

BROULEE MOSSY POINT COMMUNITY ASSOCIATION

CONSTITUTION

(Last edited post-2010 AGM and noted at 2011 AGM)

1. **Name**

The name of the organization shall be the Broulee Mossy Point Community Association, referred to hereafter as “the Association”.

2. **Objects**

The objects of the Association are to –

- a) represent the collective interests of the local community and provide information on the following activities and on other issues affecting the area that may arise;
- b) care for the natural environment of the Broulee Mossy Point area and to undertake and support activities that care for and preserve our trees and other flora, our fauna, our dunes, beaches and other water ways;
- c) advocate development of the area that will maintain our village atmosphere and the improvement and maintenance of walking and cycling tracks, public transport, safe roadways and parking;
- d) work with the Eurobodalla Shire Council to ensure a high standard of service delivery by the Shire, and by State and Federal governments;
- e) help promote communication between the community, governments, and local schools and businesses to the benefit of all; and
- f) develop cooperative working relationships with other community associations so that we may speak with one voice on matters of mutual interest.

3. **Membership**

- a) An application for membership of the Association shall be made on a form approved by the Executive Committee and, accompanied by the amount of the subscription, forwarded to a member of the Executive Committee.
- b) The procedure for consideration of membership applications shall be as follows.
- c) On receipt of a completed form of application for membership a member of the Executive Committee shall present the application and the amount of the subscription to the next suitable meeting of the Executive Committee;
 - i. meeting of the Executive Committee shall consider the application and, if the application is not to be accepted, advise the applicant in writing as soon as possible after the meeting and return the amount of the subscription to the applicant; and,
 - ii. if the application is accepted, the Secretary shall enter the name of the person who is to be a member into the register of members.

- d) A person will become a member of the Broulee Mossy Point Community Association when the name of the person is entered into the register of members of the Association.
- e) To remain a member of the Association a person shall
 - i. pay the annual subscription within 12 months of it falling due; and
 - ii. abide by the objects of the Association.”

4. Office Bearers

- a) The following officers shall be elected at the Annual General Meeting and shall hold office for one year and, together with up to two general members elected at the Annual General Meeting, shall be the Executive Committee:- the President, Two Vice Presidents, the Honorary Secretary, and the Honorary Treasurer.
- b) The position of any officer absent from three consecutive meetings without leave of absence shall be declared vacant by the President or Secretary.
- c) Any office becoming vacant may be filled at the ensuing general meeting and the person so appointed shall hold office until the next Annual General Meeting.
- d) The Executive Committee shall manage the affairs of the Association on behalf of its members, and authorise the payment of accounts by the Treasurer.

5. Meetings

- (a) The minutes of all meetings shall be recorded.
- (b) The Executive Committee shall meet as required.
- (c) There shall be at least three General Meetings per year in addition to the AGM.
- (d) Special General Meeting
 - (i) The President may at any time convene a Special General Meeting.
 - (ii) Five members may in writing request a Special General Meeting which the President must convene within 21 days of receiving the request.
 - (iii) All requisitions for Special General Meetings shall be in writing and state the reasons for calling such a meeting and give the resolutions proposed to be put. No business other than that stated may be dealt with, and
 - (iv) A notice in writing of the business proposed for a Special General Meeting shall be given to members of the Association at least seven days before the meeting.
- (e) Annual General Meeting (the AGM)
 - (i) The AGM shall be held in July, August, or September of each year.
 - (ii) The AGM will receive the Report of the President and the Annual Financial Statement, approve minutes of the previous AGM, elect the Executive Committee, conduct other business of which notice has been given and consider other matters of general business.

- (f) Notice of Meetings
 - (i) Notice of General Meetings showing the business to be transacted shall be placed on notice boards at the two shopping areas of Broulee. As far as possible the date of subsequent General Meetings will be announced at every General Meeting.
 - (ii) Notice of Executive Committee meetings shall be given orally or in writing to the address of each Executive Committee member.

6. Quorum

- (a) Five financial members shall be the quorum at general meetings. The quorum at a meeting of the Executive Committee shall be half the number of the elected members of that Committee.
- (b) Should a quorum not be present within half an hour of the time stipulated for the general or Executive Committee meeting to start, the meeting will lapse.

7. Procedure of Meetings

The Association may adopt rules of procedure to be followed but until this is done parliamentary rules of conduct apply.

8. Financial Year

The financial year shall conclude on 30 June of each year.

9. Subscriptions

- (a) The annual membership fee shall be prescribed at the AGM.
- (b) The membership fee shall become due for payment at the beginning of each calendar year.
- (c) Only financial members shall have a voice in the Association.
- (d) On the payment of a fee twenty times that of the annual subscription any member may become a life member with the full rights from then on of a financial member.

10. Funds

The funds of the Association shall be banked in the name of the Association with any two of the President, Secretary and Treasurer authorised to operate thereon.

11. Accounts

Accounts shall be paid by the Treasurer and a report of all payments made shall be presented to the following general meeting.

12. Audit

A person who is not a member of the Executive Committee shall be elected as the Auditor at the Annual General Meeting. The Auditor shall undertake such examination of the accounts and make any additional enquiries that would enable the Auditor to certify the annual accounts for presentation to the AGM as a true and accurate record of the financial position of the Association.

13. Dissolution

The Association may be dissolved by a two-thirds majority of members present and voting at a Special General Meeting convened to consider the question. Upon dissolution all assets and funds on hand after payment of outstanding liabilities shall be paid to a registered charity or to a successor organization as a majority of the members present and voting at the Special General Meeting shall decide.

14. New Rules and Amendments

This Constitution may be amended by a resolution of two-thirds of the members present and voting at any General Meeting before which one month's notice of the proposed amendments has been given.