



CONSTITUTION

Under the Associations Incorporation Act 2009

INC Y0437925

Adopted by the committee on 28 November 2024

*First adopted in 1987
Amended in November 2010*

28 November 2024

About this model constitution

The constitution of an incorporated association forms the structure within which the association operates.

To assist associations develop their constitution, NSW Fair Trading has prepared this model constitution, which covers the matters required by law. An association may:

- adopt this model constitution; or
- adopt a modified version of this model constitution

Registration with the ACNC

If your association is intending to seek registration as a charity with the Australian Charities and Not-for-profits Commission (ACNC) your constitution will need to set out the association's objects or purpose(s).

The model constitution without modification is not suitable for that purpose.

This means an association wishing to register as a charity with the ACNC must adopt its own constitution which includes objects or purposes that meet the ACNC's requirements for registration. That constitution can be based on the Model Constitution but must include an additional clause setting out all of the association's objects.

Information regarding the ACNC's governing document requirements is available on the ACNC website at <https://acnc.gov.au/tools/factsheets/governing-document>.

Changes to the model constitution

Any changes made to the model constitution will automatically apply to all associations that have adopted the model constitution (without modification).

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Title

The title of the Association shall be the Wentworth Show Society Inc. and the headquarters shall be at Wentworth Showgrounds, Pavilion Road, Wentworth, NSW where all meetings shall be held unless otherwise directed by the committee.

Mission Statement

As an Agricultural Show Society and not for profit organisation the Wentworth Show aims to promote the development of pastoral, agricultural, horticultural, industrial, tourism and technological resources within the Wentworth Shire.

It holds exhibitions and gymkhanas at the Wentworth Showgrounds or other such places as maybe decided for the display of sheep, cattle, horses, dogs, poultry and other livestock.

The Wentworth Show Society is proud to encourage and celebrate the achievements of the whole community, including local schools, with competitions of produce, craft and art.

It is the Wentworth Show Society's objective to hold a Show in a safe environment for patrons and the welfare of animals involved.

The Wentworth Show is an authentic country show retaining its rustic, rural flavour in a relaxed atmosphere whilst catering to an increasingly wide variety of tastes.

Part 1 Preliminary

1. Definitions

(1) In this constitution:

Association is Wentworth Show Society Inc.

financial year means 1st November to 31st October

membership year 1st March to last day of February

committee member means an office-bearer or ordinary committee member.

ordinary committee member means a committee member who is not an office-bearer.

office-bearer means a committee member who is elected to an office referred to in Part 3, clause 14 (1)(a)(i) - (iv).

register of members means the register of members maintained under Part 2, clause 4.

exercise a function includes perform a duty.

function includes a power, authority or duty.

secretary, of the association, means:

- (a) the person holding office under this constitution as secretary, or
- (b) if no person holds that office - the public officer of the association.

Meetings:-

- (a) **annual general meeting** Part 4, clause 28
- (b) **special general meeting**, of the association, means a general meeting of the association convened under Part 4, clause 29.
- (c) **committee meeting** of the association, means a meeting of committee members. Part 3, clause 21.
- (d) **subcommittee** means a subcommittee established under Part 3, clause 20.
- (e) **executive subcommittee meeting** means a sub-committee of office bearers, established under Part 3 Clause 20 (8)

the Act means the *Associations Incorporation Act 2009*.

the Regulation means the *Associations Incorporation Regulation 2022*.

Note: The Act and the *Interpretation Act 1987* contain definitions and other provisions that affect the interpretation and application of this constitution.

(2) The *Interpretation Act 1987* applies to this constitution as if it were an instrument made under the Act.

Note: The Act, Part 4 deals with various matters relating to the management of associations.

Part 2 Members of association

2 Membership generally

(1) An individual is taken to be a member of the association if

- (a) the person applied to be a member under clause 3(1) and the application has been approved, and

- (b) the person has been entered into the register of members per clause 3(6)
- (2) A person who is not an individual is not eligible to be a member of the association.
- (3) Memberships available consist of:-
 - Ordinary Annual Member,
 - Financial Life Member,
 - Honorary Life Member, awarded by the committee.

3 Membership applications

- (1) An application by a person to be a member of the association must be:
 - (a) made in writing, and
 - (b) in the form determined by the committee, and
 - (c) lodged with the secretary.
- (2) The committee may determine that an application may be made or lodged by email or other electronic means.
- (3) The secretary must refer an application to the committee as soon as practicable after receiving the application.
- (4) The committee must approve or reject the application. If rejected the applicant will be advised and membership fee will be refunded within 28 days of notification.
- (5) As soon as practicable after the committee has decided the application, the secretary must:
 - (a) give the applicant written notice of the decision, including by email or other electronic means if determined by the committee, and
 - (b) if the application is approved - inform the applicant that the applicant is required to pay the entrance fee and annual subscription fee payable under clause 5 within 28 days of the day the applicant received the notice.
- (6) The secretary must enter the applicant's name in the register of members as soon as practicable.
- (7) The applicant becomes a member once the applicant's name is entered in the register.

4 Register of members

- (1) The secretary must establish and maintain a register of members of the association.
- (2) The register:
 - (a) may be in written or electronic form, and
 - (b) must include, for each member:
 - (i) the member's full name, and
 - (ii) a residential, postal or email address and phone number, and
 - (iii) the date on which the person became a member, and
 - (iv) if the person ceases to be a member - the date on which the person ceased to be a member, and
 - (c) must be kept in New South Wales:

- (i) at the association's main premises, or
 - (ii) if the association has no premises - at the association's official address, and
- (d) must be available for inspection, free of charge, by members at a reasonable time, and
- (e) if kept in electronic form - must be able to be converted to hard copy.
- (3) If the register is kept in electronic form, the requirements in subclause (2)(c) and (d) apply as if a reference to the register is a reference to a current hard copy of the register.
- (4) A member may obtain a hard copy of the register, or a part of the register, on payment of a fee of not more than \$1, as determined by the committee, for each page copied.
- (5) Information about a member, other than the member's name, must not be made available for inspection if the member requests that the information not be made available.
- (6) A member must not use information about a member obtained from the register to contact or send material to the member, unless:
 - (a) the information is used to send the member:
 - (i) a newsletter, or
 - (ii) a notice for a meeting or other event relating to the association, or
 - (iii) other material relating to the association, or
 - (b) it is necessary to comply with a requirement of the Act or the Regulation.

5 Membership Fees

- (1) An annual member must pay to the association an annual membership fee as determined by the committee.
- (2) A Financial Life member must pay to the association a financial life membership fee as determined by the committee. Once a financial life member is approved, the member will hold the same obligations and rights as an annual member except as to annual fees.

6 Members' liabilities

The liability of a member of the association to contribute to the payment of either of the following is limited to the amount of any outstanding fees for the member under clause 5:

- (a) the debts and liabilities of the association,
- (b) the costs, charges and expenses of the winding up of the association.

7 Disciplinary action against members

- (1) A person may make a complaint to the committee that a member of the association has:
 - (a) failed to comply with a provision of this constitution, or
 - (b) willfully acted in a way prejudicial to the interests of the association.
- (2) The committee may refuse to deal with a complaint if the committee considers the complaint is trivial or vexatious.
- (3) If the committee decides to deal with the complaint, the committee must:
 - (a) serve notice of the complaint on the member, and
 - (b) give the member at least 14 days from the day the notice is served on

the member within which to make submissions to the committee about the complaint, and

(c) consider any submissions made by the member.

(4) The committee may, by resolution, expel the member from the association or suspend the member's membership if, after considering the complaint, the committee is satisfied that:

(a) the facts alleged in the complaint have been proved, and

(b) the expulsion or suspension is warranted.

(5) If the committee expels or suspends the member, the secretary must, within 14 days of that action being taken, give the member written notice of:

(a) the action taken, and

(b) the reasons given by the committee for taking the action, and

(c) the member's right of appeal under clause 8.

(6) The expulsion or suspension does not take effect until the later of the following:

(a) the day the period within which the member is entitled to exercise the member's right of appeal expires, or

(b) if the member exercises the member's right of appeal within the period - the day the association confirms the resolution under clause 8.

8 Right of appeal against disciplinary action

(1) A member may appeal against a resolution of the committee under clause 7 by lodging a notice of appeal with the secretary within 7 days of being served notice of the resolution.

(2) The member may include, with the notice of appeal, a statement of the grounds on which the member intends to rely for the purposes of the appeal.

(3) The secretary must notify the committee that the secretary has received a notice of appeal within 7 days.

(4) If notified that a notice has been received, the committee must call a special general meeting of the association to be held within 28 days of the day the notice was received.

(5) At the special general meeting:

(a) no business other than the question of the appeal is to be transacted, and

(b) the member must be given an opportunity to state the member's case orally or in writing, or both, and

(c) the committee must be given the opportunity to state the committee's case orally or in writing, or both, and

(d) the members present must vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

(6) The appeal is to be determined by a simple majority of votes cast by the members.

9 Resolution of internal disputes

(1) The following disputes must be referred to a Community Justice Centre within the meaning of the *Community Justice Centres Act 1983* for mediation:

(a) a dispute between 2 or more members of the association, but only if the dispute is between the members in their capacity as members, or

(b) a dispute between 1 or more members and the association.

- (2) If the dispute is not resolved by mediation within 3 months of being referred to the Community Justice Centre, the dispute must be referred to arbitration.
- (3) The *Commercial Arbitration Act 2010* applies to a dispute referred to arbitration.

10 Membership entitlements

A right, privilege or obligation that a person has because the person is a member of the association:

- (1) An Honorary Life membership cannot be transferred to another person.
- (2) A Financial Life Membership may be transferred on the death of said member to his/her surviving spouse.
- (3) The privileges of membership shall consist of the right to vote at all general meetings of the association including admission to the association's show and to other such activities held by the association as may be determined by the committee.
- (4) Nothing in this rule shall limit the right of the committee or its duly authorised officers to exclude members from any buildings used by the association, where, in the opinion of the committee or its authorised officer, such exclusion is at anytime necessary for the proper control and management of any exhibition, or show or gathering or for any other reason which the committee may think sufficient.

11 Member resignation

- (1) A member of the association may resign from being a member by giving the secretary written notice of at least 1 month, or another period determined by the committee, of the member's intention to resign.
- (2) The member ceases to be a member on the expiration of the notice period.

12 Cessation of membership

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

- (a) dies, or
- (b) resigns from being a member, or
- (c) is expelled from the association, or
- (d) fails to pay the annual membership fee payable under clause 5(1) within 3 months of the due date.

Part 3 Committee

Division 1 Constitution

13 Functions of committee

Subject to the Act, the Regulation, this constitution and any resolution passed by the association in a committee meeting, the committee:

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all the functions that may be exercised by the association, other than a function that is required to be exercised by the association in a special general meeting, and
- (c) has power to do all things that are necessary or convenient to be done for the proper management of the affairs of the association.

14 Composition of committee

- (1) The committee must have no less than 8 and no more than 36 members, as elected in accordance with clause 15, consisting of:
 - (a) the following office-bearers:
 - (i) the president,
 - (ii) two vice-presidents,
 - (iii) the secretary,
 - (iv) the treasurer, and
 - (b) at least 3 ordinary committee members.

Note - The Act, section 28 contains requirements relating to membership eligibility and composition of the committee.

- (2) An office-bearer may hold up to 2 offices, other than any combination of the offices of president, vice-president and treasurer.

15 Election of committee members

- (1) Any member of the association may be nominated as a candidate for election as an office-bearer or ordinary committee member.
- (2) The nomination must be:
 - (a) made in writing, and
 - (b) signed by at least 2 members of the association, not including the candidate, and
 - (c) accompanied by the written consent of the candidate to the nomination, and
 - (d) given to the secretary prior to the commencement of the annual general meeting or during the annual general meeting at which the election is to take place.
- (3) If insufficient nominations are received to fill all vacancies:
- (4) the candidates nominated are taken to be elected, or, a call for further nominations must be made at the meeting.
- (5) A nomination made at the meeting in response to a call for further nominations must be made in the way directed by the member presiding at the meeting.
- (6) Vacancies that remain after a call for further nominations are taken to be casual vacancies.
- (7) If the number of nominations received is equal to the number of vacancies to be filled, the members nominated are taken to be elected.
- (8) If the number of nominations received is more than the number of vacancies to be filled, a ballot must be held at the meeting in the way directed by the committee.

16 Terms of office

- (1) Subject to this constitution, a committee member holds office from the day the member is elected for a 3 year term.
- (2) A member is eligible, if otherwise qualified, for re-election.
- (3) There is no limit on the number of consecutive terms for which a committee member may hold office.

17 Vacancies in office

- (1) A casual vacancy in the office of a committee member arises if the member:
 - (a) dies, or
 - (b) ceases to be a member of the association, or
 - (c) resigns from office by written notice given to the secretary, or
 - (d) is removed from office by the association under this clause, or
 - (e) is absent from 3 consecutive meetings of the committee without the consent of the committee, or
 - (f) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
 - (g) is prohibited from being a director of a company under the *Corporations Act 2001* of the Commonwealth, Part 2D.6, or
 - (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty is imprisonment for at least 3 months, or
 - (i) becomes a mentally incapacitated person.
- (2) The association may by resolution:
 - (a) remove a committee member from office at any time following the completion of the process outlined in Clause 7 (4), and
 - (b) appoint another member of the association to hold office for the balance of the committee member's term of office.
- (3) A committee member to whom a proposed resolution referred to in subclause (2) relates may:
 - (a) give a written statement, of a reasonable length, to the president or secretary, and
 - (b) request that the committee send a copy of the statement to each member of the association at least 7 days before the committee meeting at which the proposed resolution will be considered.
- (4) If the committee fails to send a copy of a statement received under subclause (3)(a) to each member in accordance with a request made under subclause (3)(b), the statement must be read aloud by the member presiding at the committee meeting at which the proposed resolution will be considered.
- (5) The committee may appoint a member of the association to fill a casual vacancy other than a vacancy arising from the removal from office of a committee member.
- (6) Subject to this constitution, a member appointed to fill a casual vacancy holds office until the next annual general meeting.

18 Secretary

- (1) As soon as practicable after being elected as secretary, the secretary must lodge:
 - (a) a notice with the association specifying the secretary's address and
 - (b) a notice to the Agricultural Societies Council of NSW
- (2) The secretary must keep minutes of:
 - (a) all elections of committee members, and
 - (b) the names of members present at all association meetings.
 - (c) all proceedings at all association meetings.

- (3) The minutes must be:
 - (a) kept in written or electronic form, and
 - (b) for minutes of proceedings at a meeting - signed, in writing or by electronic means, by:
 - (i) the member who presided at the meeting, or
 - (ii) the member presiding at the subsequent meeting.

19 Treasurer

The treasurer of the association must ensure—

- (a) all money owed to the association is collected, and
- (b) all payments authorised by the association are made, and
- (c) correct books and accounts are kept showing the financial affairs of the association, including full details of receipts and expenditure relating to the association's activities, and
- (d) they provide a financial report for each committee meeting.

20 Delegation to subcommittees

- (1) The committee may:
 - (a) establish 1 or more subcommittees to assist the committee to exercise specific committee functions, and
 - (b) appoint 1 or more members of the association to be the members of the subcommittee.
- (2) The committee may delegate to the subcommittee the exercise of the committee's functions specified in the instrument, other than:
 - (a) this power of delegation, or
 - (b) a duty imposed on the committee by the Act or another law.

Note: The *Interpretation Act 1987*, section 49 deals with various matters relating to delegations.
- (3) Subcommittees will be subject to such conditions and limitations as the committee determines.
- (4) Subcommittees may be disbanded at any time by way of a resolution being passed at a committee meeting.
- (5) The president and vice presidents shall be ex-officio members of all subcommittees.
- (6) A subcommittee may meet and adjourn as it sees fit, however;
 - (a) The subcommittee must submit a report at the next committee meeting for consideration by the committee.
 - (b) Business must be limited to the specific function for which the subcommittee was formed.
- (7) A subcommittee must not maintain separate bank account or undertake any financial functions on behalf of Wentworth Show Society Inc.
- (8) An **executive subcommittee** may be appointed consisting of the president, the vice-presidents, secretary, treasurer, immediate past president and three committee members.
 - (a) An executive subcommittee may be given power to deal with matters of urgency (except in cases where the committee has given authority to take action) between meetings of the committee and shall be subject to report to and provide confirmation of its action by the committee

Division 2 Procedure

21 Committee meetings

- (1) The committee must meet at least 3 times in each 12-month period at the place and time determined by the committee.
- (2) Additional meetings of the committee may be called by any committee member.
- (3) The procedure for calling and conducting business at a meeting of a subcommittee is to be as determined by the subcommittee.

Note: The Act, section 30(1) provides that committee meetings may be held as and when the association's constitution requires.

22 Notice of committee meeting

- (1) The secretary must give each committee member oral or written notice of a meeting of the committee at least 48 hours, or another period on which the committee members unanimously agree, before the time the meeting is due to commence.
- (2) The notice must describe the general nature of the business to be transacted at the meeting.
- (3) The only business that may be transacted at the meeting is:
 - (a) the business described in the notice, and
 - (b) other business that the committee members present at the meeting unanimously agree to be transacted.

23 Quorum

- (1) The quorum for a meeting of the committee is 5 committee members.
- (2) The quorum for a meeting of any subcommittee is a majority of the subcommittee.
- (3) No business may be transacted by the committee unless a quorum is present.
- (4) If a quorum is not present within half an hour of the time the meeting commences, the meeting is adjourned:
 - (a) to the same place, and
 - (b) to the same time of the same day in the following week.
- (5) If a quorum is not present within half an hour of the time the adjourned meeting commences, the meeting is dissolved.
- (6) If the number of committee members is less than the number required to constitute a quorum for a committee meeting, the committee members may appoint 1 or more members of the association as committee members to enable the quorum to be constituted.
- (7) A committee member appointed under subclause (6) holds office, subject to this constitution, until the next annual general meeting.
- (8) This clause does not apply to the filling of a casual vacancy to which clause 17 applies.

Note: The Act, section 28A provides for the filling of vacancies on the committee to constitute a quorum.

24 Presiding committee member

- (1) The following committee member presides at a meeting of the committee:
 - (a) the president,

- (b) if the president is absent - a vice-president,
 - (c) if both the president and vice-presidents are absent - 1 of the members present at the meeting, as elected by the other members.
- (2) The member presiding at the meeting has:
 - (a) a deliberative vote, and
 - (b) in the event of an equality of votes - a second or casting vote.

25 Voting

A decision supported by a majority of the votes cast at a meeting of the committee or a subcommittee at which a quorum is present is the decision of the committee or subcommittee.

26 Acts valid despite vacancies or defects

- (1) Subject to clause 23(1), the committee may act despite there being a casual vacancy in the office of a committee member.
- (2) An act done by a committee or subcommittee is not invalidated because of a defect relating to the qualifications or appointment of a member of the committee or subcommittee.

27 Transaction of business outside meetings or by telephone or other means

- (1) The committee may transact its business by the circulation of papers, including by electronic means, among all committee members.
- (2) If the committee transacts business by the circulation of papers, a written resolution, approved in writing by a majority of committee members, is taken to be a decision of the committee made at a meeting of the committee.
- (3) The committee may transact its business at a meeting at which 1 or more committee members participate by telephone or other electronic means, provided a member who speaks on a matter can be heard by the other members.
- (4) The member presiding at the meeting and each other member have the same voting rights as they would have at in person meeting of the committee meeting for the purposes:
 - (a) the approval of a resolution under subclause (2), or
 - (b) a meeting held in accordance with subclause (3).
- (5) A resolution approved under subclause (2) must be recorded in the minutes of the meetings of the committee.

Note: The Act, section 30(2) and (3) contains requirements relating to meetings held at 2 or more venues using technology.

Part 4 General meetings of association

28 Annual general meetings

- (1) The association must hold the association's first annual general meeting within 18 months of the day the association was registered under the Act.
- (2) The association must hold subsequent annual general meetings within:
 - (a) 6 months of the last day of the association's financial year, or
 - (b) the later period allowed or prescribed in accordance with the Act, section 37(2)(b).

- (3) Subject to the Act and subclauses (1) and (2), the annual general meeting is to be held at the place and time determined by the committee.
- (4) The business that may be transacted at an annual general meeting includes the following:
 - (a) confirming the minutes of the previous annual general meeting and any special general meetings held since the previous annual general meeting,
 - (b) receiving reports from the committee on the association's activities during the previous financial year,
 - (c) electing office-bearers and ordinary committee members,
 - (d) receiving and considering financial statements or reports required to be submitted to members of the association under the Act.

Note: The Act, section 37(1) and (2) provides for when annual general meetings must be held.

29 Special general meetings

- (1) The committee may call a special general meeting whenever the committee thinks fit.
- (2) The committee must call a special general meeting if the committee receives a request made by at least 5% of the total number of members.
- (3) The request:
 - (a) must be in writing, and
 - (b) must state the purpose of the meeting, and
 - (c) must be signed by the members making the request, and
 - (d) may consist of more than 1 document in a similar form signed by 1 or more members, and
 - (e) must be lodged with the secretary, and
 - (f) may be in electronic form and signed and lodged by electronic means.
- (4) If the committee fails to call a special general meeting within 1 month of the request being lodged, 1 or more of the members who made the request may call a special general meeting to be held within 3 months of the date the request was lodged.
- (5) A special general meeting held under subclause (4) must be conducted, as far as practicable, in the same way as a special general meeting called by the committee.

30 Notice of special general meeting

- (1) The secretary must give each member notice of a special general meeting:
 - (a) if a matter to be determined at the meeting requires a special resolution - at least 21 days before the meeting, or
 - (b) otherwise - at least 14 days before the meeting.
- (2) The notice must specify:
 - (a) the place and time at which the meeting will be held, and
 - (b) the nature of the business to be transacted at the meeting, and
 - (c) if a matter to be determined at the meeting requires a special resolution - that a special resolution will be proposed, and
- (3) The only business that may be transacted at the meeting is:
 - (a) the business specified in the notice.

- (4) A member may give written notice to the secretary of business the member wishes to raise at a special general meeting.
- (5) If the secretary receives a notice under subclause (4), the secretary must specify the nature of the business in the next notice calling a special general meeting.

31 Quorum

- (1) The quorum for a special general meeting is 5 members of the association entitled to vote under this constitution.
- (2) No business may be transacted at a special general meeting unless a quorum is present.
- (3) If a quorum is not present within half an hour of the time the meeting commences, the meeting:
 - (a) if called on the request of members - is dissolved, or
 - (b) otherwise - is adjourned:
 - (i) to the same time of the same day in the following week, and
 - (ii) to the same place, unless another place is specified by the member presiding at the meeting at the time of the adjournment or in a written notice given to members at least 1 day before the adjourned meeting.
- (4) If a quorum is not present within half an hour of the time an adjourned meeting commences, the meeting is dissolved.

32 Adjourned meetings

- (1) The member presiding at a general meeting may, with the consent of the majority of the members present, adjourn the meeting to another time and place.
- (2) The only business that may be transacted at the adjourned meeting is the business remaining from the meeting at which the adjournment took place.
- (3) If a meeting is adjourned for at least 14 days, the secretary must give each member oral or written notice, at least 2 days before the adjourned meeting, of:
 - (a) the time and place at which the adjourned meeting will be held, and
 - (b) the nature of the business to be transacted at the adjourned meeting.

33 Presiding member

- (1) The following member presides at a special general meeting:
 - (a) the president,
 - (b) if the president is absent - a vice-president,
 - (c) if both the president and vice-presidents are absent - 1 of the members present at the meeting, as elected by the other members.
- (2) The member presiding at the meeting has:
 - (a) a deliberative vote, and
 - (b) in the event of an equality of votes - a second or casting vote.

34 Voting

- (1) A member is not entitled to vote at a general meeting unless the member:
 - (a) is at least 18 years of age, and
 - (b) has paid all money owed by the member to the association.

- (2) Each member has 1 vote, except as provided by clause 33(2)(b).
- (3) A question raised at the meeting must be decided by:
 - (a) a show of hands, or
 - (b) if clause 36 applies - an appropriate method as determined by the committee, or
 - (c) a written ballot, but only if:
 - (i) the member presiding at the meeting moves that the question be decided by ballot, or
 - (ii) at least 5 members agree the question should be determined by ballot.
- (4) If a question is decided using a method referred to in subclause (3)(a) or (b), either of the following is sufficient evidence that a resolution has been carried, whether unanimously or by a majority, or lost, using the method:
 - (a) a declaration by the member presiding at the meeting,
 - (b) an entry in the association's minute book.
- (5) A written ballot must be conducted in accordance with the directions of the member presiding.
- (6) A member cannot cast a vote by proxy.

35 Postal or electronic ballots

- (1) The association may hold a postal or electronic ballot, as determined by the committee, to decide any matter other than an appeal under clause 8.
- (2) The ballot must be conducted in accordance with Schedule 2 of the Regulation.

36 Transaction of business outside meetings or by telephone or other means

- (1) The association may transact its business by the circulation of papers, including by electronic means, among all members of the association.
- (2) If the association transacts business by the circulation of papers, a written resolution, approved in writing by a majority of members, is taken to be a decision of the association made at a general meeting.
- (3) The association may transact its business at a general meeting at which 1 or more members participate by telephone or other electronic means, provided a member who speaks on a matter can be heard by the other members.
- (4) The member presiding at the meeting and each other member have the same voting rights as they would have at an ordinary meeting of the association for the purposes of:
 - (a) the approval of a resolution under subclause (2), or
 - (b) a meeting held in accordance with subclause (3).
- (5) A resolution approved under subclause (2) must be recorded in the minutes of the meetings of the association.

Note: The Act, section 37(3) and (4) contains requirements relating to meetings held at 2 or more venues using technology.

Part 5 Administration

37 Change of name, objects or constitution

An application for registration of a change in the association's name, objects or

constitution made under the Act, section 10, must be made by:

- (a) the public officer,
- (b) the secretary, or
- (c) the president.

38 Funds

- (1) Subject to a resolution passed by the association, the association's funds may be derived from the following sources only:
 - (a) the entrance fees and annual subscription fees payable by members,
 - (b) donations,
 - (c) other sources as determined by the committee.
- (2) Subject to a resolution passed by the association, the association's funds and assets must be used to pursue the association's objects in the way that the committee determines.
- (3) As soon as practicable after receiving money, the association must:
 - (a) deposit the money, without deduction, to the credit of the association's authorised deposit-taking institution account, and
 - (b) issue a receipt for the amount of money received to the person from whom the money was received.
- (4) A cheque or other negotiable instrument must be signed by 2 authorised signatories who are not related by birth or marriage or in a relationship.

Note: The Act, section 36 provides for the appointment of authorised signatories.

39 Insurance

The association may take out and maintain insurance as appropriate for the association's assets and liabilities.

40 Non-profit status

Subject to the Act and the Regulation, the association must not conduct the association's affairs in a way that provides a pecuniary gain for a member of the association.

Note: See the Act, section 40.

41 Service of notices

- (1) For the purposes of this constitution, a notice may be given to or served on a person:
 - (a) by delivering the notice to the person personally, or
 - (b) by sending the notice by pre-paid post to the last known address of the person, or
 - (c) by sending the notice by electronic transmission to an address specified by the person for giving or serving the notice.
- (2) A notice is taken to have been given to or served on a person, unless the contrary is proved:
 - (a) for a notice given or served personally - on the date on which the notice is received by the person, or
 - (b) for a notice sent by pre-paid post - on the date on which the notice would have been delivered in the ordinary course of post, or
 - (c) for a notice sent by electronic transmission:

- (i) on the date the notice was sent, or
- (ii) if the machine from which the transmission was sent produces a report indicating the notice was sent on a later date—on the later date.

42 Custody of records and books

Except as otherwise provided by this constitution, all records, books and other documents relating to the association must be kept in New South Wales:

- (a) at the association's main premises, in the custody of either of the following persons, as determined by the committee:
 - (i) the public officer,
 - (ii) a member of the association, or
- (b) if the association has no premises - at the association's official address, in the custody of the public officer.

43 Inspection of records and books

- (1) The following documents must be available for inspection, free of charge, by members of the association at a reasonable time:
 - (a) this constitution,
 - (b) minutes of committee meetings and general meetings of the association,
 - (c) records, books and other documents relating to the association.
- (2) A member may inspect a document referred to in subclause (1):
 - (a) in hard copy, or
 - (b) in electronic form, if available.
- (3) A member may obtain a hard copy of a document referred to in subclause (1) on payment of a fee of not more than \$1, as determined by the committee, for each page copied.
- (4) The committee may refuse to allow a member to inspect or obtain a copy of a document under this clause:
 - (a) that relates to confidential, personal, commercial, employment or legal matters, or
 - (b) if the committee considers it would be prejudicial to the interests of the association for the member to do so.

44 Financial year

The association's financial year is from 1st November to 31st October each year.

Note: The Regulation, section 21 contains a substitute clause 44 for certain associations incorporated under the *Associations Incorporation Act 1984*.

45 Distribution of property on winding up

- (1) Subject to the Act and the Regulation, in a winding up of the association, the surplus property of the association must be transferred to another organisation:
 - (a) with similar objects, and
 - (b) which is not carried on for the profit or gain of the organisation's members.
- (2) In this clause:

surplus property has the same meaning as in the Act, section 65.