

# Constitution

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1. The name of the association is Neill-Fraser Support Group Inc., hereafter referred to as the Association

2. Definitions

In these rules, unless the contrary intention appears:

- ‘annual general meeting’ is the meeting convened under paragraph (b) of rule 13;
- ‘Committee meeting’ means a meeting referred to in rule 17;
- ‘Committee member’ means person referred to in paragraph (1), (2), (3) or (4) of rule 7;
- ‘convene’ means to call together for a formal meeting;
- ‘department’ means the government department with responsibility for administering the Associations Incorporation Act (1987);
- ‘financial year’ means a period not exceeding 15 months fixed by the Committee, being a period commencing on the date of incorporation of the Association and ending on 31 December ; and thereafter each period commencing 1 January and ending on 31 December in the same year;
- ‘general meeting’ means a meeting to which all members are invited;
- ‘member’ means member of the Association;
- ‘ordinary resolution’ means resolution other than a special resolution;
- ‘poll’ means voting conducted in written form (as opposed to a show of hands);

3. The office of the Association is to be at 7 Blackburn Avenue Pontville Tasmania 7030.

4. The objects and purposes of the Association are:

- a. To raise awareness of the Sue Neill-Fraser case

- b. The printing or publication of any material the members decide at a general meeting desirable for the promotion of the cause
- c. The acceptance of a gift or donation for the purpose of the Association
- d. The taking of any step the members of the Association at a general meeting deem expedient for the purpose of procuring contributions to the funds of the Association
- e. The doing of any lawful thing conducive to the attainment of the purpose of the Association.

5. Membership of Association

- a. The Association is open to any person over the age of 18 with an interest in supporting Sue Neill Fraser
- b. A person is eligible for membership on payment of the annual subscription specified in Rule 17
- c. A person becomes a member of the Association when his or her name is entered into the register of members and
- d. Ceases to be a member of the Association when his or her name is removed from the register of members

6. Register of members of Association

- a. The Secretary, on behalf of the Association, must comply with section 27 of the Act by keeping and maintaining in an up to date condition a register of the members of the Association and their postal or residential addresses and, upon the request of a member of the Association, shall make the register available for the inspection of the member and the member may make a copy of or take an extract from the register but shall have no right to remove the register for that purpose.
- b. The register must be so kept and maintained at the Public Officer's place of residence or at such other place as the members at a general meeting decide.
- c. The Secretary must cause the name of a person who dies or who ceases to be a member to be deleted from the register of members referred to in sub-rule (1).

7. Committee of Management

(1) the affairs of the Association will be managed exclusively by a Committee of Management consisting of a:

- (a) President;
- (b) Secretary;
- (c) Treasurer; and
- (d) no fewer than 2 other persons, both of whom must be

members of the Association.

(2) Committee members must be elected to membership of the Committee at an annual general meeting or appointed as required

(3) A Committee member's term will be from his/her election at an annual general meeting until the election referred to in sub-rule (2) at the next annual general meeting after his/her election, but he or she is eligible for re-election to membership of the Committee. The Chairperson must declare those persons to be duly elected as members of the Committee at the annual general meeting concerned.

(4) The Committee may appoint a member to fill that vacancy; and a member appointed under this sub-rule will hold office until the election referred to in sub-rule (2); and be eligible for election to membership of the Committee, at the next following annual general meeting.

#### 8. Income of Association

The income of the Association is to be applied solely towards the promotion of the objects and purposes of the Association. Any profit made by the Association goes into the account in order to carry out the purpose of the Association and cannot be distributed to its members.

#### 9. Accounts of Receipts and Expenditure:

- a. True accounts are to be kept of each payment and receipt of money by the Association and the matter in respect of which the money was received or paid.
- b. The accounts are open to inspection by the members of the Association at the annual general meeting.
- c. The treasurer is to keep all records of finance and accounting

#### 10. Banking and Finance

- a. On behalf of the Association the treasurer is to receive any money paid, issue an official receipt and pay into the account Neill Fraser Support Group.

- b. The committee is to open said account
  - c. A cheque is not to be drawn on the Association's account except for a payment that has been authorised by the executive committee.
  - d. A cheque or draft is to be signed by the two of the persons nominated as signatories for the bank account.
- 11. At each Annual General Meeting an auditor is to be appointed
- 12. Audit of Accounts: the auditor is to audit the financial affairs of the Association once a year and certify as to the correctness of the accounts and provide a written report.
- 13. Annual General Meeting
  - a. The Association is to hold an Annual General Meeting once a year
  - b. The meeting must be within three months of the financial year of the Association
  - c. The financial year of the Association is from January to December.
  - d. The business of the AGM is to:
    - i. To confirm minutes of last AGM
    - ii. To receive reports from the executive committee, treasurer and auditor.
    - iii. To elect the officers
    - iv. To appoint the auditor
- 14. Officers of the Association
  - a. President
  - b. One treasurer
  - c. One secretary
  - d. One Public Officer
  - e. Any assistants as needed may be voted in at a general meeting for a specific task or time.
- 15. Executive Committee
  - a. The president, the treasurer, and secretary and two other members constitute the executive committee.
  - b. During the period between meetings of the Association the executive committee may conduct business in matters of urgency for the affairs of the Association.
  - c. The executive committee is to report on these actions to the next meeting of the Association.
- 16. Quorum and proceedings at executive meetings
  - At an executive meeting 3 persons constitute a quorum.

17. Annual subscription

- a) The annual subscription payable by members is the following amount: \$1
- b) The members of the Association may alter the annual subscription by special resolution.
- c) The annual subscription is due and payable on or before the first day of each financial year of the Association

18. Minutes of meetings of Association

The Secretary must cause proper minutes of all proceedings of all general meetings and Executive meetings to be taken and then to be entered within 30 days after the holding of each general meeting Executive meeting, as the case requires, in a minute book kept for that purpose.

19. Disputes

A dispute between a member of the Association, in the capacity as a member, and the Association is to be determined by arbitration.

20. Common seal of Association

- a. The Association must have a common seal on which its corporate name appears in legible characters.
- b. The common seal of the Association must not be used without the express authority of the Committee and every use of that common seal must be recorded in the minute book
- c. The affixing of the common seal of the Association must be witnessed by any two of the President, the Secretary and the Treasurer.
- d. The common seal of the Association must be kept in the custody of the Secretary or of such other person as the Committee from time to time decides.

21. Winding Up

If upon the winding up of the association, there remains after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed amongst the members or former members, but shall be given or transferred to another association which association shall be determined by resolution of the members.

