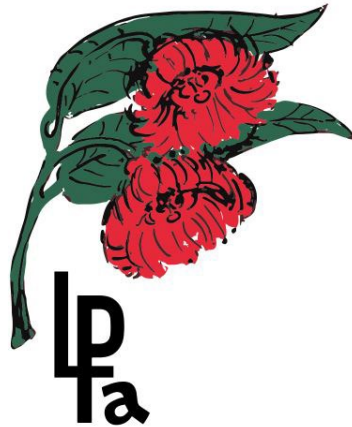


CONSTITUTION OF LUGARNO PROGRESS ASSOCIATION INCORPORATED

NSW Registration No: Y1670228

ABN 11 226 857 384



Contents

Preamble	Objects and purpose of association	4
Part 1	Preliminary	5
1	Definitions	5
Part 2	Members of association	6
2	Membership generally	6
3	Membership applications	6
4	Register of members	6
5	Fees and subscriptions	7
6	Members' liabilities	7
7	Disciplinary action against members	8
8	Right of appeal against disciplinary action	8
9	Resolution of internal disputes	9
10	Membership entitlements not transferable	9
11	Member resignation	9
12	Cessation of membership	9
Part 3	Committee	10
Division 1	Constitution	10
13	Functions of committee	10
14	Composition of committee	10
15	Election of committee members	10
16	Terms of office	11
17	Vacancies in office	11
18	Secretary	12
19	Treasurer	12
20	Delegation to subcommittees	12
Division 2	Procedure	13
21	Committee meetings	13
22	Notice of committee meeting	13
23	Quorum	13
24	Presiding committee member	14
25	Voting	14
26	Acts valid despite vacancies or defects	14
27	Transaction of business outside meetings or by telephone or other means ...	14
Part 4	General meetings of association	16
28	Annual general meetings	16
29	Special general meetings	16
30	Notice of general meeting	16
31	Quorum	17
32	Adjourned meetings	17
33	Presiding member	18
34	Voting	18
35	Postal or electronic ballots	18
36	Transaction of business outside meetings or by telephone or other means	18
Part 5	Administration	20
37	Change of name, objects or constitution	20
38	Funds	20
39	Insurance	20
40	Non-profit status	20
41	Service of notices	20
42	Custody of records and books	21
43	Inspection of records and books	21

44	Financial year	21	
45	Distribution of property on winding up	22	
Part 6	Trustees		23
46	Willsher Funds.....	23	

Preamble

Objects and purpose of association

1. The objects for which the Lugarno Progress Association is established are:
 - a. To act in the best interests of Lugarno residents and ratepayers on community issues that require advocacy.
 - b. To preserve or improve the amenity and environment of Lugarno for its residents.
 - c. To advocate or progress initiatives that will result in favourable outcomes for the Lugarno community in a consultative and democratic manner.
 - d. To apply, receive or raise money for the purpose of achieving the objects of the Lugarno Progress Association and to responsibly manage the finances in an ethical and lawful manner.
 - e. In promotion of the objects of the Lugarno Progress Association, to maintain and pursue discussion in matters of business on a non-sectarian and non-political basis.

Part 1 Preliminary

1 Definitions

(1) In this constitution:

committee member means an elected office-bearer member or member elected on the general committee.

Exercise a function includes perform a duty.

Function includes a power, authority or duty.

LPA Supporter means a member who is not a resident or ratepayer of Lugarno and has no voting rights.

Office-Bearer means a committee member who is elected to an office referred to in clause 14(1)(a)(i) – (iv).

Public Officer means the elected President.

register of members means the register of members maintained under clause 4.

secretary, of the association, means:

- (a) the person holding office under this constitution as secretary, or
- (b) if no person holds that office - the Public Officer of the association.

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

subcommittee means a subcommittee established under clause 20.

Support Role means a member who assumes responsibility for a set of tasks required by the association.

the Act means the *Associations Incorporation Act 2009*.

the Regulation means the *Associations Incorporation Regulation 2022*.

Note: The Act and the *Interpretation Act 1987* contain definitions and other provisions that affect the interpretation and application of this constitution.

(2) The *Interpretation Act 1987* applies to this constitution as if it were an instrument made under the Act.

Note: The Act, Part 4 deals with various matters relating to the management of associations.

Part 2 Members of association

2 Membership generally

- (1) An adult individual living in Lugarno, or a Lugarno business operator, is taken to be a member of the association if:
 - (a) They applied to be a member under clause 3(1) and the application has been approved, and
 - (b) membership fees have been paid and received.
- (2) Any Australian citizen or permanent resident who is not a resident or ratepayer in Lugarno can be a member with no voting rights and is referred to as an "LPA Supporter."

3 Membership applications

- (1) An application by a person to be a member of the association must be:
 - (a) made in writing, and
 - (b) in the form determined by the committee (including electronic means), and
 - (c) lodged with the association.
- (2) The secretary must refer an application to the committee as soon as practicable after receiving the application.
- (3) The committee may reject a member application.
- (4) As soon as practicable after the committee has decided the application, the secretary must:
 - (a) give the applicant written notice of the decision, including by email or other electronic means if determined by the committee, and
 - (b) if the application is approved - inform the applicant that the applicant is required to pay the entrance fee and annual subscription fee payable under clause 5 within 28 days of the day the applicant received the notice.
- (5) The secretary must enter the applicant's name and contact details in the register of members as soon as practicable after the applicant pays the entrance fee and annual subscription fee in accordance with subclause (5)(b).
- (6) The applicant becomes a member once the applicant's name is entered in the register.

4 Register of members

- (1) The secretary must establish and maintain a register of members of the association.
- (2) The register:
 - (a) may be in written or electronic form, and
 - (b) must include, for each member:
 - (i) the member's full name, and
 - (ii) a residential, postal or email address, and
 - (iii) the date on which the person became a member, and
 - (iv) if the person ceases to be a member - the date on which the person ceased to be a member, and

- (c) must be kept in New South Wales:
 - (i) at the association's main premises, or
 - (ii) if the association has no premises - at the association's official address, and
 - (d) must be available for inspection, free of charge, by members at a reasonable time, and
 - (e) if kept in electronic form - must be able to be converted to hard copy.
- (3) If the register is kept in electronic form, the requirements in subclause (2)(c) and (d) apply as if a reference to the register is a reference to a current hard copy of the register.
- (4) Information about a member, other than the member's name, must not be made available for inspection if the member requests that the information not be made available.
- (5) A member must not use information about a member obtained from the register to contact or send material to the member, unless:
- (a) the information is used to send the member:
 - (i) a newsletter, or
 - (ii) a notice for a meeting or other event relating to the association, or
 - (iii) other material relating to the association, or
 - (b) it is necessary to comply with a requirement of the Act or the Regulation.

5 Fees and subscriptions

- (1) The entrance fee to be paid to the association by a person whose application to be a member of the association has been approved is:
- (a) \$1, or
 - (b) another amount determined by the committee.
- (2) A member must pay to the association an annual subscription fee as determined by the committee for either a 12-month or 36-month membership period:
- (a) if the member becomes a 12-month or 36-month subscriber of the association after the February Annual General Meeting in a calendar year, then:
 - (i) membership will expire on the 31st December of the current calendar year (for 12-month membership) or on the 31st December of the 3rd calendar year (for 36-month membership).
 - (ii) unless they joined between 1st October and 31st December whereby membership expires on 31st December of the following calendar year (for 12-month membership) or on the 31st December of the 4th calendar year (for 36-month membership).

6 Members' liabilities

The liability of a member of the association to contribute to the payment of either of the following is limited to the amount of any outstanding fees for the member under clause 5:

- (a) the debts and liabilities of the association,
- (b) the costs, charges and expenses of the winding up of the association.

7 Disciplinary action against members

- (1) A person may make a complaint to the committee that a member of the association has:
 - (a) failed to comply with a provision of this constitution, or
 - (b) wilfully acted in a way prejudicial to the interests of the association.
- (2) The committee may refuse to deal with a complaint if the committee considers the complaint is trivial or vexatious.
- (3) If the committee decides to deal with the complaint, the committee must:
 - (a) serve notice of the complaint on the member, and
 - (b) give the member at least 14 days from the day the notice is served on the member within which to make submissions to the committee about the complaint, and
 - (c) consider any submissions made by the member.
- (4) The committee may, by resolution, expel the member from the association or suspend the member's membership if, after considering the complaint, the committee is satisfied that:
 - (a) the facts alleged in the complaint have been proved, and
 - (b) the expulsion or suspension is warranted.
- (5) If the committee expels or suspends the member, the secretary must, within 7 days of that action being taken, give the member written notice of:
 - (a) the action taken, and
 - (b) the reasons given by the committee for taking the action, and
 - (c) the member's right of appeal under clause 8.
- (6) The expulsion or suspension does not take effect until the later of the following:
 - (a) the day the period within which the member is entitled to exercise the member's right of appeal expires, or
 - (b) if the member exercises the member's right of appeal within the period - the day the association confirms the resolution under clause 8.

8 Right of appeal against disciplinary action

- (1) A member may appeal against a resolution of the committee under clause 7 by lodging a notice of appeal with the secretary within 7 days of being served notice of the resolution.
- (2) The member may include, with the notice of appeal, a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) The secretary must notify the committee that the secretary has received a notice of appeal.
- (4) If notified that a notice has been received, the committee must call a general meeting of the association to be held within 28 days of the day the notice was received.
- (5) At the general meeting:
 - (a) no business other than the question of the appeal is to be transacted, and
 - (b) the member must be given an opportunity to state the member's case orally or in

writing, or both, and

- (c) the committee must be given the opportunity to state the committee's case orally or in writing, or both, and
 - (d) the members present must vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (6) The appeal is to be determined by a simple majority of votes cast by the members.

9 Resolution of internal disputes

- (1) In the event of an internal dispute between 2 or more members of the association, the dispute can be referred to a Community Justice Centre within the meaning of the *Community Justice Centres Act 1983* for mediation.
- (2) The *Commercial Arbitration Act 2010* applies to a dispute referred to arbitration.

10 Membership entitlements not transferable

A right, privilege or obligation that a person has because the person is a member of the association:

- (a) cannot be transferred to another person, and
- (b) terminates once the person ceases to be a member of the association.

11 Member resignation

- (1) A member of the association may resign from being a member by giving the secretary written notice of at least 1 month, or another period determined by the committee, of the member's intention to resign.
- (2) The member ceases to be a member on the expiration of the notice period.

12 Cessation of membership

A person ceases to be a member of the association if the person:

- (a) dies, or
- (b) resigns from being a member, or
- (c) is expelled from the association, or
- (d) fails to pay the annual subscription fee payable under clause 5(2) within 3 months of the due date.

Part 3 Committee

Division 1 Constitution

13 Functions of committee

Subject to the Act, the Regulation, this constitution and any resolution passed by the association in general meeting, the committee:

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all the functions that may be exercised by the association, other than a function that is required to be exercised by the association in general meeting, and
- (c) has power to do all things that are necessary or convenient to be done for the proper management of the affairs of the association.

14 Composition of committee

- (1) The committee will aim to have up to 10 members, as elected in accordance with clause 15, consisting of:

- (a) the following 7 Office-Bearers:

- (i) the President (who by default also becomes the Public Officer),
- (ii) the Vice-President (up to 2 possible),
- (iii) the Secretary,
- (iv) the Assistant Secretary,
- (v) the Treasurer, and
- (vi) the Assistant Treasurer.

- (b) A maximum of 3 General Committee Members (each of whom must also accept a Support Role during their term to maintain their Committee eligibility).

Note - The Act, section 28 contains requirements relating to membership eligibility and composition of the committee (such as minimum 3 office-bearers to be operable).

- (2) An Office-Bearer may hold up to 2 offices, other than both the offices of President and Vice-President.

15 Election of committee members

- (1) Any member of the association may be nominated as a candidate for election on the Association's Committee Panel as an Office-Bearer or General Committee Member.
- (2) The nomination must be:
 - (a) made in writing to the association via email, or
 - (b) made in person during a general meeting.
- (3) The induction of a committee member requires a ballot with a minimum approval (in-person verbal or via electronic means) of 2 members (excluding the nominee).
- (4) If insufficient nominations are received to fill all committee vacancies:
 - (a) a call for further nominations must be made at the meeting and via public communication and correspondence thereafter until the role is filled.
- (5) Vacancies that remain after a call for further nominations are taken to be casual

vacancies.

- (6) If the number of nominations received is equal to the number of vacancies to be filled, the members nominated are taken to be elected.
- (7) If the number of nominations received is more than the number of vacancies to be filled, a ballot must be held at the meeting in the way directed by the committee.

16 Terms of office

- (1) Subject to this constitution, a committee member holds office from the day the member is elected until immediately before the next Annual General Meeting (AGM).
- (2) A member is eligible, if otherwise qualified, for re-election.
- (3) There is no limit on the number of consecutive terms for which a committee member may hold office.

17 Vacancies in office

- (1) A casual vacancy in the office of a committee member arises if the member:
 - (a) dies, or
 - (b) ceases to be a member of the association, or
 - (c) resigns from office by written notice given to the secretary, or
 - (d) is removed from office by the association under this clause, or
 - (e) is absent from 3 consecutive meetings of the committee without explanation to the committee, or
 - (f) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
 - (g) is prohibited from being a director of a company under the *Corporations Act 2001* of the Commonwealth, Part 2D.6, or
 - (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty is imprisonment for at least 3 months, or
 - (i) becomes a mentally incapacitated person (with the member's resignation also accepted by their Enduring Power of Attorney who notifies the association of the member's mental incapacity and forced resignation).
- (2) The association in general meeting may, by resolution:
 - (a) remove a committee member from office at any time, and
 - (b) appoint another member of the association to hold office for the balance of the committee member's term of office.
- (3) A committee member to whom a proposed resolution referred to in subclause (2) relates may:
 - (a) give a written statement, of a reasonable length, to the president or secretary, and
 - (b) request that the committee send a copy of the statement to each member of the association at least 7 days before the general meeting at which the proposed resolution will be considered.
- (4) If the committee fails to send a copy of a statement received under subclause (3)(a) to each member in accordance with a request made under subclause (3)(b), the statement must be read aloud by the member presiding at the general meeting at which the proposed resolution will be considered.

- (5) The committee may appoint a member of the association to fill a casual vacancy other than a vacancy arising from the removal from office of a committee member.
- (6) Subject to this constitution, a member appointed to fill a casual vacancy holds office until the next annual general meeting.

18 Secretary

- (1) As soon as practicable after being elected as secretary, the secretary must take on the responsibility of managing membership and correspondence addressed to the association (in electronic or postal means).
- (2) The secretary or assistant secretary must keep minutes of:
 - (a) all elections of committee members, and
 - (b) the names of committee members present at a meeting of the committee or a general meeting, and
 - (c) all proceedings at committee meetings and general meetings.
- (3) The minutes must be:
 - (a) kept in written or electronic form, and
 - (b) approved by 2 committee members who presided at the meeting (other than the minute-taker).

19 Treasurer

- (1) The treasurer or assistant treasurer of the association must ensure:
 - (a) all money owed to the association is collected, and
 - (b) all payments authorised by the association are made, and
 - (c) correct books and accounts are kept showing the financial affairs of the association, including full details of receipts and expenditure relating to the association's activities, and
 - (d) a report is provided each general and committee meeting, and
 - (e) signatories are updated on bank accounts in a timely manner, and
 - (f) updates are made where required to relevant public records (such as Department of Fair Trading, Australian Tax Office, The Australian Charities & Not-for-profits Commission, Georges River Council etc)
- (2) Any auditor appointed by the association shall not be a member of the committee or closely related to a member of the committee.

20 Delegation to subcommittees

- (1) The committee may:
 - (a) establish 1 or more subcommittees to assist the committee to exercise the committee's functions, and
 - (b) appoint 1 or more members of the association to be the members of the subcommittee.
- (2) The committee may delegate to the subcommittee the exercise of the committee's functions specified in the instrument, other than:
 - (a) this power of delegation, or

(b) a duty imposed on the committee by the Act or another law.

Note: The *Interpretation Act 1987*, section 49 deals with various matters relating to delegations.

- (3) The committee may seek and approve nominations throughout the year for Support Roles (such as Website Manager or Membership Manager etc). These Support Roles are also able to lead sub-committees of volunteers to help them complete their responsibilities and tasks. The induction of a Support Role requires the minimum approval (in-person verbal or via electronic means) of 2 committee members (excluding the nominee).

Division 2 Procedure

21 Committee meetings

- (1) The committee must meet at least 3 times in each 12-month period at the place and time determined by the committee.
- (2) Additional meetings of the committee may be called by any committee member.
- (3) The procedure for calling and conducting business at a meeting of a subcommittee is to be as determined by the subcommittee.

Note: The Act, section 30(1) provides that committee meetings may be held as and when the association's constitution requires.

22 Notice of committee meeting

- (1) The secretary must give each committee member verbal or written notice (including via electronic means) of a meeting of the committee at least 48 hours, or another period on which the committee members unanimously agree, before the time the meeting is due to commence.
- (2) The notice must describe the general nature of the business to be transacted at the meeting.
- (3) The only business that may be transacted at the meeting is:
 - (a) the business described in the notice, and
 - (b) business that the committee members present at the meeting unanimously agree is urgent business or has arisen at late notice and affects the affairs of the association.

23 Quorum

- (1) The quorum for a meeting of the committee is a minimum of 3 committee members.
- (2) No business may be transacted by the committee unless a quorum is present.
- (3) If a quorum is not present within half an hour of the time the meeting commences, the meeting is adjourned:
 - (a) to the same place, and
 - (b) to the same time of the same day in the following week (or by an alternative agreed by the majority committee members).
- (4) If a quorum is not present within half an hour of the time the adjourned meeting commences, the meeting is dissolved.
- (5) If the number of committee members is less than the number required to constitute a quorum for a committee meeting, the committee members may appoint 1 or more

members of the association as committee members to enable the quorum to be constituted.

- (6) A committee member appointed under subclause (5) holds office, subject to this constitution, until the next annual general meeting.
- (7) This clause does not apply to the filling of a casual vacancy to which clause 17 applies.

Note: The Act, section 28A provides for the filling of vacancies on the committee to constitute a quorum.

24 Presiding committee member

- (1) The following committee member presides as Chairperson at a meeting of the committee:
 - (a) the president,
 - (b) if the president is absent - the vice-president,
 - (c) if both the president and vice-president are absent - 1 of the members present at the meeting, as elected by the other members.
- (2) The member presiding at the meeting as Chairperson can act as a proxy for any votes received in writing by absent members who send their apologies but wish to contribute.

25 Voting

A decision supported by a majority of the votes cast at a meeting of the committee or a subcommittee at which a quorum is present is the decision of the committee or subcommittee.

26 Acts valid despite vacancies or defects

- (1) Subject to clause 23(1), the committee may act despite there being a casual vacancy in the office of a committee member.
- (2) An act done by a committee or subcommittee is not invalidated because of a defect relating to the qualifications or appointment of a member of the committee or subcommittee.

27 Transaction of business outside meetings or by telephone or other means

- (1) The committee may transact its business by the circulation of papers, including by electronic means, among all committee members.
- (2) If the committee transacts business by the circulation of papers, a written resolution, approved in writing by a majority of committee members, is taken to be a decision of the committee made at a meeting of the committee.
- (3) The committee may transact its business at a meeting at which 1 or more committee members participate by telephone or other electronic means, provided a member who speaks on a matter can be heard by the other members.
- (4) The member presiding at the meeting and each other member have the same voting rights as they would have at an ordinary meeting of the committee for the purposes of:
 - (a) the approval of a resolution under subclause (2), or
 - (b) a meeting held in accordance with subclause (3).

- (5) A resolution approved under subclause (2) must be recorded in the minutes of the meetings of the committee.

Note: The Act, section 30(2) and (3) contains requirements relating to meetings held at 2 or more venues using technology.

Part 4 General meetings of association

28 Annual general meetings

- (1) The association must hold the association's first annual general meeting within 18 months of the day the association was registered under the Act.
- (2) The association must hold subsequent annual general meetings within:
 - (a) 6 months of the last day of the association's 12-month assigned financial year period, or
 - (b) the later period allowed or prescribed in accordance with the Act, section 37(2)(b).
- (3) Subject to the Act and subclauses (1) and (2), the annual general meeting is to be held at the place and time determined by the committee.
- (4) The business that may be transacted at an annual general meeting includes the following:
 - (a) confirming the minutes of the previous annual general meeting and any special general meetings held since the previous annual general meeting,
 - (b) receiving reports from the committee on the association's activities during the previous financial year,
 - (c) electing office-bearers and general committee members,
 - (d) receiving and considering financial statements or reports required to be submitted to members of the association under the Act.

Note: The Act, section 37(1) and (2) provides for when annual general meetings must be held.

29 Special general meetings

- (1) The committee may call a special general meeting whenever the committee thinks fit.
- (2) The committee must call a special general meeting if the committee receives a request made by at least 5% of the total number of members.
- (3) The request:
 - (a) must be in writing, and
 - (b) must state the purpose of the meeting, and
 - (c) must be signed by the members making the request, and
 - (d) may consist of more than 1 document in a similar form signed by 1 or more members, and
 - (e) must be lodged with the secretary, and
 - (f) may be in electronic form and signed and lodged by electronic means.
- (4) If the committee fails to call a special general meeting within 1 month of the request being lodged, 1 or more of the members who made the request may call a special general meeting to be held within 3 months of the date the request was lodged.
- (5) A special general meeting held under subclause (4) must be conducted, as far as practicable, in the same way as a general meeting called by the committee.

30 Notice of general meeting

- (1) The secretary must give each member notice of a general meeting:

- (a) if a matter to be determined at the meeting requires a special resolution - at least 21 days before the meeting, or
 - (b) otherwise - at least 14 days before the meeting.
- (2) The notice must specify:
- (a) the place and time at which the meeting will be held, and
 - (b) the nature of the business to be transacted at the meeting, and
 - (c) if a matter to be determined at the meeting requires a special resolution - that a special resolution will be proposed, and
 - (d) for an annual general meeting - that the meeting to be held is an annual general meeting.
- (3) The only business that may be transacted at the meeting is:
- (a) the business specified in the notice, and
 - (b) for an annual general meeting - business referred to in clause 28(4).
- (4) A member may give written notice to the secretary of business the member wishes to raise at a general meeting.
- (5) If the secretary receives a notice under subclause (4), the secretary must specify the nature of the business in the next notice calling a general meeting.

31 Quorum

- (1) The quorum for a general meeting is 5 members of the association entitled to vote under this constitution.
- (2) No business may be transacted at a general meeting unless a quorum is present.
- (3) If a quorum is not present within half an hour of the time the meeting commences, the meeting:
- (a) if called on the request of members - is dissolved, or
 - (b) otherwise - is adjourned:
 - (i) to the same time of the same day in the following week, and
 - (ii) to the same place, unless another place is specified by the member presiding at the meeting at the time of the adjournment or in a written notice given to members at least 1 day before the adjourned meeting.
- (4) If a quorum is not present within half an hour of the time an adjourned meeting commences, but there are at least 3 members present, the members present constitute a quorum.

32 Adjourned meetings

- (1) The member presiding at a general meeting may, with the consent of the majority of the members present, adjourn the meeting to another time and place.
- (2) The only business that may be transacted at the adjourned meeting is the business remaining from the meeting at which the adjournment took place.
- (3) If a meeting is adjourned for at least 14 days, the secretary must give each member oral or written notice, at least 1 day before the adjourned meeting, of:
- (a) the time and place at which the adjourned meeting will be held, and
 - (b) the nature of the business to be transacted at the adjourned meeting.

33 Presiding member

- (1) The following member presides at a general meeting:
 - (a) the president,
 - (b) if the president is absent - the vice-president,
 - (c) if both the president and vice-president are absent - 1 of the members present at the meeting, as elected by the other members.

34 Voting

- (1) A member is not entitled to vote at a general meeting unless the member:
 - (a) is at least 18 years of age, and
 - (b) has paid all money owed by the member to the association.
- (2) Each member has 1 vote, except as provided by clause 33(2)(b).
- (3) A question raised at the meeting must be decided by:
 - (a) a show of hands, or
 - (b) if clause 36 applies - an appropriate method as determined by the committee, or
 - (c) a written ballot, but only if:
 - (i) the member presiding at the meeting moves that the question be decided by ballot, or
 - (ii) at least 5 members agree the question should be determined by ballot.
- (4) If a question is decided using a method referred to in subclause (3)(a) or (b), either of the following is sufficient evidence that a resolution has been carried, whether unanimously or by a majority, or lost, using the method:
 - (a) a declaration by the member presiding at the meeting,
 - (b) an entry in the association's minute book.
- (5) A written ballot must be conducted in accordance with the directions of the member presiding.
- (6) A member cannot cast a vote by proxy.

35 Postal or electronic ballots

- (1) The association may hold a postal or electronic ballot, as determined by the committee, to decide any matter other than an appeal under clause 8.
- (2) The ballot must be conducted in accordance with Schedule 2 of the Regulation.

36 Transaction of business outside meetings or by telephone or other means

- (1) The association may transact its business by the circulation of papers, including by electronic means, among all members of the association.
- (2) If the association transacts business by the circulation of papers, a written resolution, approved in writing by a majority of members, is taken to be a decision of the association made at a general meeting.
- (3) The association may transact its business at a general meeting at which 1 or more members participate by telephone or other electronic means, provided a member who speaks on a matter can be heard by the other members.

- (4) The member presiding at the meeting and each other member have the same voting rights as they would have at an ordinary meeting of the association for the purposes of:
 - (a) the approval of a resolution under subclause (2), or
 - (b) a meeting held in accordance with subclause (3).
- (5) A resolution approved under subclause (2) must be recorded in the minutes of the meetings of the association.

Note: The Act, section 37(3) and (4) contains requirements relating to meetings held at 2 or more venues using technology.

Part 5 Administration

37 Change of name, objects or constitution

An application for registration of a change in the association's name, objects or constitution made under the Act, section 10 must be made by:

- (a) a committee majority vote after consultation and input from the community.

38 Funds

- (1) Subject to a resolution passed by the association, the association's funds may be derived from the following sources only:
 - (a) the entrance fees and annual subscription fees payable by members,
 - (b) donations,
 - (c) other sources as determined by the committee (for example, grants).
- (2) Subject to a resolution passed by the association, the association's funds and assets must be used to pursue the association's objects in the way that the committee determines.
- (3) As soon as practicable after receiving cash money, the association must:
 - (a) deposit the money, without deduction, to the credit of the association's authorised deposit-taking institution account, and
 - (b) issue a receipt for the amount of money received to the person from whom the money was received.
- (4) A cheque or other negotiable instrument must be signed by 2 authorised signatories.

Note: The Act, section 36 provides for the appointment of authorised signatories.

39 Insurance

The association may take out and maintain insurance as appropriate for the association's assets and liabilities.

40 Non-profit status

Subject to the Act and the Regulation, the association must not conduct the association's affairs in a way that provides a pecuniary gain for a member of the association.

Note: See the Act, section 40.

41 Service of notices

- (1) For the purposes of this constitution, a notice may be given to or served on a person:
 - (a) by delivering the notice to the person personally, or
 - (b) by sending the notice by pre-paid post to the address of the person, or
 - (c) by sending the notice by electronic transmission to an address specified by the person for giving or serving the notice.
- (2) A notice is taken to have been given to or served on a person, unless the contrary is proved:
 - (a) for a notice given or served personally - on the date on which the notice is received by the person, or

- (b) for a notice sent by pre-paid post - on the date on which the notice would have been delivered in the ordinary course of post, or
- (c) for a notice sent by electronic transmission:
 - (i) on the date the notice was sent, or
 - (ii) if the machine from which the transmission was sent produces a report indicating the notice was sent on a later date—on the later date.

42 Custody of records and books

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) in the custody of either of the following persons, as determined by the committee:
 - (i) the Treasurer, or
 - (ii) the Assistant Treasurer, or
 - (iii) a committee member of the association.

43 Inspection of records and books

- (1) The following documents must be available for inspection, free of charge, by members of the association at a reasonable time:
 - (a) this constitution,
 - (b) minutes of committee meetings and general meetings of the association,
 - (c) records, books and other documents relating to the association.
- (2) A member may inspect a document referred to in subclause (1):
 - (a) in hard copy, or
 - (b) in electronic form, if available.
- (3) A member may obtain a hard copy of a document referred to in subclause (1) on payment of a fee of not more than \$1, as determined by the committee, for each page copied.
- (4) The committee may refuse to allow a member to inspect or obtain a copy of a document under this clause:
 - (a) that relates to confidential, personal, commercial, employment or legal matters, or
 - (b) if the committee considers it would be prejudicial to the interests of the association for the member to do so.

44 Financial year

The association's financial year is:

- (a) the period commencing on the date of incorporation of the association and ending on the following 30 June, and each period of 12 months after the expiration of the previous financial year, commencing on 1 July and ending on the following 30 June, or
- (b) the 12-month calendar year, if preferred by the majority of committee members.

Note: The Regulation, section 21 contains a substitute clause 44 for certain associations incorporated under the *Associations Incorporation Act 1984*.

45 Distribution of property on winding up

- (1) Subject to the Act and the Regulation, in a winding up of the association, the surplus property of the association must be transferred to another organisation:
 - (a) with similar objects, and
 - (b) which is not carried on for the profit or gain of the organisation's members.
- (2) In this clause:

surplus property has the same meaning as in the Act, section 65.

Part 6 Trustees

46 Willsher Funds

- (1) This section provides guidance on the management of the “Willsher funds” which were donated to the association from the sale of the original property on Lime Kiln Road Lugarno (where the Scout Hall was located). These clauses shall cease once all funds are expended.
- (2) The purpose of the donation was to allocate money to local community expenditure which provides a benefit of a physical nature and is communally available to all residents or Lugarno to appreciate. It should be spent on any expense of a capital nature that is consistent with the objectives of the association and has broad community support.
- (3) Three trustees shall be appointed by the Committee to oversee the appropriate spending of this donation towards a community project. The trustees and/or committee may suggest:
 - (a) A project that any or all of the funds may be allocated to; and/or
 - (b) Lending it to an alternative local not-for-profit charity or incorporated community association that is seeking additional fundraising for local capital expenditure.
- (4) The trustees shall meet when required either in person or by electronic means. Investment decisions will be finalised as follows:
 - (a) Any capital expenditure decision suggested by the trustees must be submitted in writing (including electronic means) to the committee by at least 2 of the trustees.
 - (b) The trustees’ decision on a matter is by simple majority. If all 3 trustees cannot agree (or when there is no agreement between the majority trustees and the committee), the matter shall be added to the agenda of a general/special meeting for member voting and feedback. It will form a resolution to be passed by a two-thirds majority of members present in the quorum.
- (5) Any earnings generated from the principal amount becomes the working funds of the association. Furthermore:
 - (a) The committee can decide to convert any earnings towards the principal.
 - (b) The committee may decide to combine surplus operating monies or grant monies with the principal towards the community project expenses.
- (6) The principal funds will be kept in a bank account (or term deposit) separate from the operating funds of the association. Furthermore:
 - (a) Any change of banking or investment arrangements is the responsibility of the treasurer or assistant treasurer (or alternative office-bearer in their absence or vacancy).
 - (b) The trustees will be the signatories of the bank account that holds the principal, with authority to act available via any two of the three trustee signatures/approvals.
 - (c) The treasurer and/or assistant treasurer shall have access to the bank account and will act as liaison between the bank and the trustees. The treasurer and/or assistant treasurer may also act as a communication liaison officer between the trustees and the association.
 - (d) In the event that two trustees are unable to complete bank transactions or decisions, the treasurer or assistant treasurer may act on one of their behalf.

- (7) The three trustees are appointed for life unless one of the following events occurred:
- (a) The trustee ceases to be a resident or ratepayer of Lugarno, or
 - (b) The trustee resigns office by notice in writing to the association, or
 - (c) The trustee becomes bankrupt, or
 - (d) The trustee becomes a mentally incapacitated person (with the member's resignation also accepted by their Enduring Power of Attorney who notifies the association of the trustee's mental incapacity and forced resignation), or
 - (e) The trustee ceases to be a member of the association, or
 - (f) The trustee passes away.