

**CONSTITUTION**  
**OF THE INNER SOUTH CANBERRA COMMUNITY COUNCIL**  
**INCORPORATED AS AN ASSOCIATION**  
**UNDER THE ASSOCIATIONS INCORPORATIONS ACT 1991**

26 November 2013

**PREAMBLE**

The Inner South Canberra Community Council has been established with the primary aim of representing and promoting the interests of Inner South Canberra.

The governance arrangements of the Council recognise and respect the vital and enduring role played by existing residents associations in advancing the interests of the residents of their suburbs. These arrangements reflect the intention that the Council complement and assist, rather than duplicate or supplant, the role of these associations.

To this end, the Council will focus its energies on matters of common interest to Inner South Canberra as a whole, as set out in the objectives stated in clause 2 of this Constitution.

It is not the role of the Council to develop independently positions on matters of local interest which are best formulated and pursued at local level.

This means that on no account will the Council take a position which is inconsistent with that taken by a residents' association or a representative of a suburb who has been elected by its residents, if the matter concerned is specific to or substantially impacts on the area represented by that association or representative. This important principle is codified in clause 20 of this Constitution. Further, on no account will the Council take a position which is inconsistent with the protection which applies to Heritage Precincts in Inner South Canberra.

In relation to these matters the Council will play a supportive role by facilitating consultation and providing advice as requested by the association or representative. The Council may also take other supportive actions if requested by the association or representative on matters of interest to Inner South Canberra.

To ensure the Council is as representative as possible, steps will be taken to promote and facilitate the effective representation of all the suburbs of Inner South Canberra.

**A: PRELIMINARY**

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| <b>Name of Association</b>                 | 1. | The name of the Association shall be 'The Inner South Canberra Community Council Incorporated' (hereinafter called 'The Council').   |
| <b>Objects and Purposes of Association</b> | 2. | The objects of the Inner South Canberra Community Council are:<br><br>(a) To protect and enhance the amenity and environmental community well-being of Inner South Canberra residents and the broader community; |

(b) To promote and represent Inner South Canberra residents in respect of the above;

(c) To actively promote communication and coordination among residents and local community groups;

(d) To contribute to the planning of Inner South Canberra, consistent with the above objectives; and

(e) To assist in ensuring all groups, especially the more vulnerable, are adequately represented.

### **Interpretation**

3. (1) In these rules unless a contrary intention appears –

- '*Associate Member*' means a representative of an organisation active in Inner South Canberra that is recognised by the Council as being in a position to make a valuable contribution to the deliberations of the Committee but that is not eligible for Committee membership under Clause 23 (1) (b). Representatives of Associate Members may participate in Committee discussions but are not eligible to vote on Committee matters';

- "Inner South Canberra" includes the Canberra suburbs of Barton, The Causeway, Deakin, Eastlake, Forrest, Griffith, Kingston, Narrabundah, Parkes, Red Hill, Symonston and Yarralumla;

- "financial year" means year ending 30th June each year;

"General Meeting" means a General Meeting of members of Council convened in accordance with clause 12;

- "member" means financial member of the Council;

- "Secretary" means the person holding office under these rules as Secretary of the Council;

· "Treasurer" means the person holding office under these rules as Treasurer of the Council;

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

- "the Regulations" means the *Associations Incorporations Regulations*.

(2) 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 *Associations Incorporations Act 1991*.

## **B MEMBERSHIP**

### **Membership of the Council**

4. (1) A person is eligible to be a member of the Council if they are:

- (a): at least of the age of sixteen years; and
- (b) a resident of Inner South Canberra.

(2) An application by a person for membership of the Council shall be made in writing and shall be lodged with the Secretary.

(3) The names and addresses of Council members shall be entered in a register of members to be kept by the Secretary.

- (4) A right, privilege, or obligation of a person by virtue of his or her membership of the Council terminates upon cessation of their membership, whether by death, resignation, or otherwise.

**Members' Liability**

5. Liability of a member to contribute towards the payment of the debts and liabilities of the Council or the costs, charges and expenses of the winding up of the Council is limited to the amount, if any, unpaid by the member in respect of membership of the Council as required by clause 29.

**C: FINANCIAL**

**Income and Property of the Council**

6. (1) The income and property of the Council, however derived, shall be applied solely towards the promotion of the objects and purposes of the Council and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus, or otherwise, to any member of the Council.
- (2) The Council shall not:
- (a) appoint a person who is a member of the Committee to any office of the Council to the holder of which there is payable any remuneration by way of salary, fees, or allowances; or
- (b) pay to any such person any remuneration or other benefit in money or money's worth (other than the repayment of out-of-pocket expenses).
- (3) Nothing in the foregoing provisions of this clause prevents the payment in good faith to a servant or member of the Council -
- (a) remuneration in return for services actually rendered to the Council by the servant or member or for goods supplied to the Council by the servant or member in the ordinary course of business;
- (b) interest at current bank overdraft rate on money lent; or
- (c) a reasonable or proper sum by way of rent for premises let to the Council by the servant or member.

**Accounts of receipts, expenditure**

7. (1) True accounts shall be kept:
- (a) of all sums of money received and expended by the Council and the manner in respect of which the receipt or expenditure takes place; and
- (b) of the property, credits, and liabilities of the Council, and subject to any reasonable restrictions as to time and manner of inspecting them that may be imposed by the Council for the time being, those accounts shall be open to the inspection of the members of the Council.
- (2) The Treasurer of the Council shall faithfully keep all general records, accounting books, and records of receipt and expenditure connected with the operations and business of the Council in such form and manner as the Committee may direct.
- (3) The Accounts, books, and records referred to in sub-clause (1) and (2) of this clause shall be kept by the Treasurer.

**Banking and Finance**

8. (1) The Treasurer of the Council shall, on behalf of the Council, receive all monies paid to the Council and forthwith after the receipt thereof, issue official receipts therefor.
- (2) The Committee shall cause to be opened with such bank as the Committee selects a banking account in the name of the Inner South

Canberra Community Council Incorporated into which all monies received shall be paid by the Treasurer as soon as possible after receipt thereof.

- (3) Moneys shall not be drawn from an account of the Association unless authorised in writing by two (2) Committee members, other than the Treasurer, for amounts up to and including \$250.00 or by four (4) Committee members, including the Treasurer, for amounts in excess of \$250.00. Email communication shall be treated as written authorisation;
- (4) Money shall be drawn from an account by cheque or using electronic transfer. In the case of a cheque, such cheque shall be signed by either the Treasurer or Assistant Treasurer;
- (5) The Treasurer and Assistant Treasurer shall be authorised to initiate electronic transfers of funds, subject to the conditions set out in (3) above. Only the Treasurer and Assistant Treasurer are authorised to establish and access electronic funds transfer on behalf of the ISCCC and are required to keep secure all passwords and access information relating to ISCCC accounts.

**Auditor**

9. (1) Each Annual General Meeting of the Council shall appoint a person as Auditor of the Council, who shall hold office until the next Annual General Meeting. Where a person is appointed as Auditor that person must be a person who is not an officer of the Council and has not prepared or assisted with the preparation of the accounts.
- (2) The first Auditor of the Council may be appointed by the Committee before the first Annual General Meeting, and if so appointed, shall hold office until the first Annual General Meeting, unless previously removed by a resolution of the members at a General Meeting, in which case the members at that meeting may appoint an Auditor to act until the first Annual General Meeting.
- (3) If an appointment is not made at an Annual General Meeting the Committee shall appoint the Auditor of the Council for the then current financial year of the Council.
- (4) If a casual vacancy occurs in the office of Auditor the Committee may appoint a person as the Auditor and that person so appointed shall hold office until the next succeeding Annual General Meeting.

**Audit of Accounts of the Council**

10. (1) Once at least in each financial year, the accounts of the Council shall be examined by the Auditor and reported to the Annual General Meeting.
- (2) The Committee shall take all reasonable steps to ensure that the Council's accounts are completed at least 14 days before the Annual General Meeting.
- (3) In his or her report, and in certifying the accounts, the Auditor shall state:
  - (a) whether he or she has obtained the information required by him or her;
  - (b) whether, in his or her opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Council according to the information at his or her disposal and the explanations given to him or her and as shown by the books of the Council; and
  - (c) whether the rules relating to the administration of the funds of the Council have been observed.

- (4) The Treasurer or Committee of the Council shall cause to be delivered to the Auditor a list of all accounts, books and records of the Council.
- (5) The Auditor -
  - (a) has a right of access to the accounts, books, records, vouchers, and documents of the Council;
  - (b) may require from the servants of the Council such information and explanations as may be necessary for the performance of his or her duties as Auditor;
  - (c) may employ persons to assist him or her in investigating the accounts of the Council; and
  - (d) may, in relation to the accounts of the Council, examine any member of the Committee or any servant of the Council.

## D: COUNCIL MEETINGS

### Annual General Meeting

- 11. (1) The Council shall, in each calendar year within five months of the end of the financial year, hold an Annual General Meeting on a day agreed to by the Committee in accordance with sub-clause 14(1).
- (2) The ordinary business of the Annual General Meeting shall be -
  - (a) to confirm the minutes of the previous Annual General Meeting;
  - (b) to receive from the Committee and servants of the Council reports which consider the activities of the Council during the previous financial year;
  - (c) to elect the officers of the Council and the ordinary Committee members;
  - (d) to accept the nominees of residents' associations for Committee membership or suburb representatives appointed pursuant to clause 23(1)(b);
  - (e) to appoint an Auditor, and to determine his or her remuneration, if any, and
  - (f) to determine the remuneration of servants, if any, of the Council.
- (3) The Annual General Meeting may transact other business.

### General Meetings

- 12. (1) General Meetings shall be held at least bi-annually.
- (2) The Committee may, whenever it thinks fit, convene a General meeting of the Council.
- (3) The Committee shall, on receipt of a written petition of not less than 10 members, convene a General Meeting of the Council.
- (4) A petition for a General Meeting shall state the objects of the meeting and be forwarded to the Chairperson of the Council.
- (5) If the Committee does not cause a General Meeting to be held within 21 days from the date on which a petition therefor is provided to the Chairperson of the Council, one or more of the petitioners may convene the meeting; but any meeting so convened shall not be held after three months from the date of deposit of the petition.

(6) A General Meeting convened by petitioners in pursuance of these rules shall be convened as nearly as possible in the same manner as that in which those meetings are convened by the Committee, and all expenses incurred in convening the meeting shall be paid by those petitioning the meeting.

**Notices of Council Meetings**

13. (1) The Committee shall, before the commencement of each calendar year, fix the time and dates for the holding of the Annual General and General meetings for the following calendar year, and as soon as practicable notify each member appearing in the register of members of the date and time of the meetings. In any case, 21 days notice shall be provided to members of the time and date of the Annual General Meeting and of any General Meetings the dates of which have been varied from that determined prior to the end of the calendar year, as required above, or not previously notified.
- (2) General Meetings may be held with less than 21 days notice when the Committee passes a resolution by two-thirds majority deeming the business proposed for discussion at such meeting to be urgent.
- (3) A member desiring to bring any business before a Council Meeting may give notice of that business to the Secretary who shall include that business in the meeting.
- (4) The Council may accept business other than those items appearing on the agenda, from the floor.

**Business and Quorum at Council Meetings**

14. (1) A quorum for an Annual General Meeting comprises no less than 15 Council members or ten per cent of the total number of Council members whichever is the greater.
- (2) A quorum for a Council Meeting shall comprise no less than 10 members.
- (3) No item of business shall be transacted at a Council Meeting unless a quorum is present during the time when the meeting is considering that item.
- (4) If within one half hour after the appointed time for the commencement of an Annual General Meeting or General Meeting a quorum is not present, the meeting, if convened upon the petition of members shall be dissolved, and in any other case it shall stand adjourned to the same day in the next week, at the same time (unless another place is specified by the Chairperson of the Council at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place, and if at the time appointed for the commencement of the meeting at which meeting the usual quorum requirements shall apply.
- (5) The Annual General Meeting and General Meetings are open to the public. However, only members of the Council are entitled to vote on any question before the Council.

**Chairperson to preside at Council Meetings**

15. (1) The Chairperson of the Council, or in his or her absence, the Deputy Chairperson, or in the absence of both Chairperson and the Deputy Chairperson, the Secretary, shall preside as Chairperson at every meeting of the Council.
- (2) If the Chairperson, Deputy Chairperson and Secretary are absent from a Council Meeting, the members shall elect one of their number to preside as Chairperson thereat.

**Adjournment of Council Meetings**

16. (1) The Chairperson 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, 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.

**Determination of questions arising at Council and Committee Meetings.**

- (2) Where a meeting is adjourned for 14 days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.
- (3) Except as provided in the foregoing provisions of this clause, it is not necessary to give any notice of an adjourned meeting.

17. (1) The Council and the Committee shall endeavour to reach all decisions by consensus. Where consensus is not possible decisions will be made by vote.

- (2) A matter to be decided at a Council meeting or meetings of the Committee shall be determined on a show of hands. Unless before or on the declaration of the result of the show of hands, a poll is demanded, a declaration by the Chairperson of the meeting that a resolution has, on a show of hands, been carried or carried unanimously, or carried by a particular majority or lost. The entry to that effect in the minute book of the Council is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution. A member of Council can request that his/her vote is identified and recorded in the minute book of the Council.

**Votes**

18. (1) Upon any question arising at Council meetings, each member has one vote only.

- (2) In the case of an equality of voting on a question the matter shall be deemed to be resolved in the negative.

**Taking of poll**

19. If at a meeting, a poll on any question is demanded it shall be taken at that meeting in such manner as the Chairperson may direct, and the result of the poll shall be deemed to be the resolution of the meeting on that question.

**Local issues**

20. In relation to matters which relate specifically to issues or affairs arising within or impacting substantially on a suburb represented by a residents' association, or by a representative elected by its residents, on the Committee pursuant to clause 23(1)(b), neither Council nor the Committee may pass a resolution or express a view on the matter which is inconsistent with the view of that association or representative as expressed at the meeting at which the matter is discussed. Further, on no account will the Council take a position which is inconsistent with the protection which applies to Heritage Precincts in Inner South Canberra.

**E: COMMITTEE**

**Affairs of a Council to be managed by a Committee**

21. (1) The affairs of the Council shall be managed by a Committee of management as provided in clause 23.

(2) The Committee -

(a) shall manage the business and affairs of the Council in accordance with any rules or policies determined by Council;

(b) may, subject to these rules, exercise all such powers and functions as may be exercised by the Council other than those powers and functions that are required by these rules to be exercised by the Annual General Meeting or General Meetings of the Council;

(c) subject to the Act and these rules, has 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 Council; and

(d) shall appoint a Public Officer who shall be a member of Council. The Public Officer shall act until he or she resigns or his or her successor is appointed by the Committee. If no Public Officer is appointed the Treasurer shall hold this office.

**Officers of the Council**

**22.** (1) The officers of the Council shall be -

- (a) a Chairperson;
- (b) a Deputy Chairperson;
- (c) a Secretary;
- (d) a Treasurer;
- (e) a Public Relations Officer
- (f) a Web-Master
- (g) an Assistant Secretary (optional) and
- (h) an Assistant Treasurer (optional).

(2) A person who holds any elected or appointed position in a political party, or is an elected member of or is standing for election to either the Australian Federal Parliament or the Legislative Assembly of the Australian Capital Territory, is not eligible to be an officer or an ordinary Committee member of the Council.

(3) The provisions of sub-clauses (2) and (3) of clause 24, so far as they are applicable and with necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-clause (1) of this clause.

(4) Each officer of the Council shall hold office until the Annual General Meeting next after the date of his or her election but is eligible for re-election.

(5) In the event of a casual vacancy in any office mentioned in sub-clause (1) of this clause, the Committee may appoint one of its members to the vacant office, and the member so appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of his or her appointment.

**Constitution of Committee**

**23.** (1) The Committee shall consist of -

- (a) the officers of the Council;
- (b) two representatives, or an alternate or alternates, in either case who shall be a member of the Council and nominated by organisations formed to represent the interests of all residents in a suburb or suburbs, at least one suburb of which is located in Inner South Canberra;
- (c) two ordinary Committee members, who shall be members of the Council; and
- (d) a representative of an organisation that is recognised by the Council as qualifying for Associate Member status.

(2) At the commencement of this Constitution the associations, for the purposes of sub-clause (1)(b) shall be the:



- (i) Griffith Narrabundah Community Association;
- (ii) Old Narrabundah Community Council Inc; and
- (iii) Yarralumla Residents Association.

- (3) Additional residents' associations or suburb representatives (having been elected by a meeting convened for that purpose) may be recognised for the purposes of sub-clause (1)(b) with the approval of the Committee or the Annual General Meeting of the Council.
- (4) At the commencement of this Constitution See-Change Inner South Group is recognised as having Associate Member status under Clause 23(1)(d).
- (5) Each ordinary Committee member shall, subject to these rules, hold office until the Annual General Meeting next after the date of his or her election, but is eligible for re-election.
- (6) In the event of a casual vacancy occurring in the office of an ordinary Committee member, the Committee may appoint a member of the Council to fill the vacancy, and the member so appointed shall hold office, subject to these rules, until the conclusion of the Annual General Meeting next following the date of his or her appointment.

**Election of members of the Council as members of the Committee**

- 24. (1) Nominations of candidates for election as ordinary members -
  - (a) shall be made in writing signed by another member of the Council and include the written consent of the candidate (which may be endorsed on the nomination form; and
  - (b) shall be provided to the Secretary of the Council.
- (2) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations may be taken from the floor at the Annual General Meeting.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- (5) The ballot for the election of officers and ordinary Committee members shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.

**Cessation of Membership**

- 25. For the purposes of these rules, the position of member of the Committee becomes vacant if the Committee member -
  - (a) dies;
  - (b) becomes bankrupt or applies to take advantage of any law relating bankrupt or insolvent debtors or compounds with his creditors;
  - (c) becomes of unsound mind;
  - (d) resigns his or her office by writing under his or her hand addressed to the Committee;
  - (e) becomes ineligible under provision of sub-clause (2) of clause 22(2);
  - (f) fails, without leave granted by the Committee, to attend three consecutive meetings of the Committee;

(g) ceases to be a member of the Council;

(h) fails to pay all arrears of subscription due by him or her within 14 days after he or she has received a notice in writing signed by the Secretary stating that he or she has ceased to be a financial member of the Council; or

(i) if a representative of a community association or suburb, ceases to be the nominee of that community association or suburb.

**Meetings of the Committee and sub-Committees**

26. (1) The Committee shall meet at least once in each quarter at such place and at such times as the Committee may determine.
- (2) Special meetings of the Committee may be convened by the Chairperson, or any four of its members.
- (3) Seven days notice in writing shall be given to members of the Committee of any special Committee meeting, specifying the general nature of the business to be transacted at such a meeting.
- (4) Any nine members of the Committee constitute a quorum for the transaction of business of a meeting of the Committee.
- (5) No business shall be transacted unless a quorum is present and 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 place at the same hour of the same day in the following week unless the meeting was a Special Meeting in which case it lapses.
- (6) At meetings of the Committee -  
(a) the Chairperson, or in his absence the Deputy Chairperson; or  
(b) if the Chairperson and the Deputy Chairperson are absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside.
- (7) Questions arising at meetings of the Committee, or of any sub-Committee appointed by the Committee, shall be determined by 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.
- (8) 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 one vote and, in the event of an equality of votes on any question, the matter is resolved in the negative.
- (9) At the beginning of any new period in office the Committee shall arrange for a schedule of meetings to be circulated to Committee members. Committee members may call Committee meetings by advising all Committee members of the need for an additional meeting.

**Disclosure of interest in contracts &c**

27. (1) A member of the Committee who has an interest in any contract or arrangement made or, proposed to be made with the Council, shall disclose his or her interest at the first meeting of the Committee at which the contract or arrangement is first taken into consideration, if his or her interest then exists, or, in any other case, at the first meeting of the Committee after the acquisition of his or her interest.
- (2) If a member of the Committee becomes interested in a contract or arrangement after it is made or entered into he or she shall disclose his or her interest at the first meeting of the Committee after he or she becomes so interested.
- (3) No member of the Committee shall vote as a member of the

Committee in respect of any contract or arrangement in which he or she is interested and if he or she does so his or her vote shall not be counted.

**Sub-Committees of the Committee**

28. (1) The Committee may at any time appoint a Sub-Committee or Sub-Committees as it may think fit, the members of whom shall be members of Council, and shall prescribe the powers and functions thereof.

## F: MEMBERSHIP MATTERS

**Annual Subscription**

29. (1) Until otherwise fixed pursuant to sub-clause (2) of this clause, an annual subscription payable by members may be prescribed by the Committee.
- (2) The amount of the annual subscription, if any, may be altered from time to time by the members of the Council by resolution.
- (3) The annual subscription, if any, of a member is due and payable on or before the first day of the financial year, if any, of the Council.

**Financial year**

30. The financial year of the Council is the period beginning on the 1st of July in each year and ending on the 30th of June next following.

**Expulsion of Members**

31. (1) Subject to this clause, the Committee may by a two thirds majority of the total number of Committee members expel a member from the Council if, in the opinion of the Committee, the member has been guilty of conduct detrimental to the interests of the Council.
- (2) The expulsion of a member pursuant to sub-clause (1) of this clause does not take effect -
- (a) until the expiration of 14 days after the service on the member of a notice under sub-clause (3) of this clause; or
- (b) if a member exercises his or her right of appeal under this clause, until the conclusion of the General Meeting convened to hear the appeal whichever is the later date.
- (3) Where the Committee expels a member of the Council, the Secretary of the Council shall, without undue delay, cause to be served on the member a notice in writing -
- (a) stating that the Committee has expelled the member;
- (b) specifying the grounds for expulsion; and
- (c) informing the member that if he or she so desires he or she may, within seven days after the service of the notice on him or her, appeal against the expulsion as provided in this clause.

**Right of appeal of disciplined Member**

32. (1) A member on whom a notice under sub-clause 31(3) of this Constitution is served may appeal against the expulsion to a General Meeting by delivering or sending by post to the Secretary, within seven days after the service of that notice, a petition in writing demanding the convening of a such a meeting for the purpose of hearing his or her appeal.
- (2) Upon receipt of a petition under sub-clause (3) of this clause, the Secretary shall forthwith notify the Committee of its receipt and the Committee shall thereupon cause a General Meeting of members to be held within 21 days after the date on which the petition is received by the Secretary. This may coincide with a General Meeting.
- (3) At a General Meeting convened for the purpose of this clause -
- (a) no business other than the question of the expulsion shall be transacted;

(b) the Committee may place before the meeting details of the grounds of the expulsion and the Committee's reasons for the expulsion;

(c) the expelled member shall be given an opportunity to be heard; and

(d) the members present shall vote by secret ballot on the question of whether the expulsion should be lifted or confirmed.

- (4) If at this Meeting a majority of the members present vote in favour of the lifting of the expulsion, the expulsion shall be deemed to have been lifted and the expelled member is entitled to continue his or her membership of the Council.
- (5) If at this General Meeting a majority of the members present vote in favour of the confirmation of the expulsion, the expulsion takes effect, and the expelled member ceases to be a member of the Council.

## G: MISCELLANEOUS

### Alteration of Constitution

33. (1) The rules may be amended by resolution passed by a three-quarters majority of Council members voting at an Annual General Meeting or General Meeting.
- (2) Notice that a proposed amendment shall be included in the notice calling the General Meeting of which at least 21 days notice is given. This is to be accompanied by a notice in writing to propose the resolution as a special resolution, and has been given to the members of the Council listed in the register of members.
- (3) An amendment to the objects and purposes of the Council shall not be effective until the notice has been lodged with the Registrar of Associations.
- (4) An alteration of the rules is of no effect until a copy of the alteration is lodged with the Registrar.

### Seal of the Association

34. (1) The seal of the Council shall be in the form of a rubber stamp inscribed with the name of the Council encircling the word 'seal'.
- (2) The common seal shall not be affixed to any instrument except by the authority of the Committee and 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 Secretary.
- (3) The common seal shall remain in the custody of the Secretary.

## H: COMMITTEE DUTIES

### DUTIES OF THE OSCCC COMMITTEE

#### CHAIRPERSON

35. (1) The duties of specific office bearers are as follows:
- (a) 1. Preside at all meetings of the Council, if present.
2. Preserve order and decorum and so exercise authority in conducting business of the Council.
3. In consultation with the Secretary, assist in answering any necessary correspondence addressed to the Council.
4. Act as spokesperson for the Council.

5. Exercise general supervision over the activities of the Council.

6. Convene a general meeting at least three times a year, including the Annual General Meeting.

**DEPUTY CHAIRPERSON**

- (b) 1. Assist in maintaining order.
2. In the absence of the Chairperson, preside at meetings of the Council with the full power and authority of presiding authority.
3. Deputise for the Chairperson in exercising duties other than at meetings when the Chairperson is unavailable.
4. Assist the Chairperson in exercising the duties of that office.

**SECRETARY**

- (c) The Secretary of the Council shall:
1. As soon as possible after being appointed as Secretary, notify the Council of his or her address.
2. Keep minutes of all elections of office bearers and ordinary Committee members.
3. Provide due notice of Council and Committee meetings.
4. Prepare and distribute minutes of the previous meeting to Committee members at least one week prior to the next meeting.
5. Ensure minutes are taken of all Committee and General Meetings of the Council.
6. Receive and assist the Chairperson answer any necessary correspondence addressed to the Council.
7. Ensure sufficient copies of any documents required for meetings are available.
8. Record in a register the names and addresses of Council members and ensure the register is maintained strictly in accordance with privacy laws.
9. Record the names and addresses/organisations of all persons who attend Council meetings.

**TREASURER**

- (d) The Treasurer of the Council the person shall:
1. Collect and receive all monies due to the Council and make all payments authorised by the Council.
2. Keep correct accounts and books showing the financial affairs of - the Council with full details of all receipts and expenditure connected with activities of the Council.
3. Present a report of the Receipts and Expenditures for the financial year, together with a Balance Sheet of the Council at the Annual General Meeting.

**PUBLIC RELATIONS OFFICER**

- (e) 1. The Public Relations Officer shall: be responsible for managing and coordinating the Council's public relations and media activities, within a framework agreed by the Committee.

**WFR-MASTFR**

- (f) 1. The Web Master shall manage the Council's website, within the

framework of any website policies agreed by the Committee.

**ASSISTANT SECRETARY (if appointed)**

- (g) 1. Assist the Secretary to carry out the duties of that office.

**NON-OFFICER COMMITTEE MEMBERS**

- 36. 1. Non-officer members of the Committee may assist the other officers of the Council as required.>

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