

**Constitution of
Tweed Landcare Incorporated
Under the Associations Incorporation Act 2009**

The rules of the Tweed Landcare Inc herein are in accordance with Section 11, and contain those matters specified in Schedule 1, of the Associations Incorporation Act, 2009.

J. Gardner 21/2/18

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Part 1 - Preliminary

1. Definitions

(1) In this constitution

ordinary committee member means a member of the committee who is not an office-bearer of the association.

secretary means:

(a) the person holding office under this constitution as secretary of the association, or

(b) if no such person holds that office - the public officer of the association.

special general meeting means a general meeting of the association other than an annual general meeting.

the Act means the *Associations Incorporation Act 2009*.

the Regulation means the *Associations Incorporation Regulation 2016*.

(2) In this constitution:

(a) a reference to a function includes a reference to a power, authority and duty, and

(b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

(3) The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

2. Objects of the Association

Vision

Many hands working together for the Tweed environment

Mission

We support people caring for the environment and natural resources of the Tweed. We provide information, training, project coordination, advocacy and representation for our members, locality groups, landholders and community.

Goals

1. Grow as an association of members who share the ideals of the Landcare movement.
2. Awareness. Provide skills, advice and on ground support to increase awareness of and participation in Landcare.
3. Projects. Initiate, develop, carry out, monitor & evaluate Landcare projects that achieve long term environmental and economic sustainability.
4. Accountability. Continually review and improve governance systems to ensure they meet community and investor expectations.
5. Advocacy. Continually work to advocate for Landcare members and develop appropriate partnerships to sustain Landcare into the future.

Part 2 - Membership

3. Membership generally

- (1) A person is eligible to be a member of the association if:
 - (a) the person is a natural person, and
 - (b) the person has been nominated and approved for membership of the association in accordance with clause 5.
- (2) A person is taken to be a member of the association if:
 - (a) the person is a natural person, and
 - (b) the person was:
 - (i) in the case of an unincorporated body that is registered as the association - a member of that unincorporated body immediately before the registration of the association, or
 - (ii) in the case of an association that is amalgamated to form the relevant association - a member of that other association immediately before the amalgamation, or
 - (iii) in the case of a registrable corporation that is registered as an association - a member of the registrable corporation immediately before that entity was registered as an association.
- (3) A person is taken to be a member of the association if the person was one of the individuals on whose behalf an application for registration of the association under section 6 (1) (a) of the Act was made.

4. Classes of membership

- (1) The membership of the association shall consist of any of the following classes of membership:
 - (a) individual membership,
 - (b) family membership defined as up to two adults and unlimited children / adolescents (under 18 years old) residing at the same address, and
 - (c) honorary life members.
- (2) The number of members shall be unlimited.
- (3) The association may, at its discretion, award honorary life membership to any person considered to have served the association in an outstanding manner or who has contributed substantially towards the attainment of its objectives.
- (4) Nominations for honorary life membership may be passed by quorum at any committee meetings. Nominations may also be brought forward at any annual general meeting by a financial member and the granting of such membership shall be conditional on the favourable vote of not less than 75% of the financial members present at such meeting. The number of honorary life members shall be unlimited.

5. Application for membership

- (1) An application by a person for membership of the association:

- (a) must be made in writing (including by email or other electronic means, if the committee so determines) in the form determined by the committee, and
 - (b) must be lodged (including by electronic means, if the committee so determines) with the membership secretary of the association.
- (2) As soon as practicable after receiving a nomination for membership and membership fee, the membership secretary must refer the nomination to the committee which is to determine whether to approve or to reject the nomination.
 - (3) As soon as practicable after the committee makes that determination, the membership secretary must notify the nominee, in writing, that the committee approved or rejected the nomination (whichever is applicable).
 - (4) The membership secretary must, on payment by the nominee of the amounts referred to in clause 10 within the period referred to in that provision, enter or cause to be entered the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

6. Cessation of membership

- (1) A person ceases to be a member of the association if the person:
 - (a) dies, or
 - (b) resigns membership, or
 - (c) is expelled from the association, or
 - (d) fails to pay the membership fee under clause 10 within 3 months after the fee is due.

7. Membership entitlements not transferable

- (1) A right, privilege or obligation which a person has by reason of being a member of the association:
 - (a) is not capable of being transferred or transmitted to another person, and
 - (b) terminates on cessation of the person's membership.

8. Resignation of membership

- (1) A member of the association may resign from membership of the association by first giving to the secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (2) If a member of the association ceases to be a member under subclause (1), and in every other case where a member ceases to hold membership, the membership secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

9. Register of members

- (1) The association must establish and maintain a register of members of the association specifying the name and postal or residential address of each person who is a member of the association together with the date on which the person became a member.
- (2) The register of members must be kept in New South Wales:

- (a) at the main premises of the association, or
 - (b) if the association has no premises, at the association's official address.
- (3) The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.
 - (4) A member of the association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
 - (5) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
 - (6) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
 - (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
 - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

10. Fees and subscriptions

- (1) A member of the association must, on admission to membership, pay to the association membership fees as determined by the committee.
- (2) Membership fees can be paid as an annual or five- year subscription.
- (3) If an annual subscription membership fees shall be paid:
 - (a) before 1 July in each calendar year, or
 - (b) if the member becomes a member on or after 1 July in any calendar year - on becoming a member and before 1 July in each succeeding calendar year.
- (4) If a five-year subscription membership fees shall be paid:
 - (a) before 1 July every 5 calendar years, or
 - (b) if the member becomes a member on or after 1 July in any calendar year - on becoming a member and before 1 July in the calendar year the subscription expires.
- (5) Honorary life members clause 4 (3) will be exempt from membership fees.

11. Members' liabilities

The liability of a member of the association 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 respect of membership of the association as required by clause 10.

12. Resolution of disputes

- (1) A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to a community justice centre for mediation under the *Community Justice Centres Act 1983*.
- (2) If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.

- (3) The *Commercial Arbitration Act 1984* applies to any such dispute referred to arbitration.

13. Disciplining of members

- (1) A complaint may be made to the committee by any person that a member of the association:
 - (a) has persistently refused or neglected to comply with a provision or provisions of this constitution, or
 - (b) has persistently wilfully acted in a manner prejudicial to the interests of the association.
- (2) The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the committee decides to deal with the complaint, the committee:
 - (a) must cause notice of the complaint to be served on the member concerned, and
 - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (4) The committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- (5) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 12.
- (6) The expulsion or suspension does not take effect:
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause 12, whichever is the later.

14. Right of appeal of disciplined member

- (1) A member may appeal to the association in general meeting against a resolution of the committee under clause 12, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under subclause (1), the secretary must notify the committee which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.

- (4) At a general meeting of the association convened under subclause (3):
 - (a) no business other than the question of the appeal is to be transacted, and
 - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by members of the association.

Part 3 - The committee

15. Powers of the committee

- (1) Subject to the Act, the Regulation and this constitution and to any resolution passed by the association in general meeting, the committee:
- (a) is to control and manage the affairs of the association with all the powers of an individual including, but not limited to, the power to:
 - (i) enter into contracts,
 - (ii) acquire, hold, deal with and dispose of property,
 - (iii) make charges for services and facilities it supplies, and
 - (b) may exercise all such functions as may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and
 - (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

16. Composition and membership of committee

- (1) The committee is to consist of:
- (a) the office-bearers of the association, and
 - (b) at least 3 ordinary committee members, each of whom is to be elected at the annual general meeting of the association under clause 17.
- (2) The office-bearers of the association are as follows:
- (a) the chairperson,
 - (b) the deputy-chairperson,
 - (c) the treasurer,
 - (d) the secretary.
- (3) A committee member may hold up to 2 offices (other than both the offices of chairperson and deputy-chairperson).
- (4) There is no maximum number of consecutive terms for which a committee member may hold office.
- (5) Each member of the committee is, subject to this constitution, to hold office until immediately before the election of committee members at the annual general meeting next following the date of the member's election, and is eligible for re-election.

17. 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, signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and

- (b) must be delivered to the secretary of the association at least 7 days before the date fixed for the holding of 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 are to 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 casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and ordinary committee members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- (7) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the association must be a member of the association.

18. Chairperson

- (1) The duties of the chairperson include
 - (a) ensuring that regular committee meetings are organised,
 - (b) ensuring that the constitution and rules are adhered to,
 - (c) determining that a quorum is present in order to commence a meeting,
 - (d) presiding as the chairperson at all committee meetings, annual general meetings and special general meetings,
 - (e) conducting all committee meetings, annual general meetings and special general meetings in accordance with the agenda,
 - (f) deciding on issues in relation to voting and procedure at committee meetings, annual general meetings and special general meetings, and
 - (g) representing the organisation at all levels of the community.

19. Deputy Chairperson

- (1) The duties of the vice president include:
 - (a) assisting the chairperson with their duties on an as need basis, and
 - (b) acting as chairperson in the absence of the chairperson.

20. Secretary

- (1) The secretary is the person holding office under this constitution as secretary of the association. If no such person holds that office, the committee is to appoint a committee member or members to assume the roles and responsibilities of the secretary.
- (2) The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.

- (3) It is the duty of the secretary to keep minutes (whether in written or electronic form) of:
 - (a) all appointments of office-bearers and members of the committee, and
 - (b) the names of members of the committee present at a committee meetings, annual general meetings or special general meetings, and
 - (c) all proceedings at committee meetings, annual general meetings and special general meetings.
- (4) Minutes of proceedings at a meeting must be affirmed by the chairperson of the meeting or a committee member who attended the meeting plus one additional committee member.
- (5) The signature of the chairperson may be transmitted by electronic means for the purposes of subclause (4)
- (6) The duties of the secretary include:
 - (a) ensuring all correspondence and official records of the association are up to date, accurate, in order (other than the financial records) and available to be looked at by those authorised to do so,
 - (b) assisting the president or chairperson to organise and run all meetings;
 - (c) ensuring that meeting papers (agenda, correspondence and previous minutes) are distributed to the meeting attendees,
 - (d) working with the committee to ensure that all correspondence is dealt with in a timely manner, and
 - (e) knowing the rules of the organisations and taking responsibility for all the legal requirements of incorporation.

21. Treasurer

- (1) As soon as practicable after the end of each financial year the treasurer shall prepare or cause to be prepared a financial statement, according to the requirements for a Tier 1 or Tier 2 association as per the Associations Incorporation Act 2009 (NSW), containing particulars of:
 - (a) the income and expenditure for the financial year just ended, and
 - (b) the assets and liabilities of all mortgages, charges and securities affecting the property of the association at the close of that year.
- (2) The duties of the treasurer include:
 - (a) overseeing the financial affairs of the organisation,
 - (b) ensuring that all money due to the association is collected and received and that all payments authorised by the association are made,
 - (c) presenting financial information to committee meetings for approval, in a clearly understood manner, including organising and presenting the annual balance sheet and accounts to members of the organisation at the annual general meeting,
 - (d) ensuring that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

22. Public Officer

- (1) The association must appoint a public officer who is a person aged 18 years or more and is ordinarily resident in New South Wales.
- (2) The position may, but need not be, held by a committee member, at the discretion of the committee.
- (3) Within twenty-eight (28) days of taking appointment as the association's public officer, the public officer must notify the Director-General in the approved form:
 - (a) the person's full name and date of birth,
 - (b) the person's residential or business address for service of notices, and
 - (c) the fact that the person has taken office as public officer.
- (4) The public officer is, by virtue of that office, an authorised signatory for the association.
- (5) The duties of the public officer include:
 - (a) acting as the official contact for the association, including taking delivery of documents served on the association,
 - (b) notifying NSW Fair Trading of any changes to the official affairs of the association and its financial position including signatories,
 - (c) keeping a register of committee members and signatories,
 - (d) lodging relevant documents with NSW Fair Trading, within specified timeframe, including the annual summary of financial affairs, and
 - (e) ensuring all association documents from former committee members are delivered to new committee members.

23. Casual vacancies

- (1) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.
- (2) For the purpose of these rules, a casual vacancy in the office of a member of the committee occurs if the member:
 - (a) dies, or
 - (b) ceases to be a member of the association, or
 - (c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
 - (d) resigns office by notice in writing given to the secretary, or
 - (e) is removed from office under clause 24, or
 - (f) becomes a mentally incapacitated person, or
 - (g) is absent without the consent of the committee from 3 consecutive meetings of the committee without approval of the committee, or

- (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
- (i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.

24. Removal of committee members

- (1) The association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the committee to whom a proposed resolution referred to in subclause (1) relates makes representations in writing to the secretary or chairperson (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the secretary or the chairperson may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

25. Committee meetings and quorum

- (1) The committee must meet at least 3 times in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by the chairperson or 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 such other period as 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 subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Half the number of committee members of the committee plus one constitutes a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand 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 of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
 - (a) the chairperson or, in the chairperson's absence, the deputy-chairperson is to preside, or

- (b) if the chairperson and the deputy-chairperson are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

26. Appointment of association members as committee members to constitute quorum

- (1) If at any time the number of committee members is less than the number required to constitute a quorum for a committee meeting, the existing committee members may appoint a sufficient number of members of the association as committee members to enable the quorum to be constituted.
- (2) A member of the committee so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.
- (3) This clause does not apply to the filling of a casual vacancy to which clause 23 applies.

27. Use of technology at committee meetings

- (1) A committee meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the committee's members a reasonable opportunity to participate.
- (2) A committee member who participates in a committee meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

28. Delegation by committee to sub-committee

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
 - (a) this power of delegation, and
 - (b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this clause, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- (7) A sub-committee may meet and adjourn as it thinks proper.

- (8) A sub-committee may elect a chairperson of its meetings
- (9) If no such chairperson is elected, or, if at any meeting the chairperson is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their numbers to be chairperson of the meeting.

29. Voting and decisions

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to clause 25 (5), the committee may act despite any vacancy on the committee.
- (4) A resolution in writing, including electronic communication, signed by a quorum of members of the committee shall be as valid and effectual as if it had been passed at a meeting of the committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by, including electronically, one or more members of the committee.
- (5) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

Part 4 - General meetings

30. Annual general meetings - holding of

- (1) The association must hold its first annual general meeting within 18 months after its registration under the Act.
- (2) The association must hold its annual general meetings:
 - (a) within 6 months after the close of the association's financial year, or
 - (b) within such later time as may be allowed by the Director-General or prescribed by the Regulation.

31. Annual general meetings - calling of and business at

- (1) The annual general meeting of the association is, subject to the Act and to clause 30, to be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
 - (b) to receive from the committee reports on the activities of the association during the last preceding financial year,
 - (c) to elect office-bearers of the association and ordinary committee members,
 - (d) to receive and consider any financial statement or report required to be submitted to members under the Act.
- (3) An annual general meeting must be specified as such in the notice convening it.

32. Special general meetings - calling of

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the association.
- (2) The committee must, on the requisition in writing of at least three members or 5 per cent of the total number of members, whichever is the greater, convene a special general meeting of the association.
- (3) A requisition of members for a special general meeting:
 - (a) must be in writing, and
 - (b) must state the purpose or purposes of the meeting, and
 - (c) must be signed by the members making the requisition, and
 - (d) must be lodged with the secretary, and
 - (e) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.

- (5) A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.
- (6) For the purposes of subclause (3):
 - (a) a requisition may be in electronic form, and
 - (b) a signature may be transmitted, and a requisition may be lodged, by electronic means.

33. 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, give a notice to each member 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 14 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under subclause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 31 (2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing 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.

34. Quorum for general meetings

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.
- (2) Half the number of committee members of the committee plus one constitutes a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - (a) if convened on the requisition of members, is to be dissolved, and
 - (b) in any other case, is to stand adjourned to as soon as the secretary can possibly rearrange the meeting.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) are to constitute a quorum.

35. Presiding member

- (1) The chairperson or, in the chairperson's absence, the deputy-chairperson, is to preside as chairperson at each general meeting of the association.

- (2) If the chairperson and the deputy-chairperson are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

36. Adjournment

- (1) The chairperson of 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 is to 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 subclauses (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.

37. Making of decisions

- (1) A question arising at a general meeting of the association is to be determined by either:
 - (a) a show of hands, hands or, if the meeting is one to which clause 42 applies, any appropriate corresponding method that the committee may determine, or
 - (b) if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- (2) Every decision, matter or resolution shall be decided by consensus, but if this is not reached within a period which shall be at the discretion of the chairperson of the meeting, then the question, matter or resolution shall be decided by majority of votes of members present.
- (3) If the question is to be determined by a show of hands, a declaration by the chairperson 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.
- (4) Subclause (3) applies to a method determined by the committee under subclause (1) (a) in the same way as it applies to a show of hands.
- (5) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

38. Special resolutions

- (1) A special resolution may only be passed by the association in accordance with section 39 of the Act, summarised as:
 - (a) A resolution is passed by an association as a special resolution:
 - (i) at a meeting of the association of which notice has been given to its members no later than

twenty-one (21) days before the date on which the meeting is held, or
(ii) in a postal ballot conducted by the association, or
(iii) in such other manner as the Director-General may direct,
(iv) if it is supported by at least 75 % of the votes cast by members of the association who, under the association's constitution, are entitled to vote on the proposed resolution.

39. Voting

- (1) On any question arising at a general meeting of the association:
 - (a) an individual membership has one vote only, and
 - (b) a family membership is entitled to two votes.
- (2) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (3) A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid.
- (4) A member is not entitled to vote at any general meeting of the association if the member is under 18 years of age, unless members present agree.

40. Proxy votes not permitted

- (1) Proxy voting must not be undertaken at or in respect of a general meeting.

41. Postal ballots

- (1) The association does not allow postal ballots.

42. Use of technology at general meetings

- (1) A general meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the association's members a reasonable opportunity to participate.
- (2) A member of an association who participates in a general meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

Part 5 - Miscellaneous

43. Insurance

- (1) The association may effect and maintain insurance.

44. Funds - source

- (1) The funds of the association are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- (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 or other authorised deposit-taking institution account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

45. Funds - management

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in pursuance of the objects of the association in such manner as the committee determines.
- (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 or employees authorised to do so by the committee.

46. Association is non-profit

- (1) Subject to the Act and the Regulation, the association must apply its funds and assets solely in pursuance of the objects of the association and must not conduct its affairs so as to provide a pecuniary gain for any of its members.

Note. Section 5 of the Act defines **pecuniary gain** for the purpose of this clause.

47. Distribution of property on winding up of association

- (1) Subject to the Act and the Regulations, in a winding up of the association, any surplus property of the association is to be transferred to another organisation with similar objects and which is not carried on for the profit or gain of its individual members.
- (2) In this clause, a reference to the surplus property of an association is a reference to that property of the association remaining after satisfaction of the debts and liabilities of the association and the costs, charges and expenses of the winding up of the association.

Note. Section 65 of the Act provides for distribution of surplus property on the winding up of an association.

48. Change of name, objects and constitution

- (1) An application to the Director-General for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.

49. Custody of books etc

- (1) Except as otherwise provided by this constitution, all records, books and other documents relating to the association must be kept in New South Wales:
 - (a) at the main premises of the association, in the custody of the public officer or a member of the association (as the committee determines), or
 - (b) if the association has no premises, at the association's official address, in the custody of the public officer.

50. Inspection of books etc

- (1) The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:
 - (a) records, books and other financial documents of the association,
 - (b) this constitution,
 - (c) minutes of all committee meetings and general meetings of the association.
- (2) A member of the association may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$1 for each page copied.
- (3) Despite subclauses (1) and (2), the committee may refuse to permit a member of the association to inspect or obtain a copy of records of the association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the association.

51. Service of notices

- (1) For the purpose of this constitution, a notice may be served by or on behalf of the association on any person:
 - (a) by delivering it to the person personally, or
 - (b) by sending it by pre-paid post to the address of the person, or
 - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:
 - (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

52. Financial year

- (1) The financial year of the association is:
 - (a) the period of time commencing on the date of incorporation of the association and ending on the following 30 June, and

- (b) each period of 12 months after the expiration of the previous financial year of the association, commencing on 1 July and ending on the following 30 June.

53. Application of income

- (1) The assets and income of the Association shall be applied solely in furtherance of the above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.