

# Rules of the Glenside Progressive Association Incorporated

## Issue 6

This issue of these rules replaces the fifth issue which took effect from 18 January 2016.

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## **1. NAME**

The name of the Society shall be the ***Glenside Progressive Association Incorporated*** herein referred to as ***the Association***.

## **2. REGISTERED OFFICE**

There shall be a registered office of the Association, which shall be agreed to and recorded in the minutes of a General or Special Meeting. The address of the registered office shall be notified to the Registrar of Incorporated Societies.

## **3. OBJECTS**

The objects for which the Association exists are:

- 3.1. To provide a forum for discussion by members of the community of Glenside about issues that impact on, or potentially impact on the Glenside community;
- 3.2. To represent the views, verbally or in writing, of the majority of Association members at forums where matters likely to impact on Glenside are considered; be those forums established by Central Government, Local Government, community associations or other influential groups.
- 3.3. To provide leadership and guidance for the Glenside community in the preservation, maintenance and enhancement of the environment of Glenside.

## **4. MEMBERSHIP**

- 4.1. Membership of the Association shall be open to any person who resides, works, owns a business, or leases or owns other property within the boundaries of Glenside. All residents of Glenside will be taken as members unless they write to the Association to confirm that they do not wish to be members.
- 4.2. The President or Secretary shall, as far as is practicable, keep an up-to-date register of residents who are members. This shall contain the name, address and where possible, contact details of each member, and skills that could be relevant in an emergency. Permission to enter such details into the register must be obtained. The register will not be made available to anyone other than to officers of the Association.
- 4.3. Residents outside the boundaries of Glenside but contiguous with Glenside, may apply to be members of the Association.

These areas include:

- The west side of Middleton Road from Glenside Road to Halswater Drive
- The west side of Glenside Road (as yet undeveloped)
- Willowbank Road north of the Tawa boundary.

4.4 Departing residents can continue to be members until the next AGM.

4.5 Invitees, visitors and friends of the Association who are not in the above categories but support the Objects of the Association are welcome to attend meetings and participate in the activities of the Association but will not have voting rights.

4.6 There will be no membership fee but an annual donation of \$15 per household will be requested of active members.

4.7 Membership of the Association by any individual shall cease when any one of the following conditions occurs:

4.7.1 The member submits a written resignation to the Secretary of the Association; or

4.7.2 The member no longer fulfils the criteria in para 4.1 (refer also to para 4.4); or

4.7.3 A special meeting of the Association expels the member for conduct unbecoming of a member of the Association.

Such expulsion may not occur unless and until the complaint of the conduct concerned has been investigated by two of the officers of the Association who shall provide the member concerned with the opportunity to refute the allegations made against her/him at the special meeting. The expulsion shall not occur unless and until the members present at the special meeting vote by a majority for the member to be expelled.

All these proceedings shall be conducted in accordance with the rules of natural justice. The member concerned must be informed in writing of the outcome of the special meeting within seven days of the meeting.

## **5 ALTERATION OF RULES**

5.1 These rules may be altered, added to, or rescinded, only by a majority vote of the members attending the Annual General Meeting of the Association, or a properly constituted Special Meeting of the Association called for this purpose only.

5.2 The proposed alterations to the rules must have been published with the notice calling the meeting and a minimum of two weeks notice must have been given of the meeting if rule amendments are to be considered.

## **6 MEETINGS OF THE ASSOCIATION**

There shall be three types of meetings of the Association: Annual General Meetings; General Meetings; and Special Meetings. The methods of calling these meetings and their purposes shall be as follows:

## **6.1 MEETINGS, NOTICES AND PROCEDURES**

- 6.1.1 Written notices of meetings shall normally be delivered to the residence of each member of the Association, providing that urgent meetings may be called by a telephone call to each member's residence. Alternatively, where members have provided email addresses, an email correspondence to those members shall be sufficient notice of the meeting.
- 6.1.2 Notices of Annual General Meetings, General Meetings, or Special Meeting to discuss changes to these rules shall be dispatched at least two weeks prior to the meeting.
- 6.1.3 A Special Meeting of the Association may be called by the Secretary for urgent matters giving a minimum of three days notice.
- 6.1.4 At all meetings, the Chair shall conduct the business of the meeting according to standard meeting procedure.

## **6.2 ANNUAL GENERAL MEETING**

- 6.2.1 The Annual General Meeting of the Association shall normally be held on the evening of the last Monday of July each year or on an alternative date close to this date.
- 6.2.2 The business of the Annual General Meeting shall include: President's Report; Performance Report (comprising of a Statement of Service Performance and Statement of Financial Performance); Election of Officers and Other Business.

## **6.3 GENERAL MEETINGS**

- 6.3.1 General Meetings of the Association shall be called by the President or Secretary whenever there is important business to be conducted. Any member may submit a notice of motion to the Secretary for inclusion in the following General Meeting of the Association.
- 6.3.2 The business at General Meetings of the Association shall include the matters for which the meeting was called (agenda items) and Other Business.
- 6.3.3 The minutes of General Meetings shall be made available to attendees and others entitled to attend who have given apologies, and to other members on request.

## **6.4 SPECIAL MEETINGS**

- 6.4.1 Special Meetings of the Association shall be called by the President or Secretary whenever there is urgent business to be conducted. The President or Secretary shall call a Special Meeting under Rule 5 or when petitioned in writing to do so by five or more members presenting notice of motion.
- 6.4.2 The business at Special Meetings of the Association shall be limited only to the matters for which the meeting was called and which were notified in the notice calling the meeting.

## **6.5 QUORUM AND VOTING AT MEETINGS**

- 6.5.1 A quorum for any meeting of the Association shall be six members including one of the Officers of the Association.
- 6.5.2 Wherever possible, matters before meetings of the Association shall be determined by consensus.

- 6.5.3 Where a vote is called for by any member present at a meeting, or by decision of the Chair, voting shall be by show of hands for and against any motion before the meeting. Any member present can require that this be changed to a vote by secret ballot.

## **7 APPOINTMENT OF OFFICERS**

- 7.1 There shall be three or four Officers of the Association: the President who shall also be the Chair of any meeting; the Vice-President who shall Chair any meeting in the absence of the President; the Secretary and the Treasurer. The role of Secretary and Treasurer can be combined.
- 7.2 All the Officers of the Association must be nominated and seconded from the floor of the Annual General Meeting. Where more than one candidate is nominated for a position as an Officer, there shall be a secret ballot of the members present at the meeting to elect the Officer concerned. The meeting shall nominate a member to act as the Returning Officer for the election. The Returning Officer shall declare elected the candidate who receives the most votes.
- 7.3 Officers shall serve for one year from the date of election until the next AGM, and shall be eligible for re-election any number of times.
- 7.4 If an officer position is unable to be filled at the AGM or an officer resigns during the year, an election can be made at a subsequent (Ordinary) General Meeting or Special Meeting by following the guidelines in 7.2 provided notification of the vacancy is dispatched at least two weeks prior to the meeting.

## **8 INCORPORATED SOCIETY**

It is the policy of the Association to be certified as an Incorporated Society for charitable purposes and to meet the conditions set by Charities Services, Department of Internal Affairs to maintain this status.

## **9 FINANCIAL AFFAIRS**

- 9.1 The Association is constituted as a not-for-profit association. There will be no personal financial benefits to officers or members of the Association. All monies acquired by the Association or purchases for the Association shall be retained, used and disposed of for the sole benefit of the Association. This rule cannot be overturned by subsequent amendments to the Rules of the Association.
- 9.2 The Treasurer shall maintain a bank account in the name of the Association. Any withdrawals of money or payment of accounts from the bank account shall be over the signatures of the Treasurer and one other Officer of the Association.
- 9.3 The Treasurer shall keep full and proper books of account of the financial affairs of the Association and prepare a Performance Report comprising of a Statement of Service Performance and Statement of Financial Performance for the financial year ending 31 March. An audit review may be requested at the discretion of the committee. A copy of the Performance Report shall be made available to all members of the Association at the AGM and filed with Charities Services by 30th September of that year.

- 9.4 The Officers of the Association shall be authorized to invest surplus funds of the association in interest bearing accounts in any bank.
- 9.5 The Association shall not enter into any contract to borrow money without specific authorization from a Special Meeting called to discuss the proposal.
- 9.6 No member of the Association may achieve a pecuniary gain from membership of the Association. This shall not prevent the Association, after resolution to that effect at an Annual General Meeting, presenting an Officer or other member with an honorarium for services rendered to the Association.

**10 DISPOSITION OF PROPERTY**

- 10.1 Should the membership of the Association vote by a simple majority at a Special Meeting to dissolve the Association, the following process must be followed:
- 10.2 The meeting shall appoint a suitable person to be the Liquidator of the Association's funds and affairs;
- 10.3 A second Special Meeting must be called no earlier than 30 days following the meeting at which the resolution to dissolve the Association was passed. The sole business of this second meeting shall be to confirm the earlier resolution to dissolve the Association. Following this confirmation, the registration of the Association shall be cancelled by the Liquidator writing to the Registrar of Incorporated Societies to that effect.
- 10.4 The Liquidator must sell all the property of the Association and bank the proceeds in the Association's bank account. All outstanding costs, debts and liabilities of the Association shall be paid by the Liquidator from the Association's bank account.
- 10.5 The Liquidator shall then disperse all the funds in the Association bank accounts to charitable organizations that have similar objectives to those specified in the Association's objects as set out in these rules, unless the Special Meeting had previously resolved to disperse the funds in some other lawful manner provided that any such distribution was directed to exclusively charitable purposes.

Signed: ..... Claire Bibby, President

Dated: 19 Oct 2017