

5 August 2011

The Hon Stephen Smith MP
Minister for Defence
PO Box 6022
House of Representatives
Parliament House
Canberra ACT 2600

Dear Minister,

I am writing to you in relation to my role as a board member of Make A Mark Australia (MAMA), whose Patron is the Governor-General, to seek your support in having MAMA specifically listed under the tax law as a deductible gift recipient (DGR).

The genesis of MAMA comes out of the Governor-General's visit to Africa in 2009 and the life-changing impact this had on her and the travelling party. They were all powerfully moved by what they saw, experienced and learnt. They saw tremendous adversity and great challenges, witnessed great courage and optimism, and learnt that each of us has a responsibility and obligation to do what we can to make a difference. That is why we established MAMA, a grass-roots charity to enable us, our families, friends, colleagues, as well as the broader community, to make their mark in this world by empowering children in need through education.

MAMA has been operating for a little over two years now and is growing steadily both in terms of our organisational infrastructure and support base. We are a non-profit, incorporated charitable entity registered with the ATO and ACT Government, and hold a charitable collections licence. We have a volunteer management committee which oversees our operations and which is governed by rules of operation (which mirror the model rules for incorporated associations). Among our financial supporters are Mr Dick Smith AO, Mr Harold Mitchell AC, Mrs Roslyn Packer AO, Mr James Fairfax AC, the Thiess family, Mr Martin Albrecht AC, Mr Philip Bacon AM and many others. However, our lack of DGR status is severely impeding our fundraising ability.

Our projects to date have focused on supporting the Sishemo Trust Primary School in Lusaka, Zambia. The school supports 190 primary school children, many of whom are either orphans of HIV/AIDS, live in child-run households, or are otherwise vulnerable to exploitation. At home the children have no incomes, no running water, no electricity and often no one to provide for their basic needs. The school is a wonderful example of what empowerment through education can mean for kids who would otherwise have little hope for the future. The school is very basic, resources are minimal, but despite the odds, the children excel and are desperate to learn and create brighter futures for themselves.

www.makeamarkaustralia.org.au

T: +61 400 060 375 E: makeamarkaustralia@gmail.com ABN: 24546286505

13 Jansz Crescent Griffith ACT 2603 Australia



MAMA has built the school a wonderful resource centre complete with 28 computers (a number of older-style ones for children to learn basic computer skills - with encyclopedia and other research tools - as well as a few brand new ones with high internet connectivity and the latest software) and a library with over 1000 brand new books and study guides for the children, including resources found no where else in Zambia. As a result, the school as been able to initiative an intensified reading program to help the children improve their reading, vocabulary, writing and communication skills.

MAMA has also provided the school with an industrial sewing machine to aid in skills development and income generation for the children, their families and the local community. The machine has enabled the school to set up a leather workshop in a shipping container, and to market its wares. Some of the proceeds from the centre support the school feeding program, enabling children to receive one nutritious meal per day and extend the school day by 3 hours (greatly enhancing the quality of their education).

We are already planning our next projects in Afghanistan, East Timor and the South Pacific where MAMA resource centres have the potential to transform communities and lives.

At present MAMA does not qualify for AusAID endorsement as an Overseas Aid Fund nor do we qualify for ATO DGR endorsement due to the international focus of our work. Therefore, the only option available to us is to seek specific listing under the tax law as many other organisations have done that do not fit neatly into existing categories.

MAMA's work would be enhanced greatly by DGR status and we would be able to expand our reach and projects into other countries, contributing greatly to other development efforts.

We would greatly appreciate your support for our endeavours and would be grateful if you could convey this matter to the Treasurer for his consideration. Of course, we would be happy to provide any further supporting documentation necessary.

Yours sincerely

Stephen Brady

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13 Jansz Crescent Griffith ACT 2603 Australia



Australian Government
Australian Business Register
Australian Taxation Office

Australian Business Register

Australian business number(ABN) : 24 546 286 505

Entity name : MAKE A MARK AUSTRALIA

Trading Name : MAKE A MARK AUSTRALIA
(See reverse for additional trading names.)

ABN Status : Registered

ABN Registration Date : 1 June 2009

Postal Address : s 47F

Business Address : s 47F

Email Address : makeamarkaustralia@gmail.com

Type of Entity : Unincorporated Organisation

Industry Code (ANZSIC) : 95599

Public Officer : MR MARK THOMAS FRASER

Trustee Name : not applicable
(See reverse for additional trustee names.)



AUSTRALIAN CAPITAL TERRITORY

Associations Incorporation Act 1991
CERTIFICATE OF INCORPORATION

Association Number: **A05029**

This is to certify that pursuant to section 19 of the *Associations Incorporation Act 1991*

MAKE A MARK AUSTRALIA INCORPORATED

is on and from twenty-second July 2010 incorporated as an association.

A handwritten signature in black ink, appearing to read "Brett Phillips".

Brett Phillips
REGISTRAR-GENERAL

22 July 2010



Certificate



CHARITABLE COLLECTION LICENCE

Charitable Collections Act 2003

Certificate

Licence Number: **19000348** Expiry Date: **10 November 2014**

Type of Licence: **Individual**

Licensee's Full Name: **Mark FRASER**

Licensee's Full Address: **s 47F**

Licensee's Contact Telephone Number: **0400 060 375**

Name of Organisation (if not an incorporated body): **MAKE A MARK AUSTRALIA**

Charitable Collections Authorised by Licence	Dates / Periods during which collection is licensed to be carried out
Other - Fundraising dinners/functions	11/11/2009 - 10/11/2014
Internet Appeals	11/11/2009 - 10/11/2014

OTHER CONDITIONS PRESCRIBED BY REGULATION

Please refer to other conditions overleaf.

PURPOSE OF COLLECTION

Raise funds within the community to support programs that enhance educational opportunities for vulnerable children and in so doing, empower children to reach their full potential.



Delegate of the Chief Executive
11 November 2009





Incorporated Association Extract – A.C.T.

MAKE A MARK AUSTRALIA INCORPORATED

Association Name: MAKE A MARK AUSTRALIA INCORPORATED
Registration Number: A05029
Association Status: Current
Date of Incorporation: 22/07/2010
The Next Annual Return Due: 30/06/2000
Last Annual Return Lodged: 22/07/2010
Cessation Date: -

Postal Address:
 13 JANSZ CRESCENT
 GRIFFITH ACT 2603

Registered Office:
 22/07/2010

Public Officer

STEPHEN BRADY
 GRAEME KILLER
 PAUL SINGER
 MARK FRASER
 KATE HACKING
 CARLA WATTS
 KAREN RUSH
 MARK FRASER (PO)

Committee members

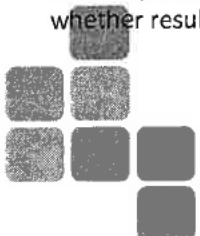
Printed on 22/07/2010 at 11:23 AM

Certified to be a true extract from the Register of Incorporated Associations.

Brett Phillips
REGISTRAR-GENERAL

DISCLAIMER FOR INCORPORATED ASSOCIATIONS EXTRACT

The Registrar-General and every person acting on their behalf disclaims any liability for loss or damage arising from any error, omission or defect in the computer produced extract or the information contained herein, whether resulting from negligence, default or otherwise however so caused or resulting.





MAMA rules (as adapted from the ACT model rules)

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Part 1.1 Preliminary

1 Definitions for rules

In these rules:

Note A definition applies except so far as the contrary intention appears (see Legislation Act, s 155).

MAMA means Make A Mark Australia

financial year means the year ending on 30 June.

member means a member, however described, of the association.

ordinary committee member means a member of the committee who is not an office-bearer of the association as mentioned in section 12 (1) (a).

secretary means the person holding office under these rules as secretary of the association or, if no such person holds that office, the public officer of the association.

the Act means the *Associations Incorporation Act 1991*.

the regulation means the *Associations Incorporation Regulation 1991*.

1A Application of Legislation Act 2001

The *Legislation Act 2001* applies to these rules in the same way as it would if they were an instrument made under the Act.



Part 1.2 Membership

2 Membership qualifications

A person is qualified to be a member if—

- (a) the person is a person mentioned in the Act, section 21 (2) (a) or (b) and has not ceased to be a member of the association at any time after incorporation of the association under the Act; or
- (b) the person—
 - (i) has been nominated for membership in accordance with section 3 (1); and
 - (ii) has been approved for membership of the association by the committee of the association.

3 Nomination for membership

- (1) A nomination of a person for membership of the association—
 - (a) must be made by a member of the association in writing in the form set out in Form 1; and
 - (b) must be lodged with the secretary of the association.
- (2) As soon as is practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which must decide whether to approve or to reject the nomination.
- (3) If the committee decides to approve a nomination for membership, the secretary must as soon as practicable after that decision notify the nominee of that approval and request the nominee to pay within 28 days after receipt of the notification the sum payable under these rules by a member as the entrance fee and the first year's annual subscription.
- (4) The secretary must, on payment by the nominee of the amounts mentioned in subsection (3) within the period mentioned in that subsection, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

4 Membership entitlements not transferable

A right, privilege or obligation that a person has because of being a member of the association—

- (a) cannot be transferred or transmitted to another person; and
- (b) terminates on cessation of the person's membership.

5 Cessation of membership

A person ceases to be a member of the association if the person—

- (a) dies or, for a corporation, is wound up; or
- (b) resigns from membership of the association; or



- (c) is expelled from the association; or
- (d) fails to renew membership of the association.

6 Resignation of membership

- (1) A member is not entitled to resign from membership of the association except in accordance with this section.
- (2) A member who has paid all amounts payable by the member to the association may resign from membership of the association by first giving notice (of not less than 1 month or, if the committee has determined a shorter period, that shorter period) in writing to the secretary of the member's intention to resign and, at the end of the period of notice, the member ceases to be a member.
- (3) If a person ceases to be a member, the secretary must make an appropriate entry in the register of members recording the date the member ceased to be a member.

7 Fee, subscriptions etc

- (1) The entrance fee to the association is \$1 or, if any other amount has been determined by resolution of the committee, the other amount.
- (2) The annual membership fee of the association is \$2 or, if any other amount has been determined by resolution of the committee, that other amount.
- (3) The annual membership fee is payable—
 - (a) except as provided by paragraph (b)—before 1 July in each calendar year; or
 - (b) if a person becomes a member on or after 1 July in any calendar year—before 1 July in each succeeding calendar year.

8 Members' liabilities

The liability of a member to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount (if any) unpaid by the member in relation to membership of the association as required by section 7.

9 Disciplining of members

- (1) If the committee is of the opinion that a member—
 - (a) has persistently refused or neglected to comply with a provision of these rules; or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association;the committee may, by resolution—
 - (c) expel the member from the association; or
 - (d) suspend the member from the rights and privileges of membership of the association that the committee may decide for a specified period.



- (2) A resolution of the committee under subsection (1) is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subsection (3), confirms the resolution in accordance with this section.
- (3) If the committee passes a resolution under subsection (1), the secretary must, as soon as practicable, serve a written notice on the member—
 - (a) setting out the resolution of the committee and the grounds on which it is based; and
 - (b) stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that the member may do either or both of the following:
 - (i) attend and speak at that meeting;
 - (ii) submit to the committee at or before the date of that meeting written representations relating to the resolution.
- (4) Subject to the Act, section 50, at a meeting of the committee mentioned in subsection (2), the committee must—
 - (a) give to the member mentioned in subsection (1) an opportunity to make oral representations; and
 - (b) give due consideration to any written representations submitted to the committee by that member at or before the meeting; and
 - (c) by resolution decide whether to confirm or to revoke the resolution of the committee made under subsection (1).
- (5) If the committee confirms a resolution under subsection (4), the secretary must, within 7 days after that confirmation, by written notice inform the member of that confirmation and of the member's right of appeal under section 10.
- (6) A resolution confirmed by the committee under subsection (4) does not take effect—
 - (a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
 - (b) if within that period the member exercises the right of appeal—unless and until the association confirms the resolution in accordance with section 10 (4).

10 Right of appeal of disciplined member

- (1) A member may appeal to the association in general meeting against a resolution of the committee that is confirmed under section 9 (4), within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.



- (2) On receipt of a notice under subsection (1), the secretary must notify the committee which must call a general meeting of the association to be held within 21 days after the date when the secretary received the notice or as soon as possible after that date.
- (3) Subject to the Act, section 50, at a general meeting of the association called under subsection (2)—
 - (a) no business other than the question of the appeal may be transacted; and
 - (b) the committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
 - (c) the members present must vote by secret ballot on the question of whether the resolution made under section 9 (4) should be confirmed or revoked.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under section 9 (4), that resolution is confirmed.

Part 1.3 Committee

11 Powers of committee

The committee, subject to the Act, the regulation, these rules, and to any resolution passed by the association in general meeting—

- (a) controls and manages the affairs of the association; and
- (b) may exercise all functions that may be exercised by the association other than those functions that are required by these rules to be exercised by the association in general meeting; and
- (c) has power to perform all acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

12 Constitution and membership

- (1) The committee consists of—
 - (a) the office-bearers of the association; and
 - (b) a minimum of 3 ordinary committee members;
each of whom must be elected under section 13 or appointed in accordance with subsection (4).
- (2) The office-bearers of the association are—
 - (a) the Chief Executive Officer; and
 - (b) the General Manager; and
 - (c) the treasurer; and
 - (d) the secretary.



- (3) Each member of the committee holds office, subject to these rules, until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (4) If there is a vacancy in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.

13 Election of committee members

- (1) Nominations of candidates for election as office-bearers of the association or as ordinary committee members—
 - (a) must be made in writing in the form of Form 2, signed by 2 members of the association and accompanied by the written consent of the candidate (which is to be endorsed on the nomination form); and
 - (b) must be given to the secretary of the association not less than 7 days before the date fixed for the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of office-bearers and ordinary committee members must be conducted at the annual general meeting in the way the committee may direct.
- (7) A person is not eligible to simultaneously hold more than 1 position on the committee.

14 Secretary

- (1) The secretary of the association must, as soon as practicable after being appointed as secretary, notify the association of his or her address.
- (2) The secretary must keep minutes of—
 - (a) all elections and appointments of office-bearers and ordinary committee members; and
 - (b) the names of members of the committee present at a committee meeting or a general meeting; and
 - (c) all proceedings at committee meetings and general meetings.



- (3) Minutes of proceedings at a meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.

15 Treasurer

- (1) The treasurer of the association must—
 - (a) collect and receive all amounts owing to the association and make all payments authorised by the association; and
 - (b) 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.

16 Vacancies

- (1) For these rules, a vacancy in the office of a member of the committee happens if the member—
 - (a) dies; or
 - (b) ceases to be a member of the association; or
 - (c) resigns the office; or
 - (d) is removed from office under section 17 (Removal of committee members); or
 - (e) becomes an insolvent under administration within the meaning of the Corporations Act; or
 - (f) suffers from mental or physical incapacity; or
 - (g) is disqualified from office under the Act, section 63 (1); or
 - (h) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

17 Removal of committee members

The association in general meeting may by resolution, subject to the Act, section 50, remove any member of the committee from the office of member of the committee before the end of the member's term of office.

18 Committee meetings and quorum

- (1) The committee must meet at least 3 times in each calendar year at the place and time that the committee may decide.
- (2) Additional meetings of the committee may be called by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.



- (4) Notice of a meeting given under subsection (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business may be transacted by the committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.
- (8) At meetings of the committee—
 - (a) the Chief Executive Officer or, in the absence of the Chief Executive Officer, the General Manager presides; or
 - (b) if the Chief Executive Officer and the General Manager are absent—1 of the remaining members of the committee may be chosen by the members present to preside.

19 Delegation by committee to subcommittee

- (1) The committee may, in writing, delegate to 1 or more subcommittees (consisting of the member or members of the association that the committee considers appropriate) the exercise of the functions of the committee that are specified in the instrument, other than—
 - (a) this power of delegation; and
 - (b) a function that is a function imposed on the committee by the Act, by any other Territory law, or by resolution of the association in general meeting.
- (2) A function, the exercise of which has been delegated to a subcommittee under this section may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances, that may be specified in the instrument of delegation.
- (4) Despite any delegation under this section, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this section has the same force and effect as it would have if it had been done or suffered by the committee.



- (6) The committee may, in writing, revoke wholly or in part any delegation under this section.
- (7) A subcommittee may meet and adjourn as it considers appropriate.

20 Voting and decisions

- (1) Questions arising at a meeting of the committee or of any subcommittee appointed by the committee are decided by a majority of the votes of members of the committee or subcommittee present at the meeting.
- (2) Each member present at a meeting of the committee or of any subcommittee appointed by the committee (including the person presiding at the meeting) is entitled to 1 vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.

Part 1.4 General meetings

21 Annual general meetings—holding of

- (1) With the exception of the first annual general meeting of the association, the association must, at least once in each calendar year and within 5 months after the end of each financial year of the association, call an annual general meeting of its members.
- (2) The association must hold its first annual general meeting—
 - (a) within 18 months after its incorporation under the Act; and
 - (b) within 5 months after the end of the first financial year of the association.
- (3) Subsections (1) and (2) have effect subject to the powers of the registrar-general under the Act, section 120 in relation to extensions of time.

22 Annual general meetings—calling of and business at

- (1) The annual general meeting of the association must, subject to the Act, be called on the date and at the place and time that the committee considers appropriate.
- (2) In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is—
 - (a) to confirm the minutes of the last annual general meeting and of any general meeting held since that meeting; and
 - (b) to receive from the committee reports on the activities of the association during the last financial year; and
 - (c) to elect members of the committee, including office-bearers; and
 - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members under the Act, section 73 (1).
- (3) An annual general meeting must be specified as such in the notice calling it in accordance with section 24 (Notice).



- (4) An annual general meeting must be conducted in accordance with the provisions of this part.

23 General meetings—calling of

- (1) The committee may, whenever it considers appropriate, call a general meeting of the association.
- (2) The committee must, on the requisition in writing of not less than 5% of the total number of members, call a general meeting of the association.
- (3) A requisition of members for a general meeting—
 - (a) must state the purpose or purposes of the meeting; and
 - (b) must be signed by the members making the requisition; and
 - (c) must be lodged with the secretary; and
 - (d) may consist of several documents in a similar form, each signed by 1 or more of the members making the requisition.
- (4) If the committee fails to call a general meeting within 1 month after the date when a requisition of members for the meeting is lodged with the secretary, any 1 or more of the members who made the requisition may call a general meeting to be held not later than 3 months after that date.
- (5) A general meeting called by a member or members mentioned in subsection (4) must be called as nearly as is practicable in the same way as general meetings are called by the committee and any member who thereby incurs expense is entitled to be reimbursed by the association for any reasonable expense so incurred.

24 Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, send by prepaid post to each member at the member's address appearing in the register of members, or by communication means accepted by the Committee, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, send notice to each member in the way provided in subsection (1) specifying, in addition to the matter required under that subsection, the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice calling a general meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under section 22 (2).



- (4) A member desiring to bring any business before a general meeting may give written notice of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

25 General meetings—procedure and quorum

- (1) No item of business may be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Three members present in person (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the members present (being not less than 3) constitute a quorum.

26 Presiding member

- (1) The Chief Executive Officer or in the absence of the Chief Executive Officer, the General Manager, presides at each general meeting of the association.
- (2) If the Chief Executive Officer and General Manager are absent from a general meeting, the members present must elect 1 of their number to preside at the meeting.

27 Adjournment

- (1) The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subsections (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.



28 Making of decisions

- (1) A question arising at a general meeting of the association is to be decided on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or 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.
- (2) At a general meeting of the association, a poll may be demanded by the person presiding or by not less than 3 members present in person or by proxy at the meeting.
- (3) If the poll is demanded at a general meeting, the poll must be taken—
 - (a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
 - (b) in any other case—in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

29 Voting

- (1) Subject to subsection (3), on any question arising at a general meeting of the association a member has 1 vote only.
- (2) All votes must be given personally or by proxy but no member may hold more than 2 proxies.
- (3) If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid, other than the amount of the annual subscription payable for the then current year.

30 Appointment of proxies

- (1) Each member is entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.
- (2) The notice appointing the proxy must be in the form set out in Form 3.



Part 1.5 Miscellaneous

31 Funds—source

- (1) The funds of the association must be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting and subject to the Act, section 114, any other sources that the committee decides.
- (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

32 Funds—management

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association must be used for the objects of the association in the way that the committee decides.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the association, being members of the committee or employees authorised to do so by the committee.

33 Alteration of objects and rules

Neither the objects of the association mentioned in the Act, section 29 nor these rules may be altered except in accordance with the Act.

34 Common seal

- (1) The common seal of the association must be kept in the custody of the secretary.
- (2) The common seal must not be attached to any instrument except by the authority of the committee and the attaching of the common seal must be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the secretary.

35 Custody of books

Subject to the Act, the regulation and these rules, the secretary must keep in his or her custody or under his or her control all records, books, and other documents relating to the association.

36 Inspection of books

The records, books and other documents of the association must be open to inspection at a place in the ACT, free of charge, by a member of the association at any reasonable hour.



37 Service of notice

For these rules, the association may serve a notice on a member by sending it by post to the member at the member's address shown in the register of members.

Note For how documents may be served, see the Legislation Act, pt 19.5.

38 Non-profit clause

The assets and income of MAMA shall be applied solely in furtherance of its before mentioned objectives and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

39 Dissolution clause

In the event of MAMA being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.



Form 1

(see s 3 (1) of MAMA Rules)

Application for membership of Make A Mark Australia (MAMA)

Incorporated (incorporated under the *Associations Incorporation Act 1991*)

I,
(full name of applicant)

of
(address)

.....apply to become
(occupation)

a member of the incorporated association. If I am admitted as a member, I agree to be bound by the rules of the association for the time being in force.

..... Date
(Signature of applicant)

I,
(full name)

a member of the association, nominate the applicant, who is personally known to me, for the membership of the association.

..... Date
(Signature of proposer)

I,
(full name)

a member of the association, second the nomination of the applicant, who is personally known to me, for membership of the association.

..... Date
(Signature of seconder)

Decision by the Committee: Approved Rejected

Recorded in Register of Members

..... Date
(Signature of Secretary or delegate)



Form 2

(see s 13 (1) of MAMA Rules)

Nomination for election as an office-bearer of Make A Mark Australia (MAMA)

Incorporated (incorporated under the *Associations Incorporation Act 1991*)

I,
(full name of applicant)

of
(address)

a member of the incorporated association, nominate for election as

..... of Make A Mark Australia.
(office)

If I am elected by the Committee, I agree to be bound by the rules of the association for the time being in force.

..... Date
(Signature of applicant)

I,
(full name)

a member of the association, support the applicant, who is personally known to me, in their nomination for election by the Committee.

..... Date
(Signature of proposer)

I,
(full name)

a member of the association, support the applicant, who is personally known to me, in their nomination for election by the Committee.

..... Date
(Signature of seconder)

Decision by the Committee: Approved Rejected

..... Date
(Signature of Secretary or delegate)



Form 3

(see s 30 (2) of MAMA Rules)

Appointment of proxy for meetings of Make A Mark Australia (MAMA)

I,
(full name)

of
(address)

a member of Make A Mark Australia (MAMA)

appoint
(full name of proxy)

of
(address)

a member of that incorporated association, as my proxy to vote for me on my behalf at the general meeting of the association (annual general meeting or other general meeting, as the case may be) to be held on

..... and at
any adjournment of that meeting.

My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details if desired):

.....
.....

.....
(Signature of member
appointing proxy)

Date

Note A proxy vote may not be given to a person who is not a member of the association

PO BOX 9990
Chermside QLD 4032

4,291
09



Australian Government
Australian Taxation Office



MAKE A MARK AUSTRALIA

s 47F

Date of Issue

5 JUN 09

TAX FILE NUMBER ADVICE

Your tax file number (TFN) is:

s 38

Keep this notice in a safe place for further reference.

This TFN has been issued either in response to your recent application/enquiry, or at the discretion of the Commissioner of Taxation.

Under the law the Commissioner may issue a TFN as necessary, even if you did not apply for one. This only occurs after we have conducted a comprehensive search of our records and were unable to establish that any TFN belonged to you.

While our TFN searches are comprehensive, we appreciate that you may already have a TFN. If you do already have a TFN please call us on 13 28 66 between 8am and 6pm Monday to Friday so that we may amend our records.

Yours sincerely

Raelene Vivian
Deputy Commissioner of Taxation

FOR OFFICIAL USE ONLY

TREASURY EXECUTIVE MINUTE

2013/1711
Minute No.

2 July 2013

Assistant Treasurer, Minister Assisting for
Deregulation

cc: Deputy Prime Minister and Treasurer

**DEDUCTIBLE GIFT RECIPIENTS - LETTERS TO ORGANISATIONS (RELATES TO
MINISTERIAL NOS. 108171 - MAKE A MARK AUSTRALIA. s 22**

s 22 [Redacted]

Timing: Your office requested this minute.

Recommendation/Issue:

- That you **sign** the attached letters to s 22 [Redacted]
Make a Mark Australia (MAMA) s 22 [Redacted] notifying them that their request for
deductible gift recipient (DGR) status through specific listing has been granted.

Signed/Not Signed

Signature:  .8./7./2013

KEY POINTS

s 22 [Redacted]

- Decisions have subsequently been taken by the Government to provide DGR status by
specific listing to MAMA s 22 [Redacted]
- s 22 [Redacted]
s 22 [Redacted] and amendments providing DGR
status to MAMA s 22 [Redacted] were included in Tax Laws Amendment (2013 Measures No.3)
Act 2013 (TLAB 3).
 - s 22 [Redacted] TLAB 3 received Royal Assent on 29 June 2013.
 - All have a start date of 1 July 2013.
- Attached are draft letters to these entities, for your consideration, advising them of the
Government's decision and of the need for them to continue to meet the public fund
requirements, and that the Parliament has passed legislation to give effect to this decision.

s 22 [Redacted]

A/g Manager, Philanthropy and Exemptions Unit
Indirect, Philanthropy and Resource Tax Division

Contact Officer: s 22 [Redacted]



The Hon David Bradbury MP
Assistant Treasurer
Minister for Competition Policy and Consumer Affairs
Minister Assisting for Deregulation
Minister Assisting for Financial Services and Superannuation

Mr Stephen Brady
Make a Mark Australia Incorporated
13 Jansz Crescent
GRIFFITH ACT 2603

10 JUL 2013

Dear Mr ^{Stephen,} Brady

Thank you for your letter of 5 August 2011 to the then Foreign Minister requesting deductible gift recipient (DGR) status for Make a Mark Australia Incorporated (ABN 24 546 286 505). I apologise for the delay in responding to you.

I am pleased to advise that the Government has agreed to specifically list Make a Mark Australia Incorporated as a DGR in the tax laws on an ongoing basis from 1 July 2013.

As you would be aware, a listing by name of a DGR involves a change in the tax law; specifically, an amendment to Division 30 of the *Income Tax Assessment Act 1997* (ITAA 1997). I am pleased to inform you that an amendment to the ITAA 1997 received Royal Assent on 29 June 2013. Accordingly, donations to Make a Mark Australia Incorporated are tax deductible from 1 July 2013.

I also note that it is important that Make a Mark Australia Incorporated continue to meet the Australian Taxation Office's public fund requirements, which is a requirement for all specifically listed DGR entities.

I trust this information will be of assistance to you.

Yours sincerely

DAVID BRADBURY

From: [Singer, Paul](#)
To: s 22
Cc: s 22 [Fraser, Mark](#)
Subject: RE: Make a Mark - DGR request [SEC=Unclassified]
Date: Tuesday, 11 June 2013 6:37:38 PM
Attachments: [Australian Business Register.pdf](#)
[Certificate of Incorporation.pdf](#)
[Charitable Collection Licence.pdf](#)
[Incorporated Association Extract.pdf](#)
[MAMA Rules of Operation.pdf](#)
[Tax File Number Advice.pdf](#)

Dear s 22

Thank you for your e-mail. Please find attached the relevant documents lodged with the ACT registrar of incorporated associations. Our CEO, Mark Fraser, is also in discussion with s 22 from the ATO regarding the Public Fund requirements.

Should you require any further information, please don't hesitate to be in touch by return e-mail.

Many thanks,

Paul

General Manager
Make A Mark Australia
www.makeamarkaustralia.org.au

From: s 22 [s 22 @TREASURY.GOV.AU]
Sent: Tuesday, 11 June 2013 12:01 PM
To: Singer, Paul
Cc: s 22
Subject: Make a Mark - DGR request [SEC=UNCLASSIFIED]

Dear Paul

I am looking at Make a Mark's DGR request today. The Assistant Treasurer's office passed on your contact details for the purpose of seeking additional information about Make a Mark.

Could you please provide a copy of the 'objects' that would have been lodged with the ACT registrar of incorporated associations? It would be great to receive this by COB today, if possible.

s 22

s 22
Policy Analyst

Indirect, Philanthropy and Resource Tax Division
The Treasury, Langton Crescent, Parkes ACT 2600
phone: s 22
email: s 22 [@treasury.gov.au](mailto:s 22 @treasury.gov.au)

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