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# ARANDA AFTERS ASSOCIATION INCORPORATED

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## CONSTITUTION

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**ARANDA AFTERS ASSOCIATION STATEMENT OF OBJECTIVES AND RULES**  
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## PART I – PRELIMINARY

### 1 Definitions

(1) In these rules, a definition applies unless a contrary Intention appears:

"financial year" means the year ending on 31 December;

"member" means a member, however described, of the Association;

"ordinary committee member" means a member of the committee who is not an office-bearer of the Association as referred to in paragraph 12 (Constitution and Membership) (1) (b);

"Outside School Hours Care Program" means programs run after school hours during ACT school terms and School Vacation Care Programs that operate during ACT school vacation periods.

"secretary" means the person holding office under those rules as secretary of the Association or, where no such person holds that office, the public officer of the Association;

"the Act" means the *Associations Incorporation Act 1991*;

"the Association" means the Aranda Afters Association;

"the Regulations" means the *Associations Incorporation Regulations 1991*.

(2) In these rules a reference to:

(a) a function includes a reference to a power, authority and duty; and

(b) a reference to the exercise of a function includes, where the function is power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty.

(3) The provisions of the *Interpretation Act 1967* apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

### 2 Objectives

The Aranda Afters Association has as its objective, the provision of an Outside School Hours Care Program for children attending schools in the suburb of Aranda in the Australian Capital Territory.

## PART II – MEMBERSHIP

### 3 Membership

A person is a member of the Association if the person is a parent of a child who is enrolled in the Association's Outside School Hour Care Program and has paid the enrolment fee by a date specified by the Committee.

Unless otherwise determined by the Committee the payment date specified for the payment of the enrolment and bookkeeping fee is indicated on the invoice a member will receive after their enrolment application has been processed.

### 4 Membership Entitlements Not Transferable

A right, privilege or obligation which a person has by reason of being a member of the Association:

- (a) is not capable of being transferred or transmitted to another person; and
- (b) terminates upon cessation of the person's membership.

### 5 Cessation of Membership

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

- (a) dies; or
- (b) resigns from membership of the Association; or
- (c) is expelled from the Association; or
- (d) fails to pay the enrolment fee for the current year by the date specified for payment; or
- (e) ceases to be a parent of a child enrolled in the Association's Outside School Hour Care Program.

### 6 Resignation of Membership

- (1) A member is not entitled to resign from membership of the Association except in accordance with this rule.
- (2) A member who has paid all amounts payable by the member to the Association may resign from membership of the Association by first giving notice (being not less than 1 month or, if the committee has determined a shorter period, that shorter period) in writing to the secretary of the member's Intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.
- (3) Where a person ceases to be a member, the secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

### 7 Fee, Subscriptions, etc.

- (1) The annual membership fee of the Association is the enrolment and bookkeeping fee payable on enrolment of a child in the Association's Outside School Hour Program.

## 8 Members' Liabilities

The liability of a member to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by Rule 7 plus the amount, if any, unpaid by the member in respect of enrolment of their child(ren) in any of the Association's programs.

## 9 Disciplining of Members

(1) Where the committee is of the opinion that a member has:

- (a) persistently refused or neglected to comply with a provision of these rules; and/or
- (b) persistently and wilfully acted in a manner prejudicial to the interests of the Association

The committee may, by resolution; either

- (i) expel the member from the Association; or
- (ii) suspend the member from such rights and privileges of membership of the Association as the committee may determine for a specified period.

(2) A resolution of the committee under subrule (1) is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subrule (3), confirms the resolution In accordance with this rule.

(3) Where the committee passes a resolution under subrule (1), the secretary shall, as soon as practicable, cause a notice in writing to be served on the member:

- (a) setting out the resolution of the committee and the grounds on which it is based;
- (b) stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
- (c) stating the date, place and time of that meeting; and
- (d) informing the member that the member may do either or both of the following:
  - (i) attend and speak at that meeting;
  - (ii) submit to the committee at or prior to the date of that meeting written representations relating to the resolution.

(4) Subject to section 50 of the Act, at a meeting of the committee mentioned in subrule (2), the committee shall:

- (a) give to the member mentioned in subrule (1) an opportunity to make oral representations; and
- (b) give due consideration to any written representations submitted to the committee by that member at or prior to the meeting; and
- (c) by resolution determine whether to confirm or to revoke the resolution of the committee mad under subrule (1).

(5) Where the committee confirms a resolution under subrule (4), the secretary shall, within seven (7) days after that confirmation, by notice in writing inform the member of that confirmation and of the member's right of appeal under rule 10.

(6) A resolution confirmed by the committee under subrule (4) does not take effect:

- (a) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
- (b) where within that period the member exercises the right of appeal, unless and until the Association confirms the resolution In accordance with subrule 10 (4).

## 10 Right of Appeal of a Disciplined Member

- (1) A member may appeal to the Association in a general meeting against a resolution of the committee which is confirmed under subrule 9 (4), within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) Upon receipt of a notice under subrule (1), the secretary shall notify the committee which shall convene a general meeting of the Association to be held within 21 days after the date on which the secretary received the notice or as soon as possible after that date.
- (3) Subject to section 50 of the Act, at a general meeting of the Association convened under subrule (2):
  - (a) no business other than the question of the appeal shall be transacted;
  - (b) the committee and the member shall be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
  - (c) the members present shall vote by secret ballot on the question of whether the resolution made under subrule 9(4) should be confirmed or revoked.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under subrule 9 (4), that resolution is confirmed.

## PART III – THE COMMITTEE

### 11 Powers of the committee

The committee, subject to the Act, the Regulations, these rules, and to any resolution passed by the Association in a general meeting -

- (a) shall control and manage the affairs of the Association;
- (b) may exercise all such functions as may be exercised by the Association other than those functions that are required by these rules to be exercised by the Association in general meeting; and
- (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Association.

### 12 Constitution and Membership

(1) The committee shall consist a maximum of **ten** (10) members. These being:

- (a) **five** (5) office-bearers of the Association; and
- (b) **five** (5) ordinary committee members of the Association.

Each member of the Committee shall be elected, pursuant to rule 13, or appointed in accordance with subrule (4).

(2) The office-bearers of the Association are:

- (a) the president;
- (b) the vice-president;
- (c) the treasurer;
- (d) the staffing officer; and
- (e) the secretary.

(3) Each member of the committee shall, subject to these rules, hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

(4) Should an office bearer position on the Committee become vacant, this position may be filled by any other member of the Committee so long as a majority of the Committee agrees.

Should a position on the committee become vacant (and not be filled in accordance with the subrule above), the Committee, at its discretion, may choose to fill the vacancy by advising all members of the vacancy and calling for nominations to fill the position, with a two week closing period.

Should the number of nominations received exceed the number of vacant places available, the Committee will determine, by secret ballot of Committee members, the filling of the position(s).

### 13 Election of Committee Members

(1) Nominations of candidates for election as office-bearers of the Association or as ordinary committee members of the Association:

- (a) shall be received at the annual general meeting with the oral consent of the candidate; or
- (b) shall be made in writing, signed by two (2) members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form).

(2) Each Committee position will be filled in turn. If only one nomination is received for a position the



candidate nominated shall be deemed to be elected. If more than one nomination is received for a position a ballot shall be held.

- (3) Any vacant positions remaining on the committee shall deemed to be vacancies.
- (4) The ballot for the election of office-bearers and ordinary committee members shall be conducted at the annual general meeting in such manner as the committee may direct.
- (5) A person is not eligible to simultaneously hold more than one (1) position on the Committee.

#### 14 President

The President shall:

- (a) preside at all meetings of the Association;
- (b) arrange for all meetings of the Association to be called and conducted;
- (c) call the meeting to order at the appointed time, follow the established order of business and follow standard meeting procedure;
- (d) offer assistance in an advisory capacity when necessary to other executive members;
- (e) act as an ex-officio member on all committees of the association;
- (f) have the casting vote in the case of a tie in a meeting;
- (g) act as official representative of the Association to outside persons or agencies; and
- (h) sign official documents and papers on behalf of the Association.

#### 15 Vice-President

The Vice-President shall perform the duties and roles of the President when the President is absent.

#### 16 Secretary

- (1) The secretary of the Association shall, as soon as practicable after being appointed as secretary, notify the Association of his or her address.
- (2) The secretary shall keep minutes of:
  - (a) all elections and appointments of office-bearers and ordinary committee members;
  - (b) the names of members of the committee present at a committee meeting or a general meeting; and
  - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting shall be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.

#### 17 Staffing Officer

The Staffing Officer is responsible, in conjunction with the Director, for managing the Association's staffing: which may comprise recruiting; training; retaining; and terminating the employment of employees.

#### 18 Treasurer

- (1) The treasurer of the Association shall:
  - (a) ensure systems are in place to collect and receive all moneys due to the Association and make all payments authorised by the Association; and

- (b) ensure systems are in place to 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.

## 19 Vacancies

- (1) For the purposes of these rules, a vacancy in the office of a member of the committee occurs if the member:
  - (a) dies;
  - (b) ceases to be a member of the Association;
  - (c) resigns the office;
  - (d) is removed from office pursuant to rule 20;
  - (e) becomes an insolvent under administration within the meaning of the Corporations Law;
  - (f) suffers from mental or physical incapacity;
  - (g) is disqualified from office under subsection 63 (1) of the Act; or
  - (h) is absent without the consent of the committee from all meetings of the committee held during a period of six (6) months.

## 20 Removal of Committee Members

The Association in a general meeting may by resolution, subject to section 50 of the Act, remove any member of the committee from the office of member of the committee before the expiration of the member's term of office.

## 21 Committee Meetings and Quorum

- (1) The committee shall meet at least three (3) times in each calendar year at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by any member of the committee.
- (3) Oral or written notice of a meeting of the committee shall be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subrule (3) shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any **four** (4) members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business shall be transacted by the committee unless a quorum is present and if within half an hour after the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.
- (8) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be a:

- (a) member elected by the other members present in the case of a general meeting; or
- (b) committee member elected by the other committee members present in the case of a committee meeting.

## 22 Delegation by Committee to Sub-Committee

- (1) The committee may, by instrument in writing, delegate to one (1) or more sub-committees (consisting of such member or members of the Association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
  - (a) this power of delegation; and
  - (b) a function which is a function imposed on the committee by the Act, by any other law of the Territory or by resolution of the Association in general meeting.
- (2) A function, the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this rule may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Notwithstanding any delegation under this rule, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn as it thinks proper.

## 23 Voting and Decisions

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee shall be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to 1 vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to subrule 21 (5), the committee may act notwithstanding any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

## PART IV – GENERAL MEETINGS

### 24 Annual General Meetings – holding of

- (1) With the exception of the first annual general meeting of the Association, the Association shall, at least once in each calendar year and within the period of five (5) months after the expiration of each financial year of the Association, convene an annual general meeting of its members.
- (2) The Association shall hold its first annual general meeting:
  - (a) within the period of 18 months after its Incorporation under the Act; and
  - (b) within the period of five (5) months after the expiration of the first financial year of the Association.
- (3) Subrules (1) and (2) have effect subject to the powers of the Registrar-General under section 120 of the Act in relation to extensions of time.

### 25 Annual General Meetings – calling of and business at

- (1) The annual general meeting of the Association shall, subject to the Act, be convened on such a date and at such a place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be -
  - (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
  - (b) to receive from the committee reports on the activities of the Association during the last preceding financial year;
  - (c) to elect members of the committee, including office-bearers; and
  - (d) to receive and consider the statement of accounts and reports that are required to be submitted to members pursuant to subsection 73 (1) of the Act.
- (3) An annual general meeting shall be specified as such in the notice convening it in accordance with rule 27.
- (4) An annual general meeting shall be conducted in accordance with the provisions of this section.

### 26 General Meetings – calling of

- (1) The committee may, whenever it thinks fit, convene a general meeting of the Association.
- (2) The committee shall, on the requisition in writing of not less than five (5) per cent of the total number of members, convene a general meeting of the Association.
- (3) A requisition of members for a general meeting:
  - (a) shall state the purpose or purposes of the meeting;
  - (b) shall be signed by the members making the requisition;
  - (c) shall be lodged with the secretary; and
  - (d) may consist of several documents in a similar form, each signed by one (1) or more of the members making the requisition.
- (4) If the committee fails to convene a general meeting within one (1) month after the date on which a requisition of members for the meeting is lodged with the secretary, any one (1) or more of the members who made the requisition may convene a general meeting to be held not later than three (3)

months after that date.

- (5) A general meeting convened by a member or members referred to in subrule (4) shall be convened as early as is practicable in the same manner as general meetings are convened by the committee and any member who thereby incurs expense is entitled to be reimbursed by the Association for any reasonable expense so incurred.

## 27 Notice

- (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the secretary shall, at least 14 days before the date fixed for the holding of the general meeting, provide email notice to members, using the email address they have provided for receipt of accounts from the Association, specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the secretary shall at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in subrule (1) specifying, in addition to the matter required under that subrule, the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to subrule 26 (2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

## 28 General Meetings – procedure and quorum

- (1) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Five (5) members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened on requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall constitute a quorum.

## 29 Presiding Member

- (1) The president, or in the absence of the president – the vice-president, shall preside at each general meeting of the Association.
- (2) If the president and the vice-president are absent from a general meeting, the members present shall elect one (1) of their number to preside the meeting.

### 30 Adjournment

- (1) The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a general meeting is adjourned for 14 days or more, the secretary shall give written or oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subrules (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

### 31 Making of Decisions

- (1) A question arising at a general meeting of the Association shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the Association, a poll may be demanded by the person presiding or by not less than three (3) members present in person or by proxy at the meeting.
- (3) Where the poll is demanded at a general meeting, the poll shall be taken:
  - (a) immediately in the case of a poll which relates to the election of the person to preside at the meeting or to the question of an adjournment; or
  - (b) In any other case, in such manner and at such time before the close of the meeting as the person presiding directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

### 32 Voting

- (1) Subject to subrule (3), upon any question arising at a general meeting of the Association a member has one (1) vote only.
- (2) All votes shall be given personally or by proxy but no member may hold more than five (5) proxies.
- (3) In the case of an equality of votes on a question at a general meeting, the person presiding is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the Association unless all money due and payable by the member or proxy to the Association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

### 33 Appointment of Proxies

- (1) Each member shall be entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy shall be in the form set out in Appendix 1 to these rules.

## **PART V – MISCELLANEOUS**

### **34 Non-profit**

The assets and income of the Association shall be applied solely in the furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

### **35 Funds – source**

- (1) The funds of the Association shall be derived from annual membership fees, payments for any child(ren) enrolled to attend the Association's program, donations and, subject to any resolution passed by the Association in general meeting and subject to section 114 of the Act, such other sources as the committee determines.
- (2) All money received by the Association shall be deposited as soon as soon as practicable and without deduction to the credit of the Association's bank account.

### **36 Funds – management**

- (1) Subject to any resolution passed by the Association in general meeting, the funds of the Association shall be used in pursuance of the objects of the Association in such manner as the committee determines.
- (2) All cheques, draft, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) members of the committee or employees of the Association, being members of the committee or employees authorised to do so by the committee.

### **37 Alteration of Objects and Rules**

Neither the objects of the Association referred to in section 29 of the Act nor these rules shall be altered except in accordance with the Act.

### **38 Common Seal**

- (1) The common seal of the Association shall be kept in the custody of the secretary.
- (2) The common seal shall not be affixed to any instrument except by the authority of the committee and the affixing of the common seal shall be attested by the signatures either of two (2) members of the committee or of one (1) member of the committee and of the secretary.

### **39 Custody of Books**

Subject to the Act, the Regulations and these rules, the secretary shall keep in his or her custody or under his or her control all records, books, and other documents relating to the Association.

### **40 Inspection of Books**

The records, books and other documents of the Association shall be open to inspection at a place in the Territory, free of charge, by a member of the Association at any reasonable hour.

#### 41 Service of Notice

- (1) For the purpose of these rules, a notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at the member's address shown in the register of members.
- (2) Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

#### 42 Dissolution

- (1) In the event of the Association being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any Association with similar purposes which is not carried on for profit or gain of its individual members.
- (2) At the first general meeting of the Association, the Association shall pass a special resolution nominating:
  - (a) another Association for the purpose of paragraph 92 (1) (a) of the Act; or
  - (b) a fund, authority or institution for the purpose of paragraph 92 (1) (b) of the Act; in which it is to vest its surplus property in the event of the dissolution or winding up of the Association.
- (3) An Association nominated under paragraph (1) (a) must fulfil the requirements specified in subsection 92 (2) of the Act.



**APPENDIX 1 – FORM FOR APPOINTMENT OF PROXY**

I, .....  
*(full name)*

of .....  
.....  
*(full address)*

being a financial member of Aranda Afters Association Incorporated

hereby appoint .....  
*(full name of proxy)*

of .....  
.....  
*(full address)*

being a financial member of Aranda Afters Association Incorporated, as my proxy vote for me on my behalf at the general meeting of the Association (annual general meeting or other general meeting, as the case may be) to be held on the

..... day of ..... 20..... and at any adjournment of that meeting.

\* My proxy is authorized to vote in favour of/against *(delete as appropriate)* the resolution *(insert details)*.

.....  
.....  
.....  
.....

*(Signature of member appointing proxy - \* to be inserted if desired))*

NOTE: A proxy vote may not be given to a person who is not a financial member of the Association.