



RAIEBURN CALISTHENICS INC

Constitution

ASSOCIATIONS INCORPORATION ACT 1981 SCHEDULE 3 RULES OF ASSOCIATION

1 NAME: -

- 1.1 The name of the incorporated association is Raieburn Calisthenics Inc.
(in these rules called "The Association")

2 INTERPRETATION: -

- 2.1 In these rules, unless the contrary intention appears:-
"Committee" means the Committee of Management of the Association
"Financial Year" means the year ending on 31st December
"General Meeting" means a general meeting of members convened in accordance with Rule 8
"Ordinary Member of the Committee" means a member of the Committee who is not an officer of the Association under Rule 7.2
"The Act" means the Association Incorporation Act 1981
"The Regulations" means regulations under the Act
- 2.2 In these Rules, a reference to the secretary of the Association is a reference:-
(a) where a person holds office under these Rules as a secretary of the Association - to that person;
and
(b) in any other case, to the public officer of the Association.
- 2.3 Words or expressions contained in these Rules shall be interpreted in accordance with the provisions of the Act Interpretations Act 1958 and the Act as in force from time to time.

3 OBJECTS: -

- 3.1 The objects of the Association shall be:-
(a) for the purpose of instructing Calisthenics to participants.
(b) to do all such other things as may be incidental to the attainment of such objects.

4 MEMBERSHIP: -

- 4.1 Members shall be persons who have agreed to accept the above objects and paid the prescribed fee and who are: -
(a) A one (1) parent of a participant, where the participant is less than 18 years of age; or
(b) A participant who is over the age of 18 years; or
(c) Employees of the Associations; or
(d) Persons who have applied in writing for membership and who are accepted as members by a majority vote of the Committee.
(e) Life Members.

- 4.2 (a) Membership may be suspended by not less than two-thirds majority vote at a Committee or General Meeting.
- (b) Any suspended member may on not less than two (2) weeks written notice require the suspension to be considered at one subsequent Committee Meeting.
- (c) The Association shall not be required to accept renewal of membership of a suspended member when renewal next falls due.

4.3 Membership shall cease on: -

- (a) Resignation in writing delivered to the Secretary of the Association;
- (b) Termination of employment by the Association;
- (c) Non-renewal of membership within three (3) months of expiry.

5 MEMBERSHIP FEE: -

- 5.1 The membership fee shall be the amount determined from time to time by the Committee and adopted by the Annual General Meeting

6 REGISTER OF MEMBERS: -

- 6.1 The Secretary shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member and the register shall be available for inspection by members at the address of the Public Office.

7 MANAGEMENT: -

- 7.1 Management of the Association shall be vested in the Committee of not less than four (4) members comprising: -
- (a) Not less than nor more than three (3) members of the Association elected at the Annual General Meeting as hereinafter provided;
- (b) Coach(es) and Registered Assistant(s) of the Associations;
- (c) Not more than one (1) persons co-opted by the Committee subsequent to the Annual General Meeting; PROVIDED THAT not less than three (3) of the Committee shall be Office Bearers of the Committee;
- (d) Not more than one (1) member of the Association that is representative from each group;
- (e) Life Members.
- 7.2 The Office Bearers of the Association shall be President, Secretary and Treasurer who shall be elected by the members of the Annual General Meeting prior to the appointment of the remainder of the Committee meeting held within one month following the Annual General Meeting.
- 7.3 The Coach(es) and Registered Assistant(s) shall automatically be an ex officio member of the Committee and shall not be subject to re-election at the Annual General Meeting.
- 7.4 The Committee shall meet as often as may be required to conduct the business of the Association and not less than three (3) times in each calendar year.
- 7.5 The quorum shall be THREE (3) Committee members.
- 7.6 The President or two other members of the Committee shall have power to call a meeting of the Committee.
- 7.7 Notice of meetings shall be given at the previous committee meeting or by seven (7) days notice given to all Committee members or in an emergency by such other notice s shall be ratified by the Committee.

- 7.8 An Office Bearer or member of the Committee shall cease to hold such office upon:-
- (a) Resignation in writing;
 - (b) The next Annual General Meeting after their election or appointment;
 - (c) Suspension as a member of the Association;
 - (d) Absence for three successive Committee meetings without explanation acceptable to the Committee.
- 7.9 Vacancies unfilled or arising in the Office Bearers or other Committee members may be filled by the Committee by co-opting members for the unexpired remainder of the term.
- 7.10 The Committee may function validly notwithstanding any vacancies so long as its number is not reduced below the quorum.
- 7.11 In the event of a tied vote at a Committee Meeting the President shall have a casting vote.
- 7.12 The Committee may appoint sub-committees of members and non-members for specific purposes who shall meet as they see fit or as directed by the Committee and who shall report to the Committee.
- 7.13 Life Membership may be granted by the President and Committee to any member who has provided exemplary service. A Life Member may hold any office of the Committee.
- 8.0 GENERAL MEETINGS: -**
- 8.1 General Meetings, which shall include the Annual General Meeting and any Special General Meeting, shall be held not less than twice in each calendar year to further the objects of the Association.
- 8.2 Written notice of not more than twenty-eight (28) days and not less than seven (7) days of all General Meetings shall be distributed to all members by newsletter of specific purpose notice given to participants.
- 8.3 Members shall be entitled to one vote at any General Meetings at which they are present.
- 8.4 A Quorum at any General Meeting shall be eight (8) members.
- 8.5 If at any General Meeting, there is not a quorum within thirty (30) minutes of the time appointed for the meeting then a majority of the members present may decide to adjourn the meeting for a period not exceeding fourteen (14) days. The quorum for such adjourned meeting shall be reduced to five (5) failing which the meeting shall lapse altogether.
- 8.6 A Special General Meeting shall be called by the President within twenty-eight (28) days of receipt of a directive of the Committee or a written request of three (3) Committee Members of six (6) members specifying the business to be conducted at the meeting.
- 8.7 The Annual General Meeting shall be held at least once in each calendar year and not more than three (3) months after the close of the financial year which shall be the 31st December, unless altered at an Annual General Meeting, by resolution.
- 8.8 Nominations for Office Bearers shall be in writing and be received by the President at least twenty-four (24) hours prior to the Annual General Meeting.
- 8.9 (a) The President shall preside as Chairman at each General Meeting of the Association.
(b) If the President is absent from a meeting the members present shall elect one of their number to preside as Chairman at the meeting.

8.10 The business of the Annual General Meeting shall be: -

- (a) To confirm the minutes of the preceding Annual General Meeting;
- (b) To receive the Presidents Report for the previous financial year;
- (c) To receive the Treasurers Report and the audited financial statements for the previous financial year, together with the financial budget for the current financial year;
- (d) To elect or re-elect the Office Bearers of the Committee. Members who have been nominated must consent in person or in writing;
- (e) To conduct any other business placed on the agenda before the commencement of the meeting.

9 VOTING: -

9.1 Voting shall be by show of hands except that: -

- (a) Any contested election at an Annual General Meeting or otherwise shall be by secret ballot;
- (b) The meeting may by show of hands require any other vote to be by secret ballot.

9.2 Resource persons with special interests or knowledge relevant to the Association may be invited to attend any meeting and to speak at the discretion of the Chairman but such person may not vote.

9.3 There shall be no voting by proxy.

10 PUBLIC OFFICER: -

10.1 The Public Officer shall be appointed in accordance with the provisions of Part V. Associations Incorporation Act 1981.

10.2 The Public Officer may hold any other office on the Committee.

11 PRESIDENT: -

11.1 The President shall keep the Common Seal which shall be affixed only by resolution of the Committee or of a General Meeting and in the presence of two Committee Members including at least one Office Bearer.

11.2 The President shall chair Executive and Committee meetings except that in the absence of the President or at the request of the President or of a majority of the meeting another member may be elected as meetings chairman.

11.3 The President at any meeting shall have a personal deliberative vote but not a casting vote.

11.4 The President shall prepare the agenda for Committee and General meetings.

11.5 The President shall encourage full balance participation in meetings by all members and shall decide on matters of order.

11.6 The President along with two (2) Committee Members shall have the final and absolute say on the employment of any coach(es) and assistant(s) who may be appointed from time to time.

12 TREASURER: -

12.1 The Treasurer shall cause monies received to be paid into an account authorised by the Committee in the name of the Association. Payments shall be as petty cash or by cheque signed by two (2) authorised signatories of whom shall be no more than five (5) appointed by the Committee. Major or unusual expenditures shall be authorised in advance by the Committee or a General Meeting.

- 12.2 The Treasurer shall cause records to be kept of all receipts and payments and other financial transactions, which records shall be available for inspection by any member.
- 12.3 The Treasurer shall cause to be prepared financial budgets and statements and shall submit a report to each Committee meeting.
- 12.4 The Treasurer shall present audited accounts to the Annual General Meeting including a statement of income and expenditure and the assets and liabilities of the Association during and at the end of its financial year.

13 SECRETARY: -

- 13.1 The Secretary shall call meetings in accordance with the provisions of the constitution.
- 13.2 The Secretary shall cause records to be kept of the Association including the constitution and policies, records of members, a register of minutes and / or notices, file of correspondence, and records of submissions or reports made by or on behalf of the Association.
- 13.3 In the absence of the Secretary another member shall be elected as Minutes Secretary.

14 AMENDMENT OF CONSTITUTION AND RULES: -

- 14.1 This constitution may be repealed, altered or amended by resolution of three-fourths of members present and voting at a General Meeting of which not less than twenty-one (21) days written notice including notice of the proposed repeal, alteration or amendment has been distributed to all members.
- 14.2 A General Meeting may make, repeal or amend Rules for the proper administration of meetings or business provided that not less than twenty-one (21) days written notice including notice of the proposed new rule or repeal, alteration or amendment has been distributed to all members.
- 14.3 These rules and the statement of purposes of the Association shall not be altered except in accordance with Section 22 and Section 29 of the Associations Incorporated Act 1981.

15 FINANCES AND PROPERTY: -

- 15.1 The funds of the Association shall be derived from enrolment fees, annual subscriptions, costume levies, donations and such other sources as the Committee determines.
- 15.2 Person who by authority accept or incur any pecuniary liability on behalf of the Association shall be held indemnified against any personal loss in respect of such liability.
- 15.3 The income, property and funds of the Association shall be used and applied solely towards the promotion of the objects and shall not be paid or transferred to the members or relative of members provided that: -
- (a) Nothing herein contained shall prevent any payment in good faith to any person in return for services actually rendered or to any person in furtherance of the objects of the Association and without undue preference.
 - (b) An employee of the Association shall notwithstanding that employment be entitled to be a member or Office Bearer of the Committee or of any Sub-committee in accordance with the provisions of this constitution.

16 WINDING UP OR CANCELLATION: -

- 16.1 In the event of the winding up or the cancellation of the incorporation of the Association the assets of the Association shall be disposed of in accordance with the provisions Part VII of the Associations Incorporation Act 1981.