

*Corralinn Fly Fishing
& Casting Association
Incorporated*

CONSTITUTION

(11 June 2009)

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1. NAME

- 1.1 The name of the association is CORRALINN FLY-FISHING AND CASTING ASSOCIATION INC (in this Constitution called “the Association”).
- 1.2 Pursuant to section 10 of the Incorporation Act, the association may change its name by special resolution (8.9) and with the approval of the Commissioner.
- 1.3 The status of the Association as a Branch of the ‘Northern Tasmanian Fisheries Association Inc’ is not acknowledged in the name ‘Corralinn Fly Fishing and Casting Association Inc’.

2. AIMS

- 2.1 To promote fly-fishing and fly tying and all associated activities as an individual, group and family activity, with emphasis on safety and ethical practices.
- 2.2 To assist members in developing the appropriate knowledge, understanding and skills at novice, practical and competitive levels, by providing specialised theoretical and practical coaching and tuition.
- 2.3 To develop competent coaches and tutors.
- 2.4 To support the IFS in the development and implementation of management practices that will protect the viability of Tasmania’s public trout fishery and when necessary participate in public debate in defence of good fishery management practices.
- 2.5 These objectives will be achieved by: -
- Providing opportunities for debate, fellowship and group participation;
 - Developing and implementing skill building programs;
 - Collaboration with related organisations;
 - Sharing knowledge and experience;
 - Assisting novices in particular, and others generally, with selection of equipment and materials;
 - Purchasing equipment to support activities;
 - Hiring accommodation and/or transportation for the conduct of activities;
 - Raising funds to meet the expenses of conducting all activities in a professional way;
 - Providing paid and complimentary professional services to non-member individuals and outside organisations.
 - Inviting guest speakers to meetings and functions.

3. INTERPRETATION

- 3.1 In this Constitution, unless the contrary intention appears: -
- 3.1.1 “Committee” means the Committee of Management of the Association;
- 3.1.2 “Member” means a financial member of the Association;
- 3.1.3 “Financial Year” means the year ending 31 May, in any on year;
- 3.1.4 “General Meeting” means a meeting of members convened in accordance with Rule 6;
- 3.1.5 “Ordinary Member of Committee” means a member of the Committee who is not an Officer of the Association under Rule 10;
- 3.1.6 “The Secretary” means the person who holds office under this Constitution as Secretary of the Association;
- 3.1.7 Financial means current with all financial obligations
- 3.1.8 Annual General Meeting (AGM)
- 3.1.9 Special General Meeting (SGM)

3.1.10 Ordinary General Meeting (OGM)

4. MEMBERSHIP

4.1 Types of Membership

- Adult (17 and over)
- Junior (under 17)
- Life Membership

4.2 Eligibility

4.2.1 Any adult or junior person with an interest in learning more about any of the many aspects of fly-fishing may apply for membership.

4.2.2 Life Membership may be granted to members who have given special service to the Association. A person granted Life Membership shall be bound by the Rules of the Association and notwithstanding any other provision of this Constitution, shall be entitled for life to all the rights and privileges of membership without payment of the annual subscription. Conferring of Life Membership shall be celebrated by presentation of a citation in the presence of members at an appropriate function.

4.3 Application for Membership

4.3.1 An application form (Appendix 1) providing the applicant's full name, postal and domestic addresses, phone number, Email address, class of membership required, date of birth if under 17, signed by the applicant and one financial member, shall be submitted, together with the annual subscription fee, to the Secretary.

4.3.2 A nomination for Life Membership shall be in writing outlining the case in support thereof, signed by two financial members of the Association and lodged with the Secretary of the Association. As soon as practicable after the receipt of a nomination, the Secretary shall refer the nomination to the Committee of Management who, if satisfied, that the criteria of special service has been met, shall recommend that the nomination be referred to a General Meeting for confirmation.

4.4 Confirmation of Membership

Membership is confirmed when receipts for monies due are issued and the members name and details are entered in the register of members.

4.5 Register of Membership

4.5.1 The Secretary shall keep and maintain a Register of Members in which shall be entered the full name, membership category, date of birth if under 17, postal and domestic addresses, telephone and facsimile numbers and e-mail address, etc. (The Register to be available for inspection at each General Meeting).

4.5.2 The Secretary shall keep and maintain register of Life Members with all details of the case in support of the nomination, date of election and presentation.

4.6 Annual Subscription

4.6.1 The annual subscription rate for the next financial year shall be determined at the AGM every year.

4.6.2 The annual subscription is payable in advance on or before 31 August.

- 4.6.3 New members joining after 31 March in any one year and who pay the appropriate subscription rate (set at the AGM held in the following month of May) shall be deemed to be financial for the current financial year.

4.7 Resignation, Leave of Absence, Forfeited Membership (Deleted 11 May 2005)

4.8 Liability and Obligations of Members

- 4.8.1 The liability of the members is limited.
- 4.8.2 Each Member of the Association shall be bound by the Constitution and any By-laws and Regulations as may be determined from time to time by the Management Committee.

5. CONDUCT OF MEMBERS

- 5.1 A member failing to follow Rules and/or is found guilty of conduct regarded as prejudicial to the credibility, integrity and public image of the Association may, subject to these Rules, incur one or more of the following disciplinary actions: -
 - 5.1.2 Warning
 - 5.1.3 Fine (as determined by the Committee, but not to exceed one joining fee)
 - 5.1.4 Suspension
 - 5.1.5 Expulsion.
- 5.2 All such complaints of misconduct shall be presented in writing and signed by the member(s) making the complaint, for investigation by the Committee, subject to Rule 11.4.2. The investigation will involve: -
 - 5.2.1 Ensuring the grounds for complaint are justified
 - 5.2.2 Ensuring the member is given an opportunity to discuss the matter in Committee.
- 5.3 The Committee may, as a result of an investigation, resolve that: -
 - 5.3.1 There is no case to answer and dismiss the complaint
 - 5.3.2 The case is proven, beyond reasonable doubt, and that the member(s) should be disciplined
 - 5.3.3 The member should be given a warning. (A resolution that limits the disciplinary action to a warning shall not need to be ratified by a SGM and shall be finalised at Committee level).
- 5.4 A resolution recommending that either a fine, suspension or expulsion should be imposed does not take effect until the Committee, at a meeting held not earlier than 14 days and not later than 28 days after the service of a notice (rule 5.5) confirms the resolution.
- 5.5 Where the Committee passes a resolution under sub-clause 5.3, the Public Officer shall, as soon as practicable, cause to be served on the member in writing a notice:
 - 5.5.1 setting out the resolution of the Committee and the grounds on which it is based;
 - 5.5.2 stating that the member may address the Committee at a meeting to be held not earlier than 14 days and no later than 28 days after the service of the notice;
 - 5.5.3 stating the date, place and time of that meeting;

- 5.5.4 informing the member that he/she may do one of the following:
 - (a) attend the meeting;
 - (b) give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution
 - (c) not later than 24 hours before the date of the meeting, lodge with the Secretary a notice to the effect that they wish to appeal to the Association, in a general meeting against the resolution.
- 5.6 At a meeting of the Committee held in accordance with sub-clause 5.5 the Committee shall:
 - 5.6.1 give the member an opportunity to be heard;
 - 5.6.2 give due consideration to any written statement submitted by the member; and
 - 5.6.3 by resolution determine whether to confirm or revoke the resolution.
- 5.7 Where the Secretary receives a notice of appeal under sub-clause 5.5.4(c) he/she shall notify the Committee and the Committee shall convene a SGM of the Association to be held within 21 days after the date on which the Secretary received the notice.
- 5.8 At a SGM of the Association convened under sub-clause 5.7:
 - 5.8.1 No business other than the question of the appeal which will be treated as a special resolution (8.9) shall be transacted;
 - 5.8.2 The Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
 - 5.8.3 The member shall be given an opportunity to be heard; and
 - 5.8.4 The members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.

6. MEETINGS

6.1 Annual General Meetings (AGM)

- 6.1.1 The Association shall, in May each calendar year, convene an AGM of its members.
- 6.1.2 The AGM shall be held on such day as the Committee determines and shall be specified as such in the notice convening it (rule 7.1).
- 6.1.3 The ordinary business of the AGM shall be: -
 - (a) To confirm the minutes of the last preceding AGM;
 - (b) To receive from the Committee and servants of the Association reports upon the activities and transactions of the Association during the last preceding financial year;
 - (c) To declare all committee of management positions vacant and to elect the Officers of the Association and the ordinary members of the Committee;
 - (d) To receive and consider the Treasurer's financial statement of the Association and Auditors report, (if available) for the last preceding financial year;
 - (e) To appoint the Auditor for the current financial year; (subject to status of Rule 17.6)
 - (f) To determine remuneration of the servants of the Association.
 - (g) To review and set the annual subscription rate for the current financial year.

- 6.1.4 The AGM may transact special business of which notice has been given in accordance with these Rules. Such business shall be dealt with as a special resolution (8.9)
- 6.1.5 The AGM shall be in addition to any other SGM and OGM that may be held in the same year.
- 6.1.6 Ten members present constitute a quorum at an AGM.

6.2 Special General Meetings (SGM)

- 6.2.1 The Committee may, whenever it thinks necessary, convene a SGM of the Association, subject to the conditions outlined in Rule 7.1.
- 6.2.2 The Committee shall, on requisition in writing of not less than 5 members, convene a SGM of the Association:
 - (a) The requisition for a SGM under this (rule 6.2.2) shall state the objects of the meeting and shall be signed by all members making the requisition and be delivered to the address of the Secretary, by E-mail, Australia Post, Courier or by hand.
 - (b) If the Committee does not cause a SGM to be held within one month after the date on which the requisition is delivered to the address of the Secretary. The members making the requisition or any of them, may convene a SGM to be held not later than three months after that date.
 - (c) A SGM convened by members in pursuance of these Rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee. The Association shall refund all reasonable expenses incurred in convening the meeting to the persons incurring the expenses.
- 6.2.3 The business of SGM shall be dealt with as special resolutions (8.9).
- 6.2.4 Ten members constitute a quorum at the SGM.

6.3 Ordinary General Meetings (OGM)

- 6.3.1 An OGM will be held each calendar month (except in January) at a venue, time and date decided by the Committee from time to time.
- 6.3.2 All members are eligible to attend an OGM.
- 6.3.3 The business of an OGM shall include but not be limited to :-
 - (a) Apologies
 - (b) Record of attendance
 - (c) Confirmation of previous OGM minutes
 - (d) Correspondence
 - (e) Report on financial transactions
 - (f) Membership reports
 - (g) Activity report
 - (h) Activity planning
 - (i) General business
- 6.3.4 Seven members constitute a quorum at an OGM.

6.4 Committee meetings

- 6.4.1 The normal business affairs of the association that are the responsibility of the committee (rule 11.2) shall be conducted at the monthly OGM.
- 6.4.2 Special committee meetings may be convened in accordance with rule 11.3.2
- 6.4.3 The secretary will notify all members of the committee of special committee meetings by telephone, fax or e-mail. Were possible, at least five (5) days notice will be given.

7. NOTICE OF GENERAL MEETINGS

7.1 AGM and SGM

- 7.1.1 The Public Officer of the association shall at least fourteen days (14) before the AGM or SGM of the association advertise in the public notices section of the Examiner news paper, the place, date and time of the meeting and the nature of the business.
- 7.1.2 Any member who wishes to bring any business before an AGM or SGM may make a written request to the Secretary who shall include that request in the agenda for the next general meeting.

7.2 Ordinary General Meeting (OGM)

- 7.2.1 The Secretary shall, as approved by the committee, at least once each year notify members of the OGM program, including dates, scheduled commencing times and venue.
- 7.2.2 Any member desiring to bring any business before an OGM may do so from the floor during a general business session.

8. PROCEEDINGS AT MEETINGS

- 8.1 All business transacted at a SGM and all business that is transacted at the AGM, with the exception of that specially referred to in these Rules as being the ordinary business of the AGM, shall be deemed to be special business and dealt with as a special resolution (Rule 8.9)
- 8.2 No item of business shall be transacted at a general meeting, unless a quorum of members who are entitled to vote under Rule 8.12 is present.
- 8.3 If within half an hour of the appointed time for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members (Rule 6.2.2) shall be dissolved. In any other case the meeting shall be adjourned to the same day in the next week at the same time, unless the Chairman specifies another place at the time of the adjournment. If a quorum is not present within half an hour after the appointed time for the commencement of the adjourned meeting, the members present (being not less than three) shall be the quorum.
- 8.4 The President or in his/her absence, the Vice-President, shall preside at each general meeting and shall preserve order so that business may be conducted in due form and with propriety.
- 8.5 If the President and Vice-President are absent from a general meeting, the members present shall elect one of their number to preside as Chairman of the meeting.
- 8.6 The Chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place. No business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 8.7 Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.

- 8.8 A question arising at a general meeting shall be determined by a show of hands unless a secret ballot is demanded. The chairman shall declare that a resolution has been carried or lost. The result shall be entered in the minute book.
- 8.9 A special resolution (1.2, 5.8, 8.1, 16.4, 26, 24, 27.1) is one which can only be dealt with at an AGM or SGM and can only be confirmed by the vote of a three quarters majority of members who are present and eligible to vote (8.13). (Proxy votes are not admitted for a special resolution).
- 8.10 Upon any question arising at a general meeting of the Association, a member has one vote only. All votes shall be given personally or by the proxy in accordance with sub-clause 8.13.
- In the case of a tied vote on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.
- 8.11 If at a meeting a secret ballot is demanded by a member, it shall be taken at that meeting in such a manner as the Chairman may direct. The result of the ballot shall be final.
A vote on a request for an adjournment shall be dealt with forthwith.
- 8.12 Members are not entitled to vote at any general meeting unless they are financial, ie, all monies due and payable by them have been paid by the due date.
- 8.13 Except for a vote on a special resolution (8.9), each member who is eligible to vote, (rule 8.12) shall be entitled to appoint another member, who is eligible to vote (8.12), as their proxy. Notice of the intention shall be given to the Secretary not later than 24 hours before the meeting.
The notice appointing the proxy shall be in the form set out in "Appendix 2".
- 8.14 Upon the minutes of a meeting being confirmed, the President and Secretary shall sign it in the presence of the meeting.
- 8.15 A copy of the Constitution will be available for members at every meeting.

9. OFFICE BEARERS

- 9.1 The Officers of the Association shall be: -
- President
 - Vice-President
 - Secretary
 - Treasurer
- 9.2 The provisions of Rule 10 apply to the election of persons to any of the Offices mentioned in sub-clause 9.1.
- 9.3 Each Officer of the Association shall hold office until the conclusion of the AGM next after the dates of their election, but all officers are eligible for re-election.
- 9.4 In the event of a casual vacancy in any office mentioned in clause 9.1, the Committee may appoint one of its members to the vacant office. The member so appointed shall hold office subject to these rules until the conclusion of the next AGM following the date of appointment.

10. ELECTION OF OFFICERS, ORDINARY MEMBERS OF COMMITTEE AND DELEGATE TO NTFA

- 10.1 Nominations of members for election as Officers of the Association or as an ordinary member of the Committee and Delegate to NTFA to vacant positions shall be approved if they are made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination).
- 10.2 When there is only one approved nomination for a vacant position, the person shall be declared elected.

- 10.3 When there is more than one approved nomination for a vacant position, a secret ballot will be conducted.
- 10.4 When there are no approved nominations for a specific vacant position, nominations shall be called for at the AGM.
- 10.5 The ballot for the election of Officers and ordinary members of the Committee shall be conducted at the AGM by secret ballot conducted by two voluntary scrutineers.
- 10.6 For the purposes of these Rules, the position of an Officer of the Association or of any ordinary member of the Committee becomes vacant, if the Officer or member: -
- 10.6.1 Ceases to be a member of the Association;
 - 10.6.2 Becomes an insolvent under administration within the meaning of the Companies Code; or
 - 10.6.3 Resigns their office by notice in writing given to the Secretary.

11. COMMITTEE OF MANAGEMENT

11.1 Composition of Committee

11.1.1 The Committee shall consist of:

- (a) The Officers of the Association; and
- (b) Two (2) ordinary members, each of whom shall be elected at the AGM of the Association each year.

11.1.2 Each ordinary member of the Committee shall, subject to these Rules, hold office until the AGM next after the date of their election, but they are eligible for re-election.

11.1.3 In the event of a casual vacancy of an ordinary member of the Committee, the Committee may appoint a member to fill the vacancy. The member so appointed shall hold office subject to these Rules, until the conclusion of the AGM next following the date of their appointment.

11.1.4 The president, the treasurer and the secretary constitute an executive committee. It may issue instructions to the public officer and the servants of the association in matters of urgency during the intervals between meetings of the committee. Where any such instructions are issued, they shall be reported to the next committee meeting.

11.2 Responsibility of Committee

11.2.1 A Committee of Management constituted as provided in Rule 11.1 shall manage the affairs of the Association.

The Committee: -

- (a) Shall control and manage the business of the Association and shall recommend policy of the Association.
- (b) May, subject to these Rules, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and
- (c) Subject to these Rules, has the power to perform all such Acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.
- (d) Has the power to appoint any member to the position of Public Officer and to remove any person so appointed from their office as Public Officer.

11.3 Proceedings of Committee of Management

- 11.3.1 The Committee of Management shall meet at least once each month (except January), usually in conjunction with the monthly OGM.
- 11.3.2 Special meetings of the Committee may be convened by the President or by any four of the members of the Committee.
- 11.3.3 Notice of a special meeting of the Committee specifying the nature of the business to be transacted shall be served on each member of the Committee, by the Secretary, by the most appropriate means, eg, telephone, facsimile, post, e-mail, etc.
- 11.3.4 Any four members of the Committee constitute a quorum for the transaction of business of a meeting of the Committee.
- 11.3.5 No business shall be transacted unless a quorum is present. If within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same time and place on the same day of the week following, unless the meeting was a special meeting in which case it lapses.
- 11.3.6 At meetings of the Committee: -
 - (a) The President, or in his/her place, the Vice-President shall preside; or
 - (b) if the President and Vice-President are absent, one of the members of the Committee may be chosen by the members present to preside.
- 11.3.7 Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- 11.3.8 Each member present at the meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to vote and, in the event of a tied vote on any question, the person presiding may exercise a second or casting vote.
- 11.3.9 Subject to sub-clause 11.3.4, the Committee may act notwithstanding any vacancy of the Committee.
- 11.3.10 A member of the committee shall declare any possible conflict of interest to the members at the first opportunity. The secretary shall record such information in the minutes. A member with a possible conflict of interest shall be excluded from voting on any contract or arrangement associated with this possible conflict of interest.

11.4 Removal of a Member of Committee

- 11.4.1 The Association in general meeting may by resolution remove any member of the Committee before the expiration of their term of office and appoint another member.
- 11.4.2 In the event of a member of the Committee of Management being mentioned in a complaint lodged with the Committee under Rule 5, the member of the Committee so mentioned shall be required to stand down from the investigation.

12. INCOME & PROPERTY OF ASSOCIATION

- 12.1 The income of the Association shall be derived from, members' annual subscriptions, donations and any other sources as determined by the Committee.

- 12.2 The income and property of the Association however derived shall be applied solely towards the promotion of the aims of the Association and no portion thereof shall be paid or transferred directly or indirectly, by dividend, bonus or otherwise, to any member of the Association.
- 12.3 Nothing in the foregoing provisions of this Rule prevents the payment in good faith to a servant or member or committee member of the Association of: -
- 12.3.1 Remuneration in return for services actually rendered to the Association by the servant, member or committee member or for goods supplied to the Association by the servant, member or committee member in the ordinary course of business;
 - 12.3.2 A reimbursement for out of pocket expenses;
 - 12.3.3 Interest at a rate not exceeding the current lending rate as charged by the Association's bankers on moneys lent to the Association by the servant, member or committee member; or
 - 12.3.4 A reasonable and proper sum by way of rent for premises let to the Association by the servant, member or committee member.
- 12.4 The custodian of books and correspondence relating to the Association's membership, meetings and activities shall be the Secretary of the Association.

13. BOOKS OF ACCOUNT

- 13.1 True accounts shall be kept: -
- 13.1.1 Of all sums of money received and expended by the Association and the manner in respect of which the receipt or expenditure has taken place; and
 - 13.1.2 Of the property, credits and liabilities of the Association and subject to any reasonable restrictions of inspecting, those accounts shall be open to the examination of the members of the Association.
 - 13.1.3 A register shall be kept, listing all individual property/equipment purchased for use by members. This register shall be maintained by the Treasurer and made available for examination at all meetings. The register shall include the original cost; the annually updated depreciated value and assigned location.
 - 13.1.4 The custodian of all physical property listed in the register (13.1.3), shall normally be the Secretary, unless the committee assigns the responsibility to another person.
- 13.2 The Treasurer shall keep all general records, accounting books and records of receipts and expenditure connected with the operations and business of the Association in such form and manner as the Committee may direct.
- 13.3 The custodian of all books of account shall be the Treasurer of the Association.

14. BANKING AND FINANCE

- 14.1 The Treasurer of the Association shall receive all moneys paid to the Association and issue official receipts.
- 14.2 The committee shall open banking facilities in the name of the Association into which all moneys received shall be paid.
- 14.3 The statements issued by the Association's bank shall be accepted as proof of any payments made by the association.
- 14.4 Except with the authority of the committee, no payment, except from petty cash, shall be made from the funds of the Association other than by cheque. The Management Committee may provide the Secretary with a petty cash allocation to meet incidental expenditure.
- 14.5 No cheques shall be drawn on the Association's bank account except for the payment of expenditure that has been authorised by the committee or executive committee.

- 14.6 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two of the following – President, Secretary, and Treasurer.

15. FINANCIAL YEAR

The financial year of the Association shall commence on the first day of April and end on the 31st day of March.

16. AUDITOR

- 16.1 At each AGM (subject to the status of Rule17.6) the members present, shall appoint an Auditor to audit the books and accounts of the Association. If an appointment is not made at an AGM the committee shall appoint an Auditor at a later stage.
- 16.2 The Auditor shall hold office until the next AGM.
- 16.3 The Association Auditor shall in the course of the audit, note and draw the attention of the Management Committee to any anomalies of receipts and expenditure that may be found.
- 16.4 If in the event of the appointed Auditor not meeting the required standard, the Management Committee shall call a SGM, as provided for under clause 6.2.1 to consider the replacement of the present Auditor until the next AGM. The Auditor may only be removed from office by special resolution (8.9).
- 16.5 If a casual vacancy occurs in the office of Auditor during the course of a financial year, the committee may appoint an Auditor and the person so appointed shall hold office until the next AGM.

17. AUDIT OF ACCOUNTS

- 17.1 Once at least in each financial year, the Auditor shall examine the accounts of the Association.
- 17.2 The Treasurer shall deliver to the Auditor all records of the Association necessary to meet the audit requirements.
- 17.3 The Auditor shall certify as to the correctness of the accounts to the Treasurer and the report shall be presented to the AGM.
- 17.4 In their report the Auditor shall state: -
- 17.4.1 Whether all required information has been supplied,
- 17.4.2 Whether, in their opinion, the accounts are properly drawn up to exhibit a true and correct picture of the financial position and
- 17.4.3 Whether the rules (rule 12, 13, 14) relating to the administration of the funds have been observed.
- 17.5 The Auditor: -
- 17.5.1 Has a right of access to the accounts, books, records, vouchers and documents of the Association.
- 17.5.2 May require from the committee such information and explanations as may be necessary for the performance of their duties as Auditor
- 17.5.3 May employ persons to assist them in investigating the accounts of the Association;
- 17.5.4 May, in relation to the accounts, interview any member of the committee or servant of the Association.

17.6 Exemption from Audit

Notwithstanding any other Rules to the contrary, particularly Rule 17 (Audit of Accounts), the Association may each year at its Annual General Meeting, or at a Special General Meeting called for the purpose, suspend Rule 16.1, 17.1, 17.2, 17.3, 17.4 & 17.5 of the Constitution (the need for auditing of accounts) for the coming fiscal year, provided it is granted exemption from the requirement of the Associations Incorporations Act 1964. Such a suspension of Rule 17 be for a period of one year, although it may be renewed annually. At any time, a duly called and constituted Special General Meeting may reinstate Rule 17

18. ANNUAL RETURN

In accordance with Section 24B of the Incorporation Act, an annual return must be lodged with the Commissioner for Corporate Affairs within six months of the end of the Association's financial year. The public officer shall comply with all requirements of Section 24 B of the corporation's act.

19. DUTIES OF THE SECRETARY

- 19.1 The Secretary shall keep minutes of the resolutions and proceedings of each general meeting and each Committee meeting in books provided for that purpose, together with a record of the names of the persons present at meetings.
- 19.2 The Secretary shall present minutes of a meeting to the first subsequent similar meeting for confirmation.
- 19.3 The Secretary shall bring all correspondence and other business before the Committee for their discussion and consideration.
- 19.4 The Secretary shall maintain an up-to-date membership register.
- 19.5 The Secretary shall prepare all meeting notices and all outgoing correspondence and when necessary cooperate with the public officer with the publication of notices.
- 19.6 The Secretary shall be responsible for the security of Association property unless otherwise determined by the Committee.
- 19.7 The Secretary shall be responsible for ensuring that the meeting venue meets all requirements on the day in question.
- 19.8 The Secretary shall keep records of incidental expenditure from petty cash and provide details to the Treasurer when petty cash is replenished.

20. DUTIES OF THE TREASURER

The Treasurer's duties are evolved from the requirements of clauses 12, 13, 14, 15, 16 and 17. The Treasurer of the Association or his appointee shall: -

- 20.1 Collect and receive all moneys due and issue receipts. All cash and cheques received by the treasurer should be banked as soon as possible.
- 20.2 Make all payments authorised by the Association.
- 20.3 Keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association. (Rule 13).
- 20.4 Present a financial report at each Committee or general meeting and present accounts for payment to the meeting for approval.
- 20.5 Maintain a register of all Association property and for each property item or category, list original cost, current depreciated value (recorded each year) and assigned location.

- 20.6 Prepare an annual financial statement of receipts and expenditure connected with the operation of the Association and present to the AGM.
- 20.7 Make available all books of account and associated documentation, for delivery to the Auditor, in April each year.
- 20.8 Deliver records to Auditor for Audit (Rule 17).
- 20.9 If available, present Audit report to AGM, and if not available for the AGM present it to the first subsequent OGM after it becomes available.

21. DUTIES OF THE PUBLIC OFFICER

- 21.1 Comply with the Associations Incorporation Act 1964.
- 21.2 Take action as required under Rules 5.7, Discipline.
- 21.3 Ensure notices are inserted in newspaper under Rule 7.
- 21.4 Keep the seal of the Association in safe custody.

22. SEAL

The Common Seal of the Association shall be kept in the custody of the Public Officer.

The Common Seal shall not be affixed to any document, except by the authority of the Committee. The affixing of the Common Seal shall be attested by the signatures either of two members of the Committee or of one member of the Committee and the Public Officer of the Association.

23. BY-LAWS

The Committee may frame By-Laws and shall submit such By-Laws to a general meeting for approval and adoption.

24. AFFILIATION

The Association shall have the power to affiliate with related bodies from time to time as recommended by the Committee and passed by a special resolution at an SGM.

25. RULES OF DEBATE

The Rules of debate of all meetings of the Association shall be the Rules outlined in “Appendix 3” attached hereto.

26. AMENDMENT TO THE CONSTITUTION

- 26.1 Any amendment to the Constitution shall be made by special resolution (8.9) at the AGM or a SGM.
- 26.2 Notice of such amendment shall be made in writing to the Secretary at least 28 days before the AGM or SGM.
- 26.3 The Public Officer must submit the amended Constitution to the Commissioner of Corporate Affairs.

27. WINDING UP OF THE ASSOCIATION

- 27.1 The Association shall not be dissolved except at a SGM specifically convened for this purpose. Dissolution shall be effected by a resolution carried by a majority of at least three-quarters of the members present and entitled to vote.
- 27.2 In the event of the Association being wound up: -
 - 27.2.1. Every member of the Association; and
 - 27.2.2. Every person who, within the period of twelve months immediately preceding the commencement of the winding up, was a member of the Association, is liable to contribute to the assets of the Association for the payment of the debts or liabilities of the Association and for the costs, charges and expenses of the winding up and for the adjustment of the rights of the contributories among themselves such sum, not exceeding fifty dollars as may be required, but a former member is not liable so to contribute in respect of any debt or liability of the Association contracted after they ceased to be a member.
- 27.3 If upon the winding up or dissolution of the Association there remains after all of its debts and liabilities have been settled, any surplus assets or property, the members shall be bound by the following:-
 - 27.3.1 That any surplus shall not be paid to or distributed amongst the members of the Association.
 - 27.3.2 Such amount shall be distributed to or transferred to some other organisation that has as its basic objects, the same or similar objects as the Association.
 - 27.3.3 Such organisation or organisations shall be determined by the members of the Association at or before the time of dissolution or in default thereof, by the Judge or such Court as may have or acquire jurisdiction in the matter.
 - 27.2.4 Notwithstanding the content of this clause, Sections 32 and 33 of the Corporation Act regulates the manner in which an Association may be wound up.

- 28 **This Constitution, dated this Eleventh day of June 2009, shall supersede that hereto in force relating to the association (dated 11 May 2005).**

Signed _____ (Public Officer)

Signed _____ (President)

Dated this Eleventh day of June 2009.