

# The name of the association shall be "PALMER COLLIER PARK COMMUNITY ASSOCIATION"

1. NAME: the name of association shall be "PALMER COLLIER PARK COMMUNITY ASSOCIATION".

## 2. OBJECTS:

(a) To contribute to the continuing development of the resources of Palmer and surrounding districts and the improvement of it's facilities for the benefit of the residents, attracting new residents and offering greater facilities for visitors.

(b) To foster civic pride in Palmer and surrounding districts by actively promoting it's natural beauty, resources and friendliness.

(c) To promote consultation, co-operation and co-ordination among members and kindred bodies to achieve the objectives of the association.

(d) To initiate publicity, activities, fundraising and all things whatsoever designed to achieve the previously stated objectives and to give Palmer and surrounding districts national tourist prominence.

3. POWERS: The Palmer Collier Park Community Association (Association) shall have the powers as stated in section 25 of the Associations Incorporation Act 1985.

## 4. MEMBERSHIP:

(a) Membership shall be open to all residents, business operators and organisations who are interested in the welfare and greater development of Palmer and who will abide by the Constitution of this Association.

(b) Members shall pay an annual subscription which shall be decided upon at the Annual General Meeting. Where membership comprises a firm, business, partnership, company, club, association or other organisation each entity shall pay a single annual subscription.

(c) Subscriptions shall become due and payable on the 31st July and must be paid within thirty days following the Annual General Meeting

(l) The financial year shall be 1st July to the 30th June.

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(d) Each application for membership shall be subject to approval by the Management Committee. The Management Committee shall have the right to refuse any application if it considers it has reasonable cause.

(ii) Any member who acts in a manner prejudicial to the Association and its objectives may be summoned by the Management Committee to show good reason why they should not be expelled from the Association.

(ii) Expulsion decisions will be made only after the fullest possible inquiry and by majority vote of the members of the Management Committee at a meeting where the quorum is 6 such members.

(iii) Appeal against expulsion may be initiated by letter to the Management Committee requesting a special general meeting under the terms of section 6 (c) (ii) of this constitution.

(e) Non members may attend as observers, without voting rights, at general meetings or at the Annual General Meeting but may not hold any office. A non member, upon invitation may be a member of a sub-committee and shall be seen as an Honorary member whilst serving on that sub committee.

(f) If a member is not financial at 30th September in any year, the membership shall be subject to termination.

(g) A member may resign from membership by giving notice to the Secretary in writing to that effect. Every such notice shall be deemed to take effect seven days from the receipt thereof by the Secretary but no refund of subscription shall be permitted

(h) Honorary membership may be bestowed on any person or organisation the Management committee see fit. The term of Honorary membership shall be for a period of one year only but may be renewed should the management Committee see fit. Honorary members shall have the same voting rights as any other financial member.

#### 5. (1) MANAGEMENT COMMITTEE:

(a) The Management Committee shall consist of not less than nine (5) members, viz: President, Vice President, Secretary, Treasurer Assistant Treasurer and four (4) financial members.

(b) Appointment of the Management Committee of the Association shall be by nomination, seconded and carried by the majority.

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(c) Members of the Management Committee shall be elected for a term of 1 year. All positions are to be declared vacant at the Annual General Meeting and all members of the outgoing Management Committee shall be eligible for re-election should they desire.

(d) Should there be insufficient nominations to fill the vacancies, the members of the Management Committee, already elected, shall have the right to invite other interested financial members to join the Committee. Upon an acceptance such persons shall be deemed to have been duly elected.

(e) The Management Committee shall have the right to fill casual vacancies prior to the next Annual General Meeting.

(f) The President, Vice President, Secretary, Treasurer and Assistant Treasurer shall be elected annually by the members of the Management Committee at the Annual General Meeting. The President shall not serve as President for more than four (4) consecutive years.

(g) Any member of the Management Committee who fails to attend three (3) consecutive meetings without apology or not having been granted leave of absence shall, upon decision of the Management Committee be liable to forfeit his position.

(h) A quorum for the Management Committee shall be five (5) members.

(i) The Management Committee will have control of funds and other property of the Association.

#### 5 (2) ROLE OF THE MANAGEMENT COMMITTEE:

(a) To be Objective Oriented.

(b) To be the Catalyst that sets the Objective into motion and on to fruition.

(c) To cooperate with the Mid Murray Council and other organisations with similar objectives.

(d) To establish sub-committees for specific tasks as may be necessary to fulfil the Objectives of the Association.

(e) To report progress to the Association at each monthly bi-monthly meeting of the Association.

(f) To enter into sub Lease Agreements with the Cricket Club and other organisations that wish to use associated building over a long term. The management committee may cancel a sub lease agreement within the terms of the relevant lease. The term of any sub-lease cannot exceed the term of the head lease/management agreement with Council.

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(g) The Management Committee may Lease out the Collier park facilities for short terms and may charge a fee and require a Bond. The Management Committee reserves the right to refuse an application to Lease the facilities. The Management Committee may cancel and revoke any short term Hire or Lease if conditions of the lease or Hire Agreement are breached.

## 6. MEETINGS

### a) Management Committee Meetings;

(i) The Committee shall meet not less than once every two months in each year of office.

(ii) A special meeting of the Management Committee shall be called within seven (7) days at the written request of three (3) members of the Management Committee.

(iii) Where there is an equality of voting on any matter before a meeting of the Management Committee, the President of that Committee shall have the casting vote in addition to a deliberative vote.

### (b) General Meetings;

(i) General Meetings shall be held at such intervals as the Management Committee shall decide but should not total more than six (6) per year exclusive of Special General Meetings.

(ii) Voting at General Meetings shall be confined to financial Members present. Where membership comprises a firm, business, partnership, company, club, association or other organisation, voting entitlement shall be one (1) and right to vote shall be exercised by the person authorised to represent the member body only.

iii) Quorum at General Meetings shall be seven (5) financial members.

### (c) Special General Meetings;

(i) Special General Meetings may be called during the year at the discretion of the Management Committee.

(ii) At any time if six (6) financial members of the Association make a written petition to the Management Committee for a Special General Meeting, then the Management Committee shall convene a Special General Meeting of the members within the twenty one (21) days of the day of receipt of that petition by the Management Committee.

(iii) Notice of convening of such Special General Meeting shall be relayed to all members in writing not less than eleven (11) days prior to the date set for that Special General Meeting.

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(d) Annual General Meeting;

(i) The Annual General Meeting of the Association shall be held not later than 31st July in each year.

(ii) The business of the Annual General Meeting shall be

(A) To receive the President's report on the activities of the Association during the year just ended.

(B) To receive an audited Statement of Income and Expenditure for the year just ended.

(C) To elect members of the Management Committee for the ensuing year.

(D) To set fees and subscriptions for the ensuing year.

(E) To appoint an auditor.

(F) To deal with any other business which may be presented?

7. OTHER COMMITTEES:

(a) The Management Committee may appoint sub-committees when and as considered necessary for the benefit of the Association or the community. The Management committee shall appoint the Chairman of any such sub-committee.

(b) Sub-committee's appointed by the Management committee shall have such power and responsibilities as are deputed to them by the Management Committee.

(c) The Management Committee may provide for the regulation of proceedings of sub-committee's appointed and shall have the power to add to or reduce the number of members appointed to such sub-committee's on the recommendation of that sub-committee.

(d) The President and or the Vice-President of Palmer and Districts Community Association shall be ex-officio members of each sub-committee appointed.

(e) The Management Committee shall have the power to dissolve any sub-committee on completion of the purpose for which it was appointed

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8. VOTING RIGHTS:

(a) Voting rights are as follows: 1 financial member, 1 vote.

(b) Voting criteria: Adult financial member (over 18 years of age) who is a resident of Palmer or it's environs, or has a vested interest in the town. Children who live in Palmer or it's environs have a right to attend meetings to put forward their views, as does anyone else, but they do not have voting rights.

(c) Where membership comprises a firm, business, partnership, company, club, association or other organisation, voting entitlement shall be one (1) and right to vote shall be exercised by the person authorised to represent the member body only.

(d) All voting is done by show of hands or if required a secret ballot.

9. SEAL OF ASSOCIATION:

The seal of the Association shall not be affixed to any document except by the authority of the Management Committee and in the presence of any two (2) of the President, Secretary and one (1) other member of the Management Committee both of whom will sign every document to which the seal is affixed.

10. PUBLIC OFFICER: The Management Committee shall from time to time appoint a member of the Management Committee to be Public Officer of the Association.

11. FINANCE:

(a) A banking account (or accounts) shall be maintained in the name of the Association. Signing officers shall be the President, a Management Committee member and the Treasurer, with any two (2) to sign. Electronic banking and the payment of bills and accounts will require an email to be sent to the members listed above and will require two email responses in agreement before the electronic transfer is made.. The Treasurer shall keep a log of requests and replies for any electronic transfer of funds and include this in the Finance Report at each meeting.

(b) Proper receipts shall be given for all monies received on behalf of the Association and suitable financial records shall be maintained.

(c) All monies received shall be banked as soon as possible after receipt and all payments shall be by cheque, electronic transfer with the exception of petty cash items. Other money required for petty cash purposes shall be drawn by cheque from time to time as required.

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(d) All monies received as donations shall be recorded detailing their origin and where possible proper receipts given on behalf of the association.

(e) Funds standing to the credit of the Association in its bank account/s shall not be invested without the authority of the Management Committee.

(f) The Treasurer shall produce a statement of the Association's financial affairs to each regular meeting of the Management Committee and shall present to the Management Committee details of accounts received.

(g) The accounts and financial records of the Association shall be audited by the Auditor/s appointed by the Annual General Meeting and an audited Statement of Income and Expenditure shall be presented at each Annual General Meeting.

## 12. ALTERATIONS TO THE CONSTITUTION:

Alterations to this Constitution may be made only by a two thirds majority of those members present and voting at an Annual General Meeting or a Special General Meeting called for that purpose in accordance with section 6 (c) (ii) and (iii) of this constitution and providing that a notice of motion of proposed alterations to the Constitution shall have been lodged in writing with the secretary not less than twenty one (21) day's prior to such meeting and signed by five (5) financial members where such Special Meeting is called in accordance with section 6 (c).

## 13. DISSOLUTION:

(a) A resolution to dissolve the Association may only be passed at a Special General Meeting of members where of, in this instance, six (6) weeks written and public notice of intention to move for the dissolution of the Association shall have been given to all Financial members.

(b) If, upon dissolution of Palmer and Districts Community Association, there remains, after the satisfaction of debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among members, but shall be given or transferred to a charitable society, institution or organisation, in accordance with Section 41 of the Associations Incorporation's Act, 1985.

14. LIABILITY OF MEMBERS: No member shall be personally liable to contribute to the discharge of any debts or liabilities of the Association upon its winding up or dissolution.

**Dated the 8<sup>th</sup> of May 2018.**

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