

# **Easy Read Constitution**

# About Achieve Australia



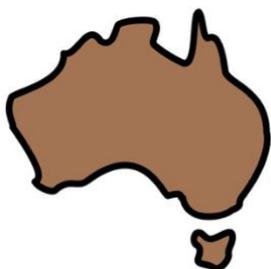
**Achieve Australia Limited is an organisation.**

**Our short name is Achieve.**

When we say we, we mean Achieve Australia



**Achieve supports people with disability**

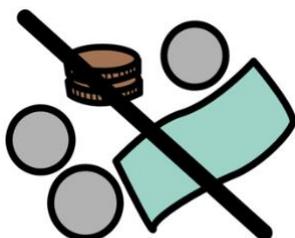


**Achieve works in Australia**

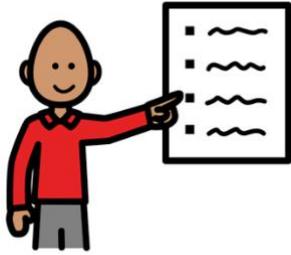


**Achieve is a charity**

A charity works to help people



**A charity does not work to make money for people**



**Achieve has rules about how we must work**



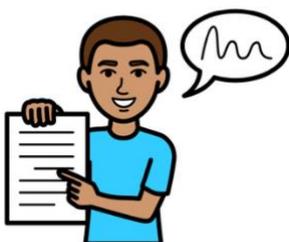
**These rules help us work in a fair way**



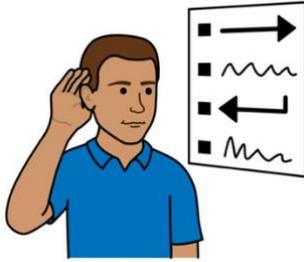
**The rules are written in a rule book**



**The rule book is called a Constitution**



**The Constitution explains how we must work**



**We must follow the Constitution at all times**

## **What Achieve Australia does**



**We work to help people with disability**



**We support people in their daily lives**

Support means helping people live the life they want

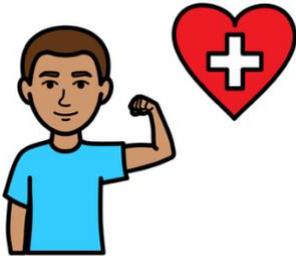


**We help with homes and places to live**



**We help people learn new skills**

Learning skills can help people try new things



**We help people stay healthy**

This can include health and wellbeing support



**We help people connect with others**



**This includes family, friends and the community**



**We work with other organisations**

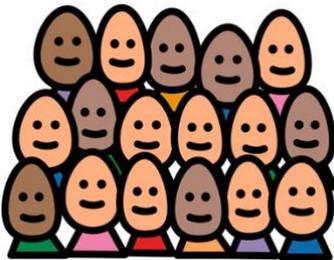


**Working together helps give better support**



**Everything we do is to help people with disability**

## **Who can be a member of Achieve**



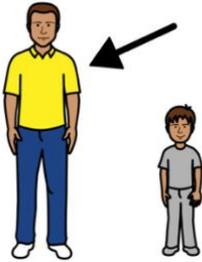
**Some people can be members of Achieve Australia**



**A member is a person who wants to be a part of our work**



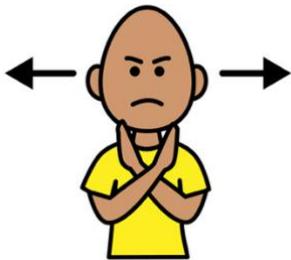
**Members help Achieve by taking part and sharing ideas**



**To be a member you must be an adult**  
An adult is a person over 18 years old



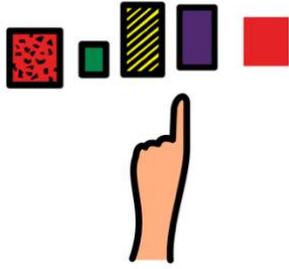
**You must understand what we do**



**Some people cannot be members**



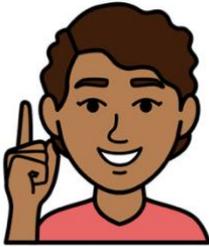
**People who work for Achieve Australia cannot be members**



**Achieve Australia chooses who can be a member**

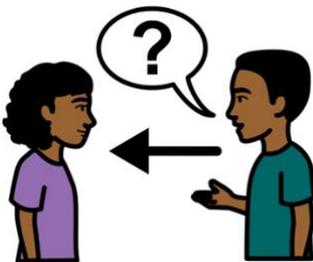


**We keep a list of our members**

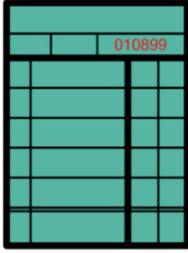


**This list helps us know who our members are**

## **How to become a member**



**If you want to be a member, you must ask Achieve**



**Asking means filling in a form**



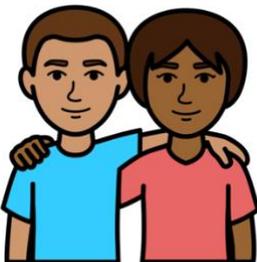
**The form tells us who you are**



**You must tell us the truth**



**You must say that you support what we do**



**Another member must support you asking**

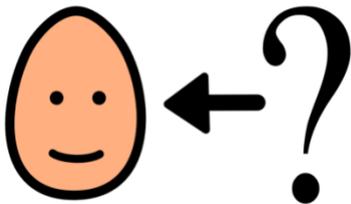
**This means a member agrees you can join**



**We look at your request**



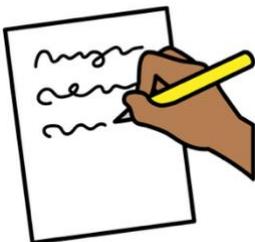
**We decide if you can become a member**



**We will tell you if we chose you**



**If we say yes you become a member**



**Your name is added to the list of members**

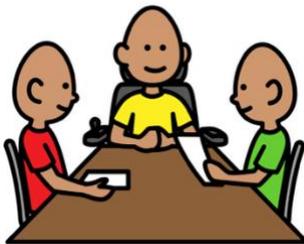
# Your rights as a member



**As a member there are things you can do**



**These things help you take part in Achieve Australia**



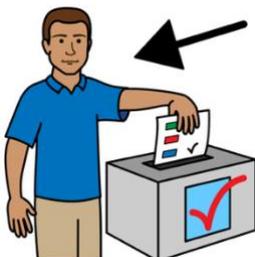
**You can go to meetings**

Meetings are where members talk together



**You can share your views at meetings**

This means saying what you think

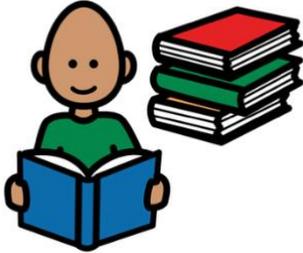


**You can vote in meetings**

Voting means choosing what we should do



**You can get information from Achieve**



**You can read important things**

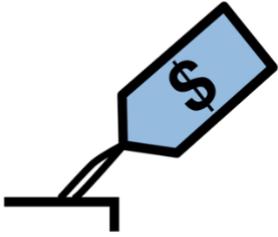


**Your rights help you be involved in a fair way**

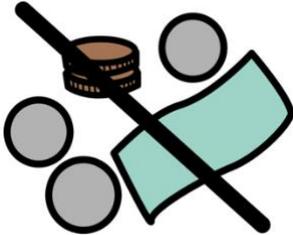
## **Membership fees and renewal**



**Some organisations ask members to pay money**



**This money is called a membership fee**



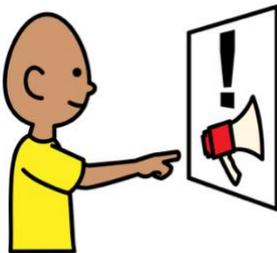
**We do not have a membership fee**

This means members do not pay to join



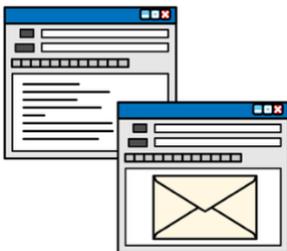
**Sometimes we may ask members  
to check their details**

Checking details means making sure information  
is correct



**We may ask this by sending a notice**

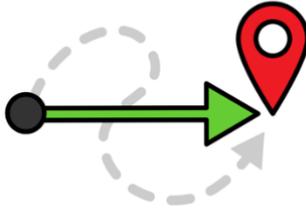
A notice is a message



**Members should reply to the notice**



**Replying helps us keep information up to date**

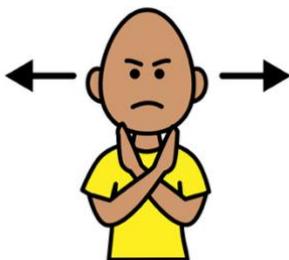


**Keeping records up to date helps us work well**

## **When membership ends**



**Sometimes a person stops being a member**  
This means their membership ends

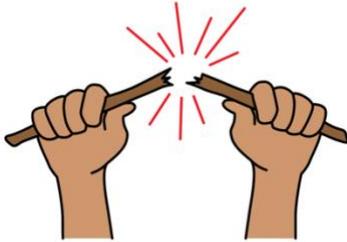


**You can choose to stop being a member**  
This means telling Achieve you want to leave

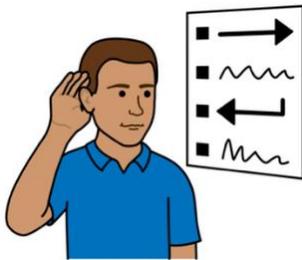


**Sometimes membership ends by itself**

Like if a member dies



**Membership can also end if  
you break the rules**



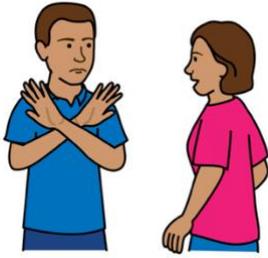
**Achieve Australia must follow rules  
when ending membership**



**When membership ends, you are not a  
member anymore**



**Your name is not on the list of members**



**You do not have member rights anymore**

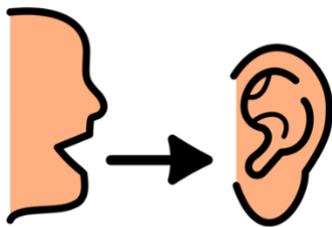
## **Warning, suspension and removal of members**



**Sometimes a member  
does not follow the rules**



**When this happens, we must deal with it**



**We will tell the member there is a problem**



**The member can explain what happened**



**We will listen to them**



**We may give them a warning**

A warning means telling the member to stop breaking the rules

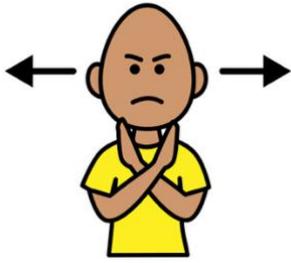


**We may stop the member from taking part for a bit**

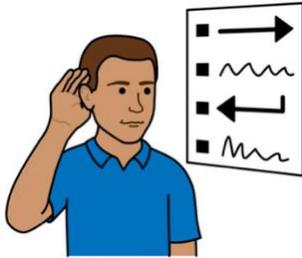
This is called a suspension



**If it is serious we may remove the member**



**This means the person is  
not a member anymore**

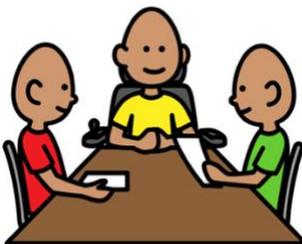


**Achieve Australia  
must follow the rules when doing this**

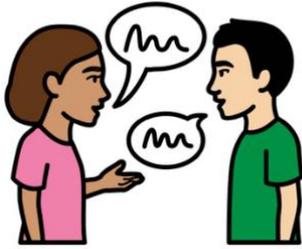
## **Meetings of members**



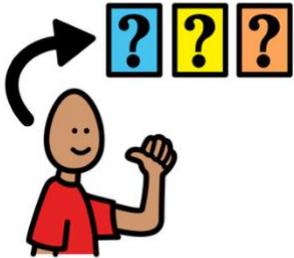
**Achieve Australia  
holds meetings for members**



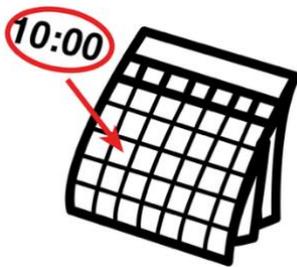
**Meetings are times  
when members come together**



**Members talk about Achieve at meetings**



**Members help make decisions at meetings**



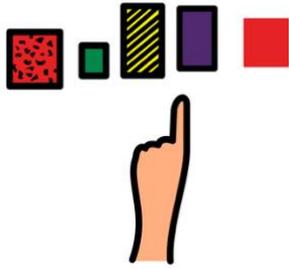
**We tell members the time and place**



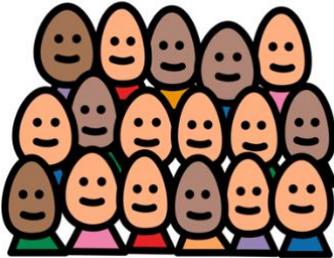
**Some meetings happen in person**



**Some meetings happen online**



**Members can take part in different ways**



**A meeting needs enough members  
to go ahead**

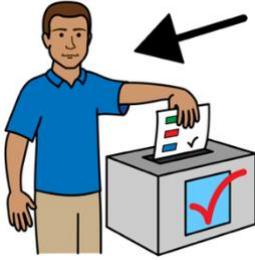


**This helps make decisions fair**

## **Voting and making decisions**



**Members help Achieve decide what to do**

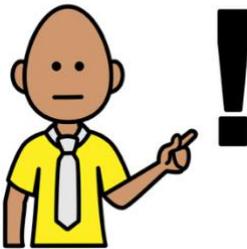


## Members do this by voting

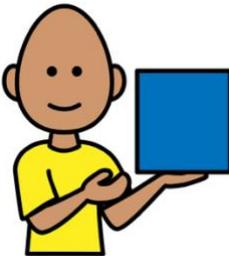
Voting means choosing between options



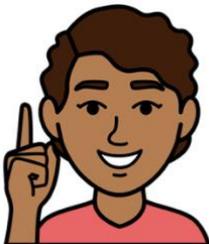
Like choosing yes or no



Each members has to vote



Members show their vote in a clear way



This helps everyone understand the choice

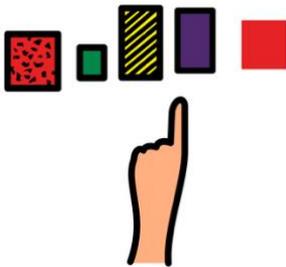
1 2 3



After voting we count the votes

|       |       |
|-------|-------|
| ~~~~~ | ~~~~~ |
| ~~~~~ |       |
| ~~~~~ |       |
| ~~~~~ |       |
| ~~~~~ |       |

The choice with the most votes is followed



This choice becomes the decision

Decisions help us know what to do next



Voting helps everything stay fair

## Going to meetings and voting in other ways



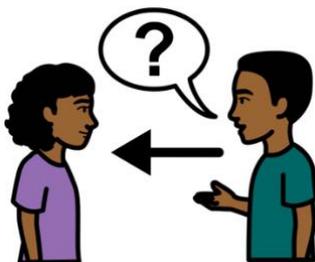
**Sometimes a member cannot go to a meeting**



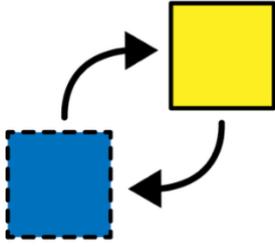
**This can happen for many reasons**



**The member may be sick or busy**



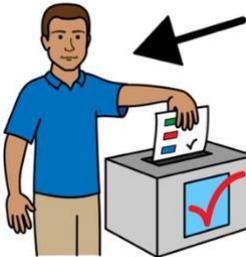
**If this happens they can  
ask another person to help**



**This person goes to the meeting  
for the member**



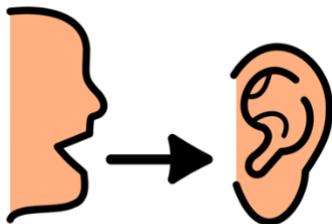
**The person shares what the member thinks**



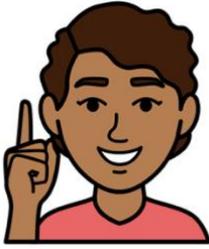
**The person can vote for the member**



**Achieve needs to know who the person is**



**The member must tell us before the meeting**



**This helps us know who can vote**



**These steps help meetings work in a fair way**

## **Meetings using technology**



**Some meetings use computers or phones**



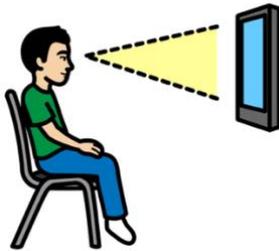
**This means people  
do not meet in the same place**



**People can join the meeting  
from different places**



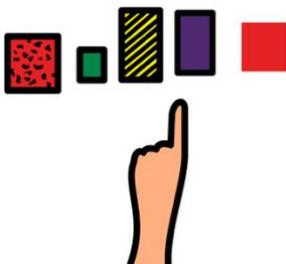
**This is called a meeting using technology**



**Members can still see and hear the meeting**



**Members can still speak and vote**



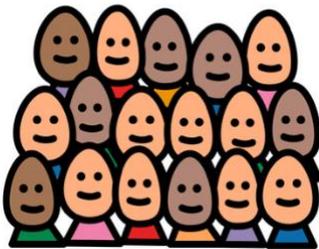
**We choose the technology to use**



**The technology must work for members**

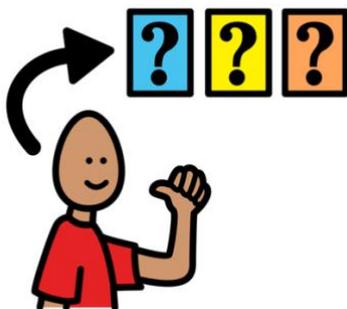


**If there are problems with technology  
Achieve Australia will decide what to do**

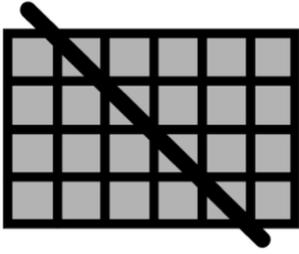


**These meetings help more members take  
part**

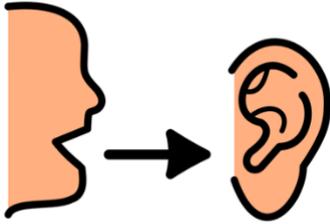
## **Making decisions without a meeting**



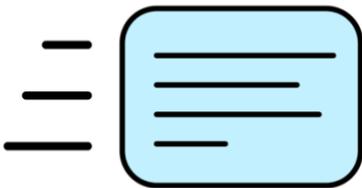
**Sometimes Achieve Australia  
needs to make a decision**



**This can happen when there is no meeting**

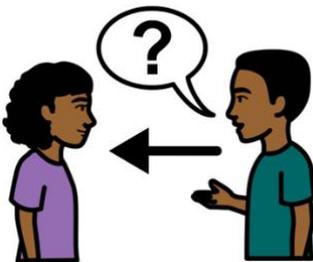


**We will send the decision to members**



**The decision is sent in writing**

Writing means a message  
like a letter or an email



**Members are asked what they think**



**Members reply by saying yes or no**



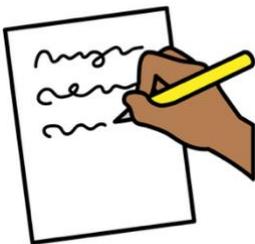
**Members are given time to reply**



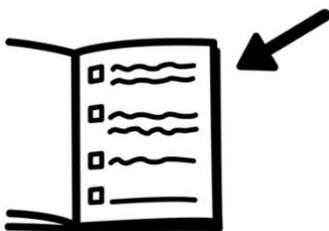
**Most members must say yes**



**This shows that most members agree**



**We write down the result**

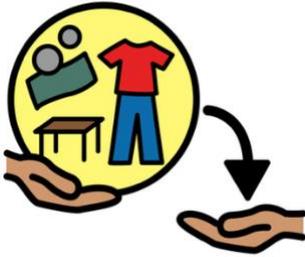


**Writing it down keeps a clear record**



**This helps us make decisions in a fair way**

## **Money and not making a profit**



**Achieve Australia uses money to help people**



**We do not use money to make people rich**



**This means we are a not for profit**

**Not for profit means money is used for our work**



**Money is used to support people with disability**



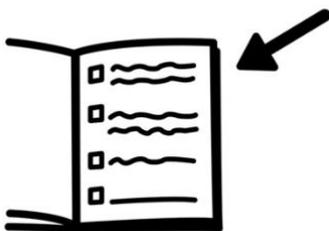
**Members do not get money from Achieve Australia**



**Sometimes we pay people for work they do**



**This payment must be fair**

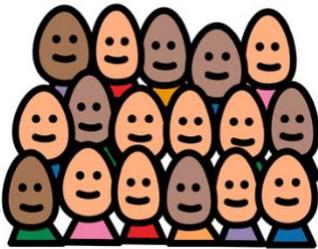


**We keep records about money**



**These records help us be open and fair**

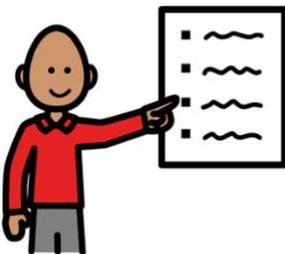
## **Directors and who runs Achieve**



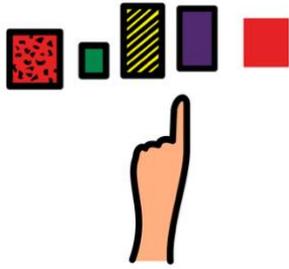
**Achieve Australia has  
a group of people who run it**



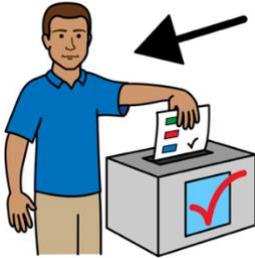
**These people are called directors  
Directors make big decisions**



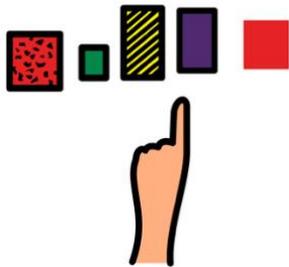
**They must do what is best for us**



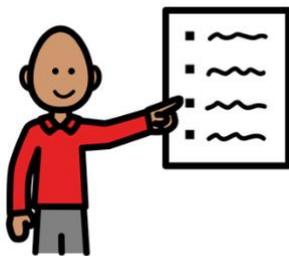
**Some directors are chosen by members**



**Members vote to choose these directors**



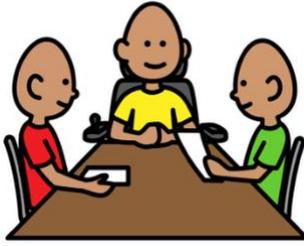
**Some directors are chosen in other ways**



**All directors must follow the rules**



**Directors must act honestly and fairly**

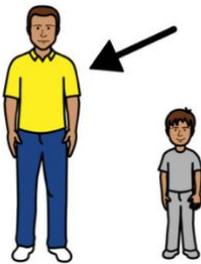


**Directors work together  
to guide Achieve Australia**

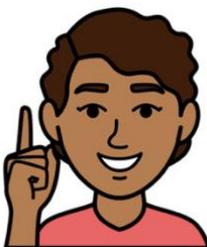
## **Becoming a director**



**To be a director a person must  
meet some rules**



**They must be an adult**



**They must understand  
what Achieve Australia does**



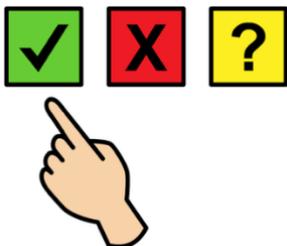
**They must want to help us**



**They must be allowed to be a director by law**



**Achieve checks if a person meets the rules**



**If we say yes a person can become a director**



**Being a director means having extra work**

# How long directors can stay and when they stop



**Directors do not stay forever**



**They stay for a set time**



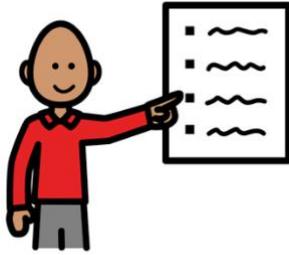
**This time is usually a few years**



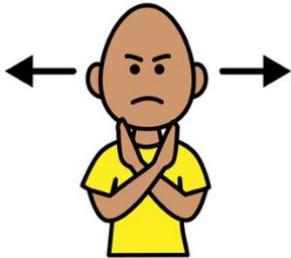
**After this time a director must stop**



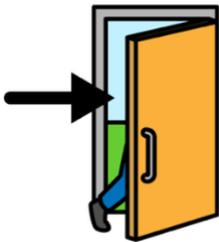
**Sometimes they can stay longer**



**This depends on  
the rules and decisions made**



**A director can choose  
to stop being a director**



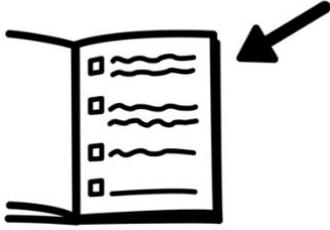
**This means telling us they want to leave**



**Sometimes a director must stop**



**Like if they cannot do the job**



**When they stop we update our records**



**This helps us know who the directors are**

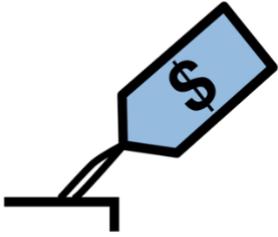
## **Paying directors and conflicts of interest**



**Directors must be paid for some work**



**Payments must be fair**



**Directors can also be paid back for costs**  
Costs are money spent for Achieve



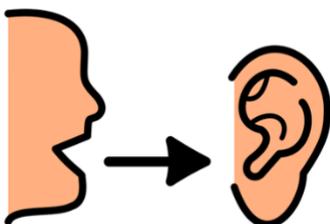
**Sometimes a director has another job**



**This can affect their choices**



**This is called a conflict of interest**



**Directors must tell us about conflicts**



**This keeps everything fair**

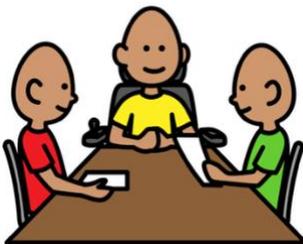


**Directors must not use their job  
to give them something**

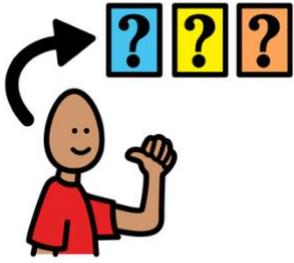


**These rules protect  
Achieve Australia and its members**

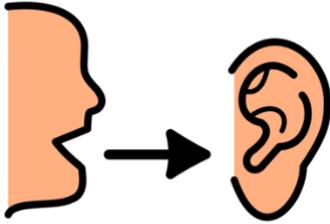
## **Meeting of directors**



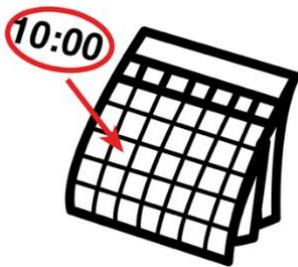
**Directors meet  
to talk about Achieve Australia**



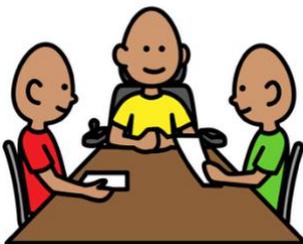
**These meetings help directors  
make decisions**



**Directors are told about meetings  
before they happen**



**The message tells them the time and place**



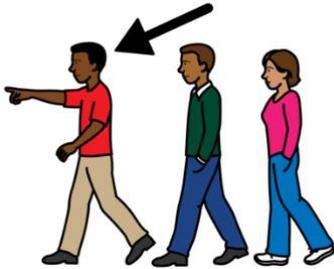
**Some meetings happen in person**



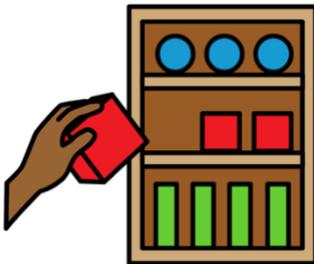
**Some meetings happen online**



**This helps make decisions fair**



**One director leads the meeting**

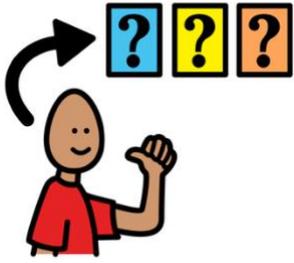


**This person helps the meeting run smoothly**

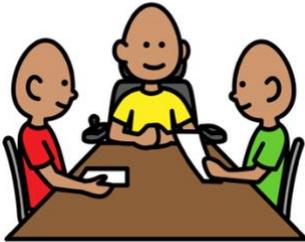


**Directors talk and decide together**

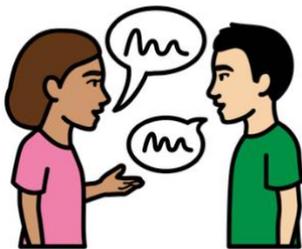
## **Making decisions as directors**



**Directors make decisions for Achieve**



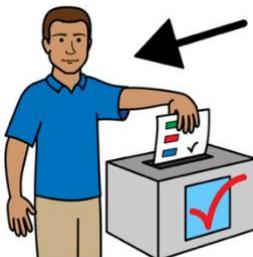
**They make decisions at meetings**



**Directors share their views**



**They listen to each other**



**Directors vote to decide**



**Each director has one vote**

|       |       |       |  |
|-------|-------|-------|--|
| ~~~~~ | ~~~~~ | ~~~~~ |  |
| ~~~~~ |       |       |  |
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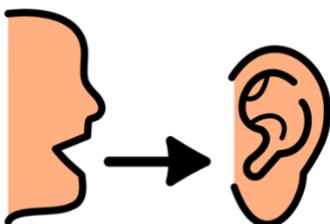
**The choice with the most votes is followed**



**Some directors decide without a meeting**



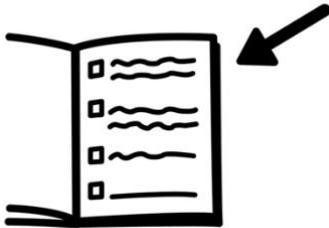
**This happens by writing or using technology**



**All directors must be told about the decision**



**Most directors must agree**

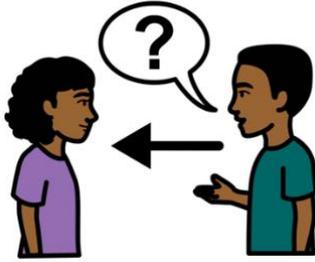


**The decision is written down**

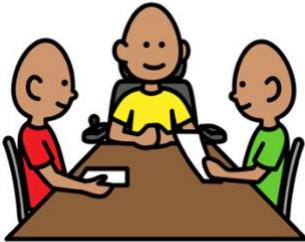


**This helps keep decisions clear and fair**

## **Committees and sharing tasks**



**Sometimes directors ask  
a small group to help**



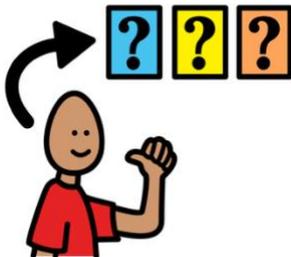
**This small group is called a committee**



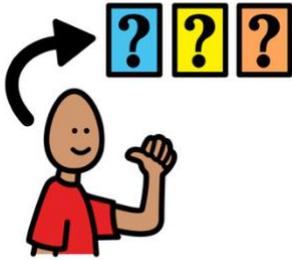
**A committee works on a specific task**



**Committees help directors  
by doing detailed work**



**Directors decide who is on a committee**



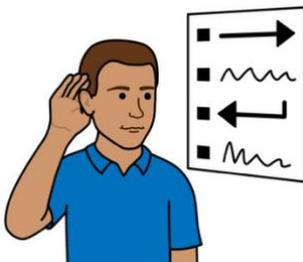
**Directors decide what a committee can do**



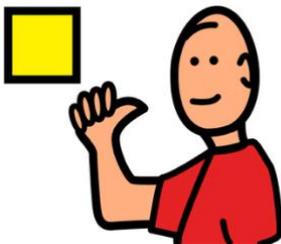
**Sometimes directors ask one person to help**



**This means sharing a task with that person**



**The person must follow Achieve rules**

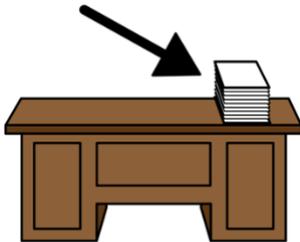


**Directors still keep responsibility**



**This helps Achieve work well**

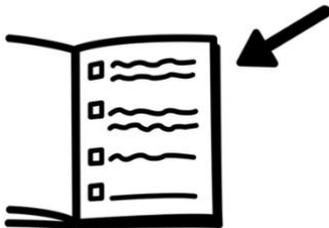
## **Secretaries and keeping records**



**Achieve has a person who helps with paperwork**



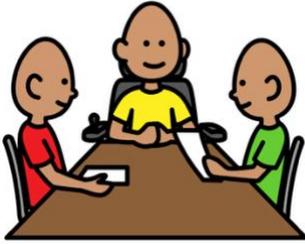
**This person is called a secretary**



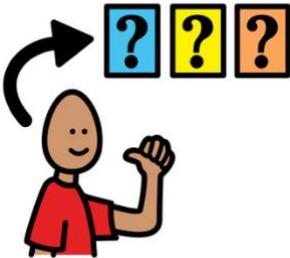
**The secretary helps keep records**

**achieve**  
australia

**Records are written information about Achieve**



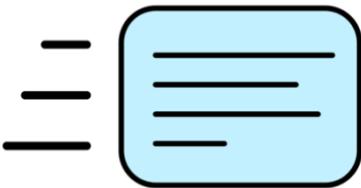
**Records include notes from meetings**



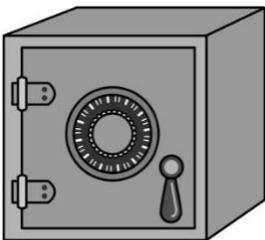
**These notes say what was decided**



**The secretary helps send notices**



**Notices are messages about meetings or decisions**

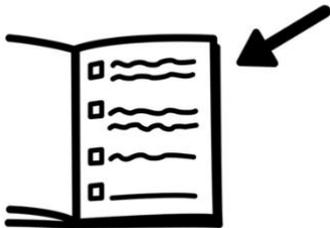


**The secretary helps keep documents safe**



**Keeping records helps  
Achieve work properly**

## **Checking records and important papers**



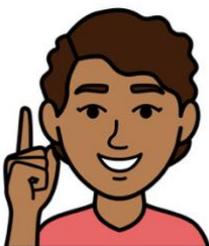
**Achieve keeps important records**



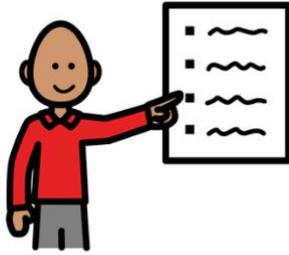
**Records are written information  
about Achieve**



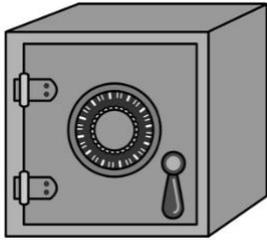
**Some records can be looked at by members**



**This helps members  
understand what Achieve is doing**



**There are rules about  
which records can be seen**



**These rules keep information safe**



**Achieve also uses official papers**  
Official papers are used  
for money and agreements



**Only approved people can sign these papers**



**These steps help protect Achieve**

# Insurance



**Achieve has insurance**



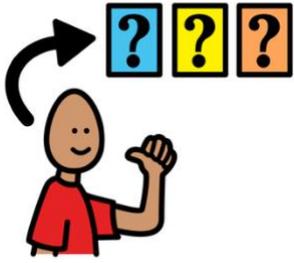
**Insurance helps protect Achieve**



**Insurance can help if something goes wrong**



**Like if there is damage or a problem**



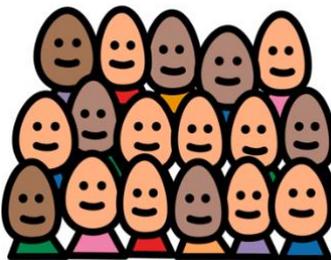
**Achieve decides what insurance it needs**



**The insurance must follow the law**



**Insurance helps protect the organisation**



**It also helps protect the people involved**

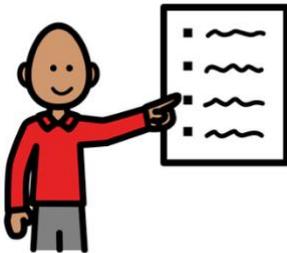
**When Achieve ends**



**Sometimes an organisation stops working**



**This means the organisation ends**



**If Achieve ends it must follow rules**



**These rules explain what must happen next**



**Achieve must pay any money it owes**



**Any leftover money cannot go to members**



**Leftover money must be used to help people**

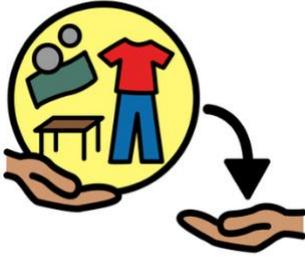


**This follows the law for charities**

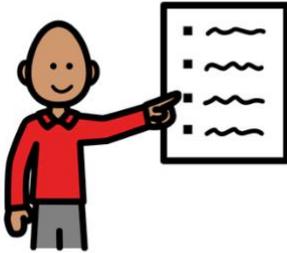


**These rules help make things fair**

## **Gift status and charity rules**



**Achieve is a charity**



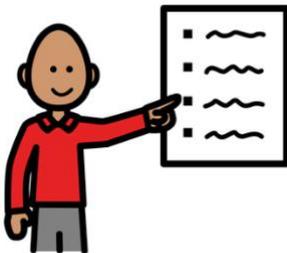
**Charities must follow special rules**



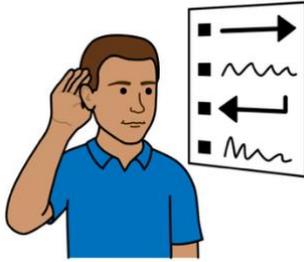
**Some charities have gift status**



**Gift status means people can  
give money to help**



**There are rules about gift status**



**Achieve must follow these rules**



**If Achieve does not follow the rules  
things can change**

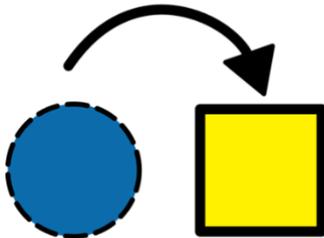


**This can affect how Achieve gets money**



**Following the rules helps protect Achieve**

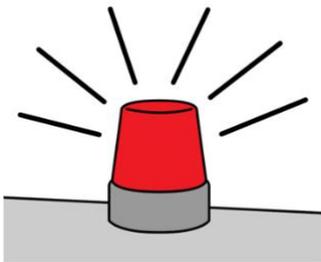
## Changing the constitution



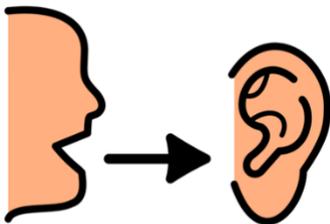
**Sometimes Achieve  
needs to change its rules**



**The rules are written in the constitution**



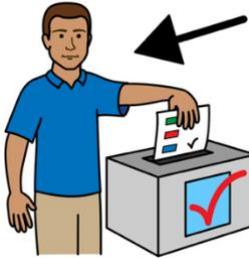
**Changing the rules is a serious step**



**Members must be told about the change**



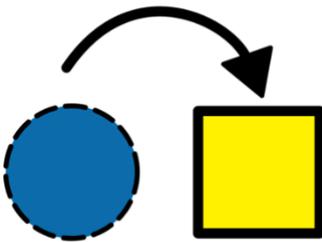
**Members are given time to think about it**



**Members vote on the change**



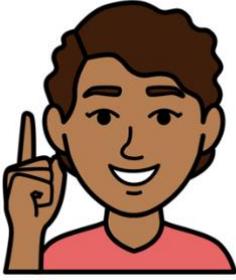
**Most members must agree**



**If members agree the rules are changed**



**The updated rules are written down**



**This helps keep the constitution clear  
and up to date**