

Western Adelaide Coastal Residents' Associations Incorporated Rules

1. NAME

The name of the Association is the Western Adelaide Coastal Residents' Association Incorporated, referred to herein as "the Association".

2. INTERPRETATION

In these rules unless the contrary intention appears-

"Committee" means the Committee of Management of the Association;

"City" means the City of Charles Sturt;

"meeting" means a meeting convened in accordance with these rules;

"member" means a member of the Association;

"Act" means the Associations Incorporations Act, 1985.

3. OBJECTIVES

- 1) To encourage, represent and advocate for residents to build a healthy, safe, joyous, equitable and sustainable community.
- 2) To protect our residential character and cultural heritage.
- 3) To interpret and promote the protection of our biological diversity and the maintenance of indigenous species.
- 4) To work cooperatively with other resident associations, groups and peak organisations to protect, enhance and conserve our environment.

4. POWERS

The Association shall have the power to :

- 1) open and operate bank accounts;
- 2) raise funds and receive subscriptions, grants and donations; and
- 3) purchase with monies raised or received in accordance with sub-rule (2) such goods and services as are required to carry out the Association's objectives

The Association shall not have the power to borrow money.

5. MEMBERSHIP

- 1) Any person who
 - i. resides in the City area; and
 - ii. applies in writing for membership of the Association; and
 - iii. pays the subscription fee set in accordance with these rules;

shall be a member; except that where a person, in addition to satisfying the above requirements, shall require acceptance for membership by a general meeting of the Association before becoming a member.

- 2) The names and addresses of members shall be recorded in a register of members.

6. SUBSCRIPTIONS

- 1) The subscription fees for membership shall be such sums as the members determine from time to time in General meeting.
- 2) Notice of any proposal to vary subscriptions must be included on the notice calling the meeting at which the variation is to be considered.
- 3) Subscription fees shall be due on the 31st. December of each year.
- 4) Any person whose subscription is outstanding for more than three months after the due date for payment shall cease to be a member of the Association, provided that the Committee may reinstate such a person's membership on such terms as it thinks fit.
- 5) No person who ceases to be a member shall be entitled to a refund of a subscription fee or any portion thereof.

7. RESIGNATION.

A member may resign from membership of the Association by giving written notice thereof to the secretary of the Association.

8. THE COMMITTEE.

- 1) The affairs of the Association shall be managed and controlled by the Committee which in addition to any powers and authorities conferred by these rules may exercise all such powers and do all such things as are within the objects of the Association, and are not by the Act or by these rules required to be done by the Association in general meeting.
- 2) The Committee shall have the power to appoint such persons as are required to carry out the objects of the Association, including a public officer, and may delegate any of its powers to such persons.
- 3) The Committee shall be comprised of a chairperson, vice-chairperson, secretary and treasurer, and not less than three other members. Committee membership shall not exceed fourteen. All Committee members shall be members of the Association.

- 4) Only members of at least two months standing shall be eligible for appointment to the Committee.
- 5) The Committee may appoint a member to fill a casual vacancy on the Committee.
- 6) All Committee members shall retire at each annual general meeting, but shall be eligible for reappointment.
- 7) An election of Committee members to hold office for the ensuing twelve months shall take place at each annual general meeting.
- 8) Notice of the Committee election shall be included in the notice calling the meeting at which the election is to take place.

9. DISQUALIFICATION OF COMMITTEE MEMBERS.

The office of Committee member shall become vacant if a Committee member is:

- 1) disqualified by the Act; or
- 2) expelled under these rules; or
- 3) permanently incapacitated by ill health; or
- 4) absent without apology from more than three Committee meetings in a financial year.

10. MEETINGS OF THE COMMITTEE.

- 1) The Committee shall meet for the dispatch of business at least every three months.
- 2) Questions arising at any Committee meeting shall be decided by a majority of votes, and in the event of equality of votes the chairperson shall have a casting vote in addition to a deliberative vote.
- 3) A quorum for a meeting of the Committee shall be five members of the Committee.
- 4) Subject to these rules, the Committee shall have the power to call and regulate its meetings as it deems fit.

11. FINANCIAL YEAR.

The financial year of the Association shall be the period of twelve months commencing each year on the 1st January and ending on the 31st December of the same year.

12. RULES

- 1) Subject to approval by resolution at an annual general meeting of members of the Association, these rules may be altered, or be rescinded and replaced by substitute rules.
- 2) Notice of any proposal to alter or replace these rules shall be included in the notice calling the meeting at which the alteration or replacement is to be considered.

- 3) Any alteration or replacement of these rules shall be registered with the Corporate Affairs Commission as required by the Act.
- 4) The registered rules shall bind the Association and every member to the same extent as if they had respectively signed and sealed them, and agreed to be bound by all the provisions thereof.

13. MEETINGS OF THE ASSOCIATION

- 1) The Committee may call a general meeting of the Association at any time, and shall call an annual general meeting in the month of March each year.
- 2) Upon a requisition in writing of not less than ten percent of the total number of members of the Association, the Committee shall within one month of the receipt of the requisition, convene a special general meeting for the purpose specified in the requisition.
- 3) Every requisition for a special general meeting shall be signed by the members making the same and shall state the purpose of the meeting.
- 4) If a special general meeting is not convened within one month as required by sub-rule (2) the requisitionists may convene a special general meeting. Such a meeting shall be convened in the same manner as a meeting convened by the Committee, and for this purpose the Committee shall ensure that the requisitionists are supplied free of charge with particulars of members entitled to receive a notice of meeting. The reasonable expenses of convening and conducting such a meeting shall be borne by the Association.
- 5) At least seven days notice of any general meeting shall be given to members. The notice shall set out where and when the meeting is to be held, and particulars of the nature and order of business of the meeting.
- 6) At least fourteen days notice of an annual general meeting shall be given to members and the order of business at an annual general meeting shall be the consideration of the accounts and reports of the Committee and auditor, the appointment of Committee members, and any other business requiring consideration of the Association in general meeting.

14. PROCEEDINGS AT MEETINGS OF THE ASSOCIATION

- 1) Eight members shall constitute a quorum at any general meeting or annual general meeting.
- 2) If within thirty minutes after the time appointed for the meeting a quorum of members is not present, a meeting convened upon requisition of members shall lapse. In any other case, the meeting shall stand adjourned for a period

not exceeding fourteen days and if at such adjourned meeting a quorum is not present within thirty minutes of the time appointed for the meeting, the members present shall form a quorum.

- 3) The chairperson of the Committee or if there be no chairperson, then the vice-chairperson of the Committee or in their absence, or in their declining to take, or retiring from the chair, one of the Committee members chosen by the meeting shall preside at a general meeting of the Association.
- 4) If there is no such chairperson or vice-chairperson present within five minutes after the time appointed for holding the meeting, the members present may choose one of their number to be chairperson
- 5) Each member who is present in person shall be entitled to one vote on every issue at any general meeting or annual general meeting of the Association except that in the event of equality of votes, the chairperson shall have a casting vote in addition to a deliberative vote.

15. MINUTES

- 1) Minutes of all proceedings of meetings of the Association and of meetings of the Committee shall be entered within one month after the relevant meeting in minute books kept for the purpose.
- 2) The minutes of an Association meeting shall be considered at the next Association meeting and the minutes of a Committee meeting shall be considered at the next Committee meeting, and upon their acceptance by a majority of members present who were also present at the meeting to which the respective minutes relate, shall be signed by the chairperson of the meeting to which the minutes relate or by the chairperson of the succeeding meeting.

16. EXPULSION OF A MEMBER

- 1) Subject to giving a member an opportunity to be heard or to make a written submission, the Committee or the Association may resolve to expel a member upon a charge of misconduct detrimental to the interests of the Association.
- 2) Particulars of the charge shall be communicated to the member at least one calendar month before the meeting of the Committee or Association, as the case may be, at which the matter shall be determined.
- 3) The determination of the Committee or the Association shall be communicated to the member, and in the event of an adverse determination the member shall subject to sub-rule

- (4) cease to be a member 14 days after the determination has been communicated to the member.
- 4) it shall be open to a member to appeal to the Association in general meeting against the expulsion. The intention to appeal shall be communicated to the secretary or public officer of the Association within 14 days after the determination has been communicated to the member.
 - 5) In the event of an appeal under sub-rule (4) the appellant's membership of the Association shall not be terminated unless the determination to expel is upheld by members of the Association in general meeting after the appellant has been heard, and in such event membership will be terminated at the date of the general meeting at which the determination to expel is upheld.

17. ACCOUNTS AND ASSETS

The treasurer shall, under the overview of the Committee, keep such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the Association, and comply with good practice for the receipt, custody and disbursement of monies, control of assets and financial reporting.

18. AUDITOR

The accounts of the Association shall be audited at least once each year by an auditor who is not a member of the Committee and who is appointed at a general meeting or annual general meeting.

19. PUBLIC MEETINGS

The Committee may call public meetings for any purpose which, in the opinion of the Committee, falls within the objects and purposes of the Association.