

**SOUTH-EAST CITY
RESIDENTS'
ASSOCIATION INC.**

CONSTITUTION



Edition – 3 October 2016

LIST OF SECTIONS

1. NAME

2. DEFINITIONS

3. OBJECTS OF THE ASSOCIATION

4. POWERS OF THE ASSOCIATION

5. MEMBERSHIP

- 5.1 Types of membership
- 5.2 Subscriptions
- 5.3 Resignations
- 5.4 Register of members

6. THE COMMITTEE

- 6.1 Powers and Duties (including appointment of public officer)
- 6.2 Appointment
- 6.3 Proceedings of committee
- 6.4 Disqualification of committee members

7. THE SEAL

8. GENERAL MEETINGS

- 8.1 General Meetings
- 8.2 Annual General Meetings
- 8.3 Special General Meetings
- 8.4 Notice of General Meetings
- 8.5 Proceedings at General Meetings
- 8.6 Voting at General Meetings
- 8.7 Special and Ordinary Resolutions

9. MINUTES

10. FINANCIAL REPORTING

- 10.1 Financial Year
- 10.2 Accounts to be Kept
- 10.3 Accounts and Reports to be laid before members
- 10.4 Appointment of Auditor

11. PROHIBITION AGAINST SECURING PROFITS FOR MEMBERS

12. WINDING UP

13. APPLICATION OF SURPLUS ASSETS

14. ALTERATION OF RULES

EXPLANATION OF SPECIAL RESOLUTION

CONSTITUTION OF THE SOUTH-EAST CITY RESIDENTS' ASSOCIATION

1. NAME

The name of the association is the South-East City Residents' Association Incorporated referred to hereafter as "the association".

2. DEFINITIONS

"committee" means the committee of management of the association

"general meeting" means a general meeting of members of the association convened in accordance with these rules

"member" means a member of the association

"the Act" means the Associations Incorporation Act 1985

"special resolution" means a special resolution defined in the Act

"month" shall mean a calendar month

"South-East City" shall include the area bounded by South Terrace, East Terrace, King William Street, Wakefield Street, Hutt Street and Bartels Road and the adjoining parklands in the City of Adelaide.

3. OBJECTS OF THE ASSOCIATION

- To promote the interests of the residents of the South-East Precinct of the City of Adelaide and adjoining areas.
- To preserve and enhance the inherent character and heritage of the neighbourhood including the adjacent area of parklands and, in particular, Victoria Park.
- To support the provision of local retail and service facilities whilst retaining the village atmosphere of Hutt Street.
- To determine the policy of the Association in relation to matters affecting the South-East Precinct

4. POWERS OF THE ASSOCIATION

The association shall have all the powers conferred by section 25 of the Act.

5. MEMBERSHIP

5.1 Types of Membership

- i) Any person aged 16 years and over who supports the objects of the Association shall be eligible for membership and may become a member by completing and signing a membership application form and paying the annual subscription applicable to the type of membership.
- ii) The categories of membership are Full (individual residents within the South-East City), Family (all nominated individual members resident at the same address within the South-East City), and Associate (individuals not resident within the South-East City).
- iii) Family and Associate members shall enjoy the full benefits of membership.

5.2 Subscriptions

The subscription fees for membership shall be such sum (if any) as the members shall determine from time to time in a general meeting.

The subscription fees shall be payable annually on 1 January each year.

Any member 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 always that the committee may reinstate such a person's membership on such terms as it thinks fit.

5.3 Resignations

A member may resign from membership of the association by giving written notice thereof to the secretary or public officer of the association.

Any member so resigning shall be liable for any outstanding subscriptions which may be recovered as a debt due to the association.

5.4 Register of Members

A register of members must be kept and contain:

- i) the name and address of each member;
- ii) the date on which each member was admitted to the association; and
- iii) if applicable, the date of, and reason(s) for, termination of membership.

6. THE COMMITTEE

6.1 Powers and Duties (including appointment of public officer)

- a) The affairs of the association shall be managed and controlled by a 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 a general meeting.
- b) The committee has the management and control of the funds and other property of the association.
- c) The committee shall have authority to interpret the meaning of these rules and any other matter relating to the affairs of the association on which these rules are silent.
- d) The committee shall appoint a public officer as required by the Act.
- e) The committee shall have the power to appoint sub-committees and working groups under such terms and conditions as the committee shall determine. Such sub-committees and working groups shall report to the committee and may include persons who are not members of the association.

6.2 Appointment

- a) The committee shall be elected from and by members of the Association. It shall consist of a Chairperson, Secretary, Treasurer and up to a further four members, provided that no more than two Associate members shall be members of the Committee at the same time.
- b) At each annual general meeting one half of the members of the committee, being the longest serving members, shall retire.
- c) A retiring committee member shall be eligible to stand for re-election without nomination. No other person shall be eligible to stand for election unless a member of the association has nominated that person at least 21 days before the meeting by delivering the nomination of that person to the secretary of the association. The nomination shall be signed by the proposer and by the nominee.
- d) Notice of all persons seeking election to the committee shall be given to all members of the association with the notice calling the meeting at which the election is to take place.
- e) The committee may appoint a person to fill a casual vacancy, and such a committee member shall hold office until the next annual general meeting of the association and shall be eligible for election to the committee without nomination.

6.3 Proceedings of Committee

- a) The committee shall meet together electronically or otherwise for the dispatch of business at least monthly.
- b) Questions arising at any meeting of the committee 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.
- c) A quorum for a meeting of the committee shall be one half of the members of the committee.
- d) A member of the committee having a direct or indirect pecuniary interest in a contract or proposed contract with the association must disclose the nature and extent of that interest to the committee as required by the Act, and shall not vote with respect to that contract or proposed contract. The member of the committee must disclose the nature and extent of his or her interest in the contract at the next annual general meeting of the association.

6.4 Disqualification of Committee Members

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

- disqualified from being a committee member by the Act;
- expelled as a member under these rules;
- permanently incapacitated by ill health;
- absent without apology from more than four meetings in a financial year;
- no longer the duly appointed representative of a corporate member.

7. THE SEAL

The association shall have a common seal upon which its corporate name shall appear in legible characters. The seal shall not be used without the express authorisation of the committee, and every use of the seal shall be recorded in the minute book of the Association. The affixing of the seal shall be witnessed by the Chairperson, and one other committee member.

8. GENERAL MEETINGS

8.1 General Meetings

General Meetings shall be held as determined by the committee with an Annual General Meeting being held each year.

8.2 Annual General Meetings

- a) The committee shall call an annual general meeting in accordance with the Act and these rules.
- b) The first annual general meeting shall be held within 18 months after the incorporation of the association, and thereafter within five months after the end of its financial year.
- c) The order of the business at the meeting shall be:
 - i) the confirmation of the minutes of the previous annual general meeting and of any special general meeting held since that meeting
 - ii) the consideration of the accounts and reports of the committee and the auditor's report (if auditor's report is required)
 - iii) the election of committee members
 - iv) the appointment of auditors.
 - v) any other business requiring consideration by the association in a general meeting.

8.3 Special General Meetings

- a) The committee may call a special general meeting of the association at any time.
- b) Upon a requisition in writing of not less than 5% 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. Every requisition for a special general meeting shall be signed by the relevant members and shall state the purpose of the meeting.
- c) If a special general meeting is not convened within one month, as required by 8.3b above, those seeking a meeting, or at least 50% of their number, may convene a special general meeting. Such a meeting shall be convened in the same manner as nearly as practical as a meeting convened by the committee, and for this purpose the committee shall ensure that those seeking a meeting are supplied free of charge with particulars of the members entitled to receive a notice of meeting. The reasonable expenses of convening and conducting such a meeting shall be borne by the association.

8.4 Notice of General Meetings

- a) Subject to 8.4b, at least 14 days' notice of any general meeting shall be given to members. The notice shall set out where and when the meeting will be held, and particulars of the nature and order of the business to be transacted at the meeting.
- b) Notice of a meeting at which a special resolution is to be proposed shall be given at least 21 days prior to the date of the meeting.
- c) A notice may be given by the association to any member by serving the member with the notice personally, by email or by sending it by post to the address appearing in the register of members. (See rule 5.4.)
- d) Where a notice is sent by post:
 - i) the service is effected by properly addressing, prepaying and posting a letter or packet containing the notice; and
 - ii) unless the contrary is proved, service will be taken to have been effected at the time at which the letter or packet would be delivered in the ordinary course of post.

8.5 Proceedings at General Meetings

- a) Ten members present personally or by proxy shall constitute a quorum for the transaction of business at any general meeting.
- b) If within 30 minutes after the time appointed for the meeting a quorum of members is not present, a meeting convened upon the requisition of members shall lapse. In any other case, the meeting shall stand adjourned to the same day in the next week, at the same time and place and if at such adjourned meeting a quorum is not present within 30 minutes of the time appointed for the meeting the members present shall form a quorum.
- c) Subject to 8.5d, the chairperson shall preside as chairperson at a general meeting of the association.
- d) If the chairperson is not present within five minutes after the time appointed for holding the meeting, or he or she is present but declines to take or retires from the chair, the members may choose a committee member or one of their own number to be the chairperson of that meeting.

8.6 Voting at General Meetings

- a) Subject to these rules, every member of the association has only one vote at a meeting of the association.

- b) Subject to these rules, a question for decision at a general meeting, other than a special resolution, must be determined by a majority of members who vote in person or, where proxies are allowed, by proxy, at that meeting.
- c) Unless a poll is demanded by at least five members, a question for decision at a general meeting must be determined by a show of hands.

8.7 Special and Ordinary Resolutions

- d) A special resolution is a special resolution as defined in the Act. (*Refer definition of Special Resolution at end of document.*).
- e) An ordinary resolution is a resolution passed by a simple majority at a general meeting.

9. MINUTES

- a) Proper minutes of all proceedings of general 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.
- b) The minutes kept pursuant to this rule must be confirmed by the members of the association or the members of the committee (as relevant) at a subsequent meeting.
- c) The minutes kept pursuant to this rule shall be signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting at which the minutes are confirmed.
- d) Where minutes are entered and signed they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointments made at a meeting shall be deemed to be valid.

10. FINANCIAL REPORTING

10.1 Financial Year

The first financial year of the association shall be the period ending on the next 30 June following incorporation, and thereafter a period of 12 months commencing on 1 July and ending on 30 June of each year.

10.2 Accounts to be Kept

The association shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the association in accordance with the Act.

10.3 Accounts and Reports to be laid before Members

The accounts, together with the auditor's report on the accounts, the committee's statement and the committee's report, shall be laid before members at the annual general meeting.

10.4 Appointment of Auditor

At each annual general meeting, the members shall appoint a person to be auditor of the association.

The auditor shall hold office until the next annual general meeting and is eligible for re-appointment.

If an appointment is not made at an annual general meeting, the committee shall appoint an auditor for the current financial year.

11. PROHIBITION AGAINST SECURING PROFITS FOR MEMBERS

The income and capital of the association shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to members or their associates except as bona fide remuneration of a member for services rendered or expenses incurred on behalf of the association.

12. WINDING UP

The association may be wound up in the manner provided for in the Act.

13. APPLICATION OF SURPLUS ASSETS

- a) If after the winding up of the association there remains "surplus assets" as defined in the Act, such surplus assets shall be distributed to any organisation which has similar objects and has rules which prohibit the distribution of its assets and income to its members.
- b) Such organisation or organisations shall be identified and determined by a resolution of members in a general meeting.

14. ALTERATION TO RULES

These rules may be altered (including an alteration to the association's name) by special resolution of the members of the association. This includes rescission or replacement by substitute rules.

The alteration shall be registered with the Office of Consumer and Business Affairs, Corporate Affairs and Compliance Branch, as required by the Act.

The registered rules shall bind the association and every member to the same extent as if they have respectively signed and sealed them, and agreed to be bound by all of the provisions thereof.

EXPLANATION OF SPECIAL RESOLUTION

"**special resolution**" of an incorporated association means—

- (a) where the rules of the association provide for the membership of the association—a resolution passed at a duly convened meeting of the members of the association if—
 - (i) at least 21 days written notice specifying the intention to propose the resolution as a special resolution has been given to all members of the association; and
 - (ii) it is passed at a meeting referred to in this paragraph by a majority of not less than three-quarters of such members of the association as, being entitled to do so, vote in person or, where proxies are allowed, by proxy, at that meeting;

- (b) where the rules of the association do not provide for the membership of the association—a resolution passed at a duly convened meeting of the members of the committee of the association if—
- (i) at least 21 days written notice specifying the intention to propose the resolution as a special resolution has been given to all members of the committee; and
 - (ii) it is passed at a meeting referred to in this paragraph by a majority of not less than three-quarters of such members of the committee as, being entitled to do so, vote in person or, where alternates are allowed, by alternates, at that meeting