial element of everything we do. The safe conduct of our services and all supporting activities relies on our systems, our operating procedures, and most importantly in the way we think and act.

As a business, SI will provide and maintain a safe and healthy workplace for our clients, contractors, artists and technicians. We will strive to prevent workplace injury and illness in all our endeavours. In order to achieve our safety goals and objectives, SI as an organisation is committed to:

- A positive Safety Culture that is flexible, informed, based on learning, encourages reporting and is just

- Maintaining a structured and holistic safety management system, and corporate standards that provide a framework for effective hazard identification and risk management
- The establishment and achievement of goals, targets, measurements and strategies to monitor and improve safety performance and the management system
- Early identification, assessment and control of hazards and, where required, investigation of incidents to determine root causes and corrective actions
- Holding management accountable for establishing and maintaining safe workplaces and practices through policies, procedures, instructions and adequate resources to enable the safe conduct of work
- The provision of adequate resources for the implementation of this safety policy
- Promoting early intervention and return to work for injuries and illness where possible
- Meeting or exceeding all industry regulatory requirements in respect of our operations
- Meeting or exceeding all WHS legislative and associated health and safety requirements in respect of our operations
- Recognising safety achievements as part of good business practice
- Effective consultation and communication between team members and engaging with our business partners to actively support our safety beliefs and goals
- Establishment and reporting of relevant lead and lag safety indicators to drive continually improving safety performance
- Achieving industry leading performance and continuous improvement in workplace safety practices
- Reviewing this policy periodically to ensure it remains relevant and appropriate to the nature of our operations. In all aspects of work, team members have accountability for their safety and to consider the health and safety of other people who may be affected by their actions. Specifically, crew members must:

- Be responsible for their own safety
- Be fit for duty
- Ensure that their training is completed, and they are current
- Follow standard operating procedures and policies
- Stop, think and identify hazards
- Wear personal protective equipment (PPE)
- Know their workplace evacuation procedures
- Report all safety hazards and risks

## **20.EQUITY AND DIVERCITY**

Diversity and inclusion sits at the heart of Survivors Ink's (SI) values and is central to its objective of leading the tattoo industry. SI is committed to building a workforce that is representative of the communities in which we live, work and play.

Our culture thrives on mutual respect, teamwork and diversity of thought in the workplace among people who are diverse in work background, experience, education, age, gender, race, national origin, physical abilities, religious belief, sexual orientation, gender identity, and other real and perceived differences.

We believe that our commitment to diversity and inclusion creates a distinct advantage and will continue to produce a more innovative, responsive and customer led organisation. This Policy applies to all Survivors Ink volunteers and Contractors.

### **Objective**

Survivors Ink is committed to providing an organisational culture and workplace that fosters diversity and inclusion across all levels of the business. We will achieve this through eliminating stigmas and limitations and creating a culture of inclusion through the promotion of education, awareness and mutual understanding. Each and every one of us takes responsibility for fostering a

culture of diversity and inclusion and demonstrating behaviours consistent with our strategy.

Our strategy is focused on three primary objectives that enable us to create a diverse and inclusive workforce:

- An inclusive and representative workforce at all levels of the organisation;
- Visible leadership and sustained commitment to fostering an inclusive culture free from unlawful discrimination, sexual harassment, workplace bullying or victimisation; and
- Support for team members with differing needs as a result of their caring responsibilities.

### **Our commitment**

Survivors Ink will not tolerate unlawful discrimination, harassment, workplace bullying or victimisation in the workplace. It is our policy to treat all employees, prospective employees, agents, contractors, customers or suppliers fairly and equally regardless of their race, colour, sex, sexual preference, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion, national extraction or social origin.

### **Artist and Technician Selection**

Survivors Ink fosters a culture where qualified applicants are recruited, developed and promoted on the basis of merit and their alignment to our organisational values.

We are committed to ensuring that recruitment and selection practices at Survivors Ink are transparent and equitable. This involves ensuring that qualified applicants from a diverse range of backgrounds have the opportunity to apply and be considered for available roles, and that there is no unlawful discrimination.

### **21.Members Development**

Survivors Ink encourages and supports growth and development opportunities amongst all of our people to help them reach their full potential.

Our talent management and succession planning processes identify and develop high potential talent from a range of backgrounds. We aim to attract and retain an

appropriate mix of diversity, skills and experience at all levels including senior artist roles and management, to actively facilitate a more diverse and representative workforce and management structure.

### **Flexible Work**

Survivors Ink is committed to supporting our people to balance their work and caring responsibilities. We provide a workplace that supports team members to work part-time, job-share, and other flexible working arrangements.

### **Inclusive Culture**

Survivors Ink is committed to creating a sustainable and inclusive environment for all of our people and the communities in which we work. This includes policies and behavioural expectations to keep our workplace fair and encourage a culture of mutual respect.

We also focus on the physical and mental wellbeing of our people. Our inclusive culture is strengthened through encouraging and recognising creativity, innovation and thought leadership.

### **Responsibilities**

The Director and Managers are responsible for establishing measurable diversity and inclusion objectives and reviewing progress in achieving these objectives on an annual basis. This group is responsible for implementing initiatives to achieve diversity and inclusion objectives set by the Director.

Culture and Sustainability is additionally responsible for monitoring and reporting to the Director in achieving diversity and inclusion objectives. Leaders are responsible for ensuring their management practices and behaviours are consistent with the principles set out in this policy. Team members are responsible for ensuring their behaviour is consistent with the principles set out in this policy.

## **22. BOOKINGS**

All client require the following action to be take when booking.

- Check ID for the legal ages associated with their chosen service,
- Technician or Artists business card provided to the client.

### **Service Age Requirements**

All clients are to have their ID checked to confirm they are the appropriate legal age for the service provided.

- Tattooing 18+,

## **23. APPOINTMENT CANCELATIONS**

### **General Appointments**

All appointments require at least 72 hours' notice, to change or cancel appointments. Failure to provide the minimum 72 hours' notice, will result in the client being placed at the bottom of the SI waiting lists.

This policy also extends to Touch-Ups and Adjustment appointments.

### **Exemptions:**

Providing a Doctors Certificate or Police Incident report is supplied, explaining your absence, your deposit may be retained.

Supporting documentation must be relevant to yourself or immediate family member you are caring for.

However you must state this at the time of cancellation. Documentation must be supplied to the studio within 48 hours, in person, second party, or by email and social media.

## 24. ANNUAL GENERAL MEETINGS

### Meeting procedures

A range of procedures may happen at your meetings. Many of them will be specific to the purpose of your association. However, you should be familiar with these formal procedures that may come up in your meetings.

### Voting

Voting for office-bearers usually takes place at the Annual General Meeting (AGM).

The meeting chair is responsible for:

- supervising the vote
- administering the process.

Set out the process in your association's rules. Depending on your association, the process might be:

- a show of hands
- ballot papers.

### Absentee voting

If a member can't attend a meeting and still wants to vote, they may be able to do so. You will need to outline the ways they can do this in your association rules. These might include:

- appointing a proxy
- using technology to remotely participate
- appointing a lawyer to represent them
- sending a postal vote.

Think carefully about whether to allow postal voting. If you allow it, you will need to set out in the rules:

- what form it takes
- how the process will work.



## Model rules

The model rules allow voting to be done:

- in person
- by proxy
- by attorney
- by using any technology that allows a member to take part in discussions in real time.

## Minutes

Your incorporated association must record minutes at all meetings. This includes:

- the AGM
- committee meetings
- general meetings.

## Recording the minutes

The minutes should record information at the **start of the meeting**, such as:

- details of the day, date and place of the meeting
- the starting time of the meeting
- the names of those present
- apologies received from non-attendees
- a statement from the meeting chair that
  - a quorum is present
  - the meeting has been duly constituted
- a statement that the minutes of the previous meeting are correct (signed by the meeting chair).

The minutes should also record the **ongoing procedures of the meeting**. These include details of:

- every resolution or decision, including an overview of the discussions
- if a resolution passed with the required majority
- which members voted against a motion or abstained from voting (only if those members ask for this)
- any appointments made
- any members elected to office
- any member taking a leave of absence.

At the **end of the meeting**, the minutes should record:

- the date and time of the next meeting (if decided)
- the time that the meeting closed.

### **Inspecting the minutes**

The minutes are an official, permanent record of what happens in a meeting. They should be a clear and concise summary. The secretary must keep the minutes safe, secure and accurate.

If a member asks to see the minute book for a specific general meeting, the secretary must:

- make it available to inspect within 28 days
- negotiate with the member about when and where this takes place
- give a copy of the minutes to the member.

The secretary may ask the member to pay the reasonable costs of this (such as photocopying costs).

### **Motions**

Your association's rules may set out the process for giving notice of a motion. The member may be required to give notice of the motion to the management committee in order for a matter to be raised as business at the next general meeting. The notice of the motion is usually given to the secretary, who puts it on the agenda for the meeting.

The member must do this before:

- the meeting agenda fills up
- it's too late to circulate the motion among the members.

### **Special resolutions**

You need a special resolution to **change to your association's legal status**. This might be:

- changing the name
- adding, removing or changing rules
- bringing the association to an end.

A special resolution must:

- be presented at a general meeting (including the AGM)
- get 75% of the vote (from members who are present and entitled to vote).

## **25. DEDUCTIBLE GIFT RECIPIENT**

### **DGR Definition**

A deductible gift recipient (**DGR**) is an entity or fund that can receive tax deductible gifts. There are two types of **DGR** endorsement: An entity that has **DGR** endorsement in its own right. An entity that is only a **DGR** in relation to a fund, authority or institution it operates.

### **DGR Policy**

This policy outlines the requirements for groups, networks and peak bodies when seeking to utilise Survivors Ink DGR status for fundraising activities.

It is imperative that Survivors Ink DGR status is protected, and its use is compliant with guidelines set by the Australian Taxation Office (ATO). The ATO guidelines prohibit Survivors Ink acting as a "mere conduit", which means that the donor cannot direct where the gift is to be applied. Survivors Ink directors are required to the allocate funds in accordance with Survivors Ink mission and purpose.

Survivors Ink has the right to cease to provide funding and to remove the permit of any group, network or peak body to fundraise through Survivors Ink if there is evidence that the activity has a detrimental impact on Survivors Ink reputation or DGR compliance framework.

This policy applies to all types of fundraising a Survivors Ink, network or peak body wishes to undertake in support of Survivors Ink program of supporting activities which are consistent with Survivors Ink fundraising purposes, included but not limited to the following:

- a) Workplace giving
- b) Regular giving
- c) Fundraising events (including peer to peer)
- d) Appeals and crowdfunding
- e) Major donor campaigns
- f) Bequests
- g) Trusts and Foundations/Grants
- h) Raffle/lotteries

All donations made to Survivors Ink, or authorised entity are entitled to claim DGR entitlements on donations \$2.00 and above. Donation receipt, or authorised letter must be requested/provided at the time of donation, unless otherwise arranged.

Standard Operating Procedure amendments, changes, or suggestions should be brought to the attention the Survivors Ink Committee.