

BLIGH PARK COMMUNITY SERVICES INCORPORATED
RULES OF ASSOCIATION

(According to the Association Incorporation Act 1984-Regulation 1985, Clause 10)

1. Name

The name of the association shall be Bligh Park Community Services Incorporated (referred to in these rules as "the association").

2. Objects

The objects of the association shall be:

- a to undertake the care, control, management and promotion of Bligh Park Neighbourhood Centre, Tiningi Community Centre, Tiningi Youth Centre and Bligh Park Out of School Hours Care Centre;
- b to undertake the development of community services to meet the needs of the communities of Bligh Park and South Windsor
- C to undertake such other functions as may from time to time be delegated to it by relevant bodies.

3. Membership

- a) The members of the association shall be the members of the association immediately prior to incorporation together with such other people and organisations as the committee admits to membership.
- b) Membership is open to all individuals and organisations who accept the objects and rules of the association and who live, work or study in the Hawkesbury or who have an interest in BPCSI
- c) Individuals and organisations wishing to become members of the association shall apply to the committee for membership.
- d) The committee shall determine whether or not to accept an application for membership. The committee is not required to supply reasons for accepting or rejecting an application for membership.
- e) Members shall pay such fees as are determined by the association at a general meeting.
- f) A register of members shall be kept by the association showing the name, address and date of commencement of membership for each member. Provision for noting the date of cessation of membership shall also be contained in the register.
- g) Membership shall cease upon resignation, expulsion or failure to pay outstanding membership fees within three months of the due date.
- h) Membership fees shall fall due on the first day of each financial year of the association. The financial year of the association shall run from January 1 to December 31 or such other period as is determined by the committee.

4 Members' liability

The members of the association shall have no liability to contribute towards the payment of debts and liabilities of the association or the costs, charges and expenses of the winding up of the association except to the amount of any unpaid membership fees.

5. Disciplining of members

- a) A member may be expelled from membership of the association (or otherwise disciplined) by the committee, if in the opinion of the committee, after affording the member an opportunity of offering an explanation of his/her conduct, the conduct is regarded as being detrimental to the interests of the association.
- b) A member who wishes to appeal against a decision expelling or otherwise disciplining him/her may do so by notifying the secretary in writing that s/he wishes the decision to be reviewed at the next general meeting of the association.

6. Disputes between members

- a) In the event of a dispute arising between members (in their capacity as members), or between a member and the association, or a member and the committee, the following procedure shall apply.
- b) Each side of the dispute shall nominate a representative who is not directly involved in the dispute. Those representatives shall then attempt to settle the dispute by negotiation.
- c) Should the nominated representatives be unable to resolve the dispute within 14 days (or such other period as they may agree upon) the dispute shall be referred to a person mutually agreed upon for mediation.
- d) If the dispute is not resolved by the above procedures, it shall be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.

7 Management—by committee

- a) The association shall have its affairs controlled and managed by the office bearers and other members known as the committee. The committee shall act in accordance with any resolution passed by a general meeting of the association.
- b) The office bearers shall be a president, vice president, secretary and treasurer. There shall be up to five other members of the committee.
- c) The office bearers and other members of the committee shall be elected at each annual general meeting. Any casual vacancy occurring in the committee may be filled by a member appointed by the committee.
- d) Each member of the committee shall hold office from the date of their election or appointment until the next annual general meeting.
- e) Retiring committee members are eligible for re-election.
- f) The committee shall meet as often as necessary to conduct the business of the association and not less than eight times each financial year.
- g) The quorum for meetings of the committee shall be three.

- h) Notice of committee meetings shall be given at the previous committee meeting or by such other means as the committee may decide upon.
- i) A member of the committee shall cease to hold office upon resignation in writing; removal as a member of the association; or absence from three successive committee meetings without approval by the committee.
- j) The committee may function validly provided its number is not reduced below the quorum. Should committee numbers fall below the quorum the remaining committee members may act only to appoint new committee members.
- k) Questions arising at any meeting of the committee shall be decided by the majority of votes of those present. Voting shall be by show of hands unless a secret ballot is requested. The result of voting shall be decided by majority of those present. In case of an equality of votes the person appointed to chair the meeting shall have a second or casting vote.
- l) In the event of a quorum not being present after thirty minutes of the advertised starting time, the meeting will continue with business being ratified at the next business meeting.
- m) Additional meetings of the committee may be convened by the president or any three members of the committee by a written request to the secretary who shall then summon a meeting to be held within seven days.

8 General meetings

- a) An annual general meeting of the association shall be held each year within six months from the end of the financial year of the association
- b) The committee may, whenever it thinks fit, convene a general meeting of the association. A general meeting must be convened by the committee within three months of receiving a written request to do so from at least five per cent of the membership of the association.
- c) At least 14 days' notice of all general meetings and notices of motion shall be given to members. In the case of general meetings where a special resolution is to be proposed, notice of the resolution shall be given to members at least 21 days before the meeting.
- d) In the case of the annual general meeting the following business shall be transacted:
 - i) confirmation of the minutes of the last annual general meeting and any recent special general meeting;
 - ii) receipt of the committee's report upon the activities of the association in the last financial year;
 - iii) election of office bearers and other members of the committee;
 - iv) receipt and consideration of a statement from the committee which is not misleading and gives a true and fair view for the last financial year of the association's
 - * income and expenditure
 - * assets and liabilities
 - * mortgages, charges and other securities
 - * trust properties.

- e) The quorum for a general meeting shall be three members present in person. If within half an hour of the time appointed for a general meeting a quorum is not present the meeting shall be dissolved and reconvened at an appropriate date.
- f) Voting at general meetings shall be by a show of hands unless a secret ballot is demanded. Decisions shall be made by a simple majority vote except for those matters which must be decided by special resolution where a three quarter majority is required.
- g) All votes shall be given personally and there shall be no voting by proxy.
- h) In the case of an equality of votes the person appointed to chair the general meeting shall have a second or casting vote.
- i) Nominations of candidates for election as office bearers or other committee members may be made at the annual general meeting or in such other ways as may be determined by the association at a general meeting.
- j) Written notice of all general meetings shall be given to members either personally, by postal delivery or electronic mail.
- k) Members who have items of business they wish considered at a general meeting shall give written notice of such business to the president. The president shall include that business in the next notice calling a general meeting.

9 Office bearers

- a) The president or, in the president's absence, the vice-president shall act as chairperson at each general meeting and committee meeting of the association.
- b) If the president and vice-president are absent from a meeting or unwilling to act, the members present at the meeting shall elect one of their number to act as chairperson.
- c) The secretary shall ensure that records of the business of the association including the rules, register of members, minutes of all general and committee meetings and a file of correspondence are kept. These records shall be available for inspection by any member and shall be held in the administration office of Bligh Park Community Services Inc on behalf of the secretary.
- d) The treasurer shall ensure that all money received by the association is paid into an account in the association's name. Payments shall be made through a petty cash system or by cheque signed by two signatories authorised by the committee. Major or unusual expenditures shall be authorised in advance by the committee or a general meeting.
- e) The treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the association. These records shall be available for inspection by any member and shall be held in the custody of the treasurer.

10. Special resolutions

- a) A special resolution must be passed by a general meeting of the association to effect the following changes:
 - i) a change of the association's name;
 - ii) a change of the association's rules;
 - iii) a change of the association's objects;
 - iv) an amalgamation with another incorporated association;
 - v) to voluntarily wind up the association and distribute its property; or
 - vi) to apply for registration as a company or a co-operative.
- b) A special resolution shall be passed in the following manner:
 - i) a notice must be sent to all members advising that a general meeting is to be held to consider a special resolution;
 - ii) the notice must give details of the proposed special resolution and give at least 21 days' notice of the meeting;
 - iii) a quorum must be present at the meeting; and
 - iv) at least three-quarters of those present must vote in favour of the resolution;.
- c) In situations where it is not possible or practicable for a resolution to be passed as described above, a request may be made to the Department of Fair Trading for permission to pass the resolution in some other way.

11 Public officer

- a) The committee shall ensure that a person is appointed as public officer.
- b) The first public officer shall be the person who completed the application for incorporation of the association.
- c) The committee may at any time remove the public officer and appoint a new public officer provided the person appointed is 18 years of age or older and a resident of New South Wales.
- d) The public officer shall be deemed to have vacated their position in the following circumstances:
 - i) death;
 - ii) resignation;
 - iii) removal by the committee or at a general meeting;
 - iv) bankruptcy or financial insolvency;
 - v) mental illness or incapacity or;
 - vi) residency outside New South Wales.
- e) When a vacancy occurs in the position of public officer the committee shall within 14 days notify the Department of Fair Trading by the prescribed form and appoint a new public officer.

- f) The public officer is required to notify the Department of Fair Trading by the prescribed form in the following circumstances:
 - i) appointment (within 14 days)
 - ii) a change of residential address (within 14 days)
 - iii) a change in the association's objects or rules (within one month)
 - iv) of the association's financial affairs (within one month after the annual general meeting)
 - v) a change in the association's name (within one month)
- g) The public officer may be an office bearer, committee member or any other person regarded as suitable for the position by the committee.
- h) The public officer shall keep a register of members of the committee which must:-
 - i) contain the name and residential address of each committee member and the date on which they became a member of the committee;
 - ii) be updated within one month of any change taking place; and
 - iii) be made available for inspection by any person, at all reasonable hours and free of charge.

12 Miscellaneous

- a) The association shall effect and maintain insurance as is required under the Associations Incorporation Act together with any other insurance which may be required by law or regarded as necessary by the association.
- b) The funds of the association shall be derived from the fees of members, donations, grants and such other sources approved by the association.
- c) The common seal of the association shall be kept in the custody of the Public Officer and shall only be affixed to a document with the approval of the committee. The stamping of the common seal shall be witnessed by the signatures of two members of the committee.
- d)
 - i) The Association shall be dissolved in the event of the membership being less than five persons or upon passing of a Special Resolution that the Association be dissolved.
 - ii) If upon dissolution or winding up of the Association there remains after satisfaction of all expenses and liabilities, any property whatsoever, such property shall be handed over to a like-minded association in the Hawkesbury local government area to be used for the support and development of community services.
- e) Service of documents on the association is affected by serving them on the public officer or by serving them personally on two members of the committee.
- f) Notices sent by post shall be deemed to have been received two days after the date of posting.
- g) The income and property of the association shall be used only for promotion of the objects of the association and shall not be paid or transferred to members by way of dividend, bonus or profit.
- h) The Association shall comply with such of the provisions of the Charitable Fundraising Act 1991 and the Charitable Fundraising Regulations 1993.

AMENDED at Annual General Meeting – 29th September 2006.

APPENDIX 1

(RULE 3.1)

APPLICATION FOR MEMBERSHIP OF ASSOCIATION

BLIGH PARK COMMUNITY SERVICES

Incorporated

(incorporated under the Association Incorporated Act, 1984)

I, _____
(full name of application)

of _____
(address)

_____ hereby apply to become a
(occupation)

member of the abovementioned incorporated association. In the event of my admission as a member, I agree to be bound by the rules of the association for the being in force.

Signature of Applicant

Date _____

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

Signature of Proposer

Date _____

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

Signature of Seconder

Date _____

APPENDIX 2

(RULE 32.2)

FORM OF APPOINTMENT OF PROXY

I, _____
(full name)

of _____
(address)

Being a member of _____
(name of incorporated association)

Hereby
appoint _____
(full name of proxy)

of _____
(address)

being 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 special general meeting, as the case may be) to be held

on the _____

day of _____ 20____ and at any adjournment of that meeting.

- My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).
- To be inserted if desired.

signature of member appointed proxy

Date _____

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