

**CONSTITUTION**

**OF**

**NOOSA**

**RESIDENTS' AND**

**RATEPAYERS'**

**ASSOCIATION**

**INCORPORATED**

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## **CONSTITUTION OF NOOSA RESIDENTS' AND RATEPAYERS' ASSOCIATION INCORPORATED.**

### **NAME**

- 1 The name of the Association shall be the "Noosa Residents' and Ratepayers' Association Incorporated" hereinafter referred to as "the Association".

### **OBJECTS**

- 2 (a) The Association shall exist for the benefit of ratepayers and residents within the Noosa area and specifically to ensure that rates are kept at the lowest practical level. To this end the Management Committee is charged with the responsibility of maintaining a close scrutiny of all expenditures of the Local Government Authority and to make such representations to the Local Government Authority as will insure that these objectives are commensurate with an acceptable level of service to the community.
- 2 (b) Other than that to the extent that the interests of ratepayers and residents may be affected, the Association shall not have regard to matters concerning the trading community.
- (c) In all other matters regarding the best interests of ratepayers and residents the Association shall act as an effective advocate for them at all official levels.
- 2 (d) The Association shall work to protect the Noosa lifestyle, which is based on sustainability and a good balance between the natural and built environment. This will be achieved by advocating;
  - a disciplined approach to growth management based on ecological sustainability
  - a strong focus on the amenity of our built environment;
  - an open, transparent and engaging Local Government.
  - protection and conservation of the areas of outstanding environmental values.

### **POWERS**

- 3 The powers of the Association are: -
- 3 (a) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think is desirable to obtain, and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- 3 (b) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Association.
- 3 (c) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions.

- 3 (d) To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects.
- 3 (e) To make donations for patriotic, charitable or community purposes.
- 3 (f) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.
- 3 (g) It shall be within the powers of the Association to suggest and support the candidature of any such person or persons for the position of Councillors or Mayor of the Sunshine Coast Regional Council as the Management Committee may recommend, and the membership approve at any Special General Meeting called for the purpose. No financial obligation or support is thereby offered or implied although it shall be in order for approved expenditure on printed matter or advertising to be undertaken to a limited extent.

#### CLASS OF MEMBERSHIP

- 4 The membership of the Association shall consist of;
  - 4 (a) Ordinary Members, Honorary Life Members, One-Year Honorary Members, and Supporters.
  - 4 (b) The number of Supporters and Ordinary Members shall be unlimited. The Number of Honorary Life Members shall be limited to ten with no more than two to be appointed in any one calendar year, provided that the number of Honorary Life Members may be amended by a majority of members attending a Special Meeting called for the purpose of considering such an amendment. The number of One Year Honorary Members shall be limited to three per year.
  - 4 (c) Any person over the age of eighteen years who is a resident or ratepayer, owning or renting property in the Noosa area, having the interests and objectives of the Association at heart and having signified in writing his or her intention to abide by these rules, is eligible for and shall be admitted to membership as previously defined upon completion of the Membership Application Form (appendix A) and payment of the prevailing fee, subject to the conditions for all membership expressed in 4 (e).
  - 4 (d) A special category is created for people who are not residents or ratepayers and who support the aims of the Association. All rights, privileges and obligations, except the right to vote apply to this category.
  - 4 (e) At the next meeting of the Management Committee after receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Management Committee, who shall thereupon determine upon to the funds of the Association, in the shape of donations, annual subscriptions or otherwise the admission or rejection of the applicant. Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member in the class of membership applied for. Upon the acceptance or rejection of an application for any class of membership the Secretary shall forth give the applicant notice in writing of such acceptance or rejection
  - 4 (f) The Association may elect, subject to the provisions of this Constitution, by way of resolution at any Annual Meeting of the Association, two members of the Association who have rendered valuable service to the Association as Honorary Life Members who shall be entitled to all the privileges of subscribing members.

- 4 (g) The Association may grant by way of resolution at a properly constituted meeting of the Management Committee a One Year Honorary Membership to non-members who have made a significant contribution to the Association, such members have all the rights, privileges and obligations of Ordinary Members except the right to vote. The number of One Year honorary Memberships granted in any one-year shall not exceed three.
- 4 (h) A copy of the Constitution and Appendices may be supplied to each new member upon request to the secretary and may be supplied to any other member upon reasonable request to the secretary and the fee for such copy shall be as determined by the Management Committee

#### MEMBERSHIP FEE

- 5 The membership fees for each class of membership shall be such sum as the members shall determine at any Ordinary Meeting of the Association, due notice of such matter having been given in the required Notice of Meeting.
- 5 (a) Fees shall be payable at the time of enrolment and thereafter shall be due for renewal on or before the 1<sup>st</sup> of July each year. - '
- 5 (b) No member shall be deemed unfinancial until such time as his/her subscription is sixty (60) days in arrears, at which time membership shall lapse

#### REJECTION OR TERMINATION OF MEMBERSHIP

- 6 (a) a member may resign from the Association at any time by giving notice in writing to the Secretary. Such resignation shall take effect from such time as the notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.
- 6 (b) If a member: -
  - (1) Is convicted of a criminal offence; or
  - (2) Fails to comply with any of the provisions of these rules; or
  - (3) Conducts him/herself in a manner considered to be injurious or prejudicial to the character or interests of the Association the Management Committee shall consider whether his/her membership shall be terminated.
- 6 (c) The member concerned shall be advised by the Secretary of such intention and shall be afforded a full and fair opportunity to present his/her case, and if the Management Committee then resolves to terminate his/her membership it shall instruct the Secretary to advise the member in writing accordingly.
- 6 (d) A person whose application for membership has been rejected, or whose membership has been terminated, may within one month of receiving such written notification thereof, lodge with the Secretary written notice of his/her intention to appeal against the decision of the Management Committee. Upon receipt of the notification of intention to appeal against rejection or termination of membership the Secretary shall convene, within three months of the date of receipt by him/her of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his/her case, and the Management Committee, or those members thereof who rejected the application for membership or terminated the membership subsequently, shall likewise have the opportunity of presenting its/their case. The appeal shall be determined by the vote of the members present at the meeting. Where a

person, whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these rules, or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fees paid.

#### REGISTER OF MEMBERS

- 7 (a) The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the date of their admission.
- 7 (b) Particulars shall also be entered in the register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Management Committee or the majority of members at any General Meeting may require from time to time.
- 7 (c) The Register shall be open for inspection at all reasonable times by any member of the Association who previously applies to the Secretary for such inspection.

#### MEMBERSHIP OF MANAGEMENT COMMITTEE

- 8 (a) The Management Committee of the Association shall consist of the President, Senior and Junior Vice-President, Secretary and Treasurer, all of whom shall be members of the Association and up to a further five members of the Association as ordinary committee members.
- 8 (b) At the Annual General Meeting all Committee positions shall be declared vacant and subject to the provisions of this Constitution all retiring members shall be eligible for nomination to the new Committee.
- 8 (c) The retiring President of the Association shall be, ex officio, a member of the Management Committee if not nominated for re-election or if not re-elected to any other position on the Committee.
- 8 (d) The position of any Committee member absent for three consecutive General or Committee Meetings without leave of absence shall automatically become vacant. Acceptance of any apology shall be deemed grant of such leave.
- 8 (e) Notwithstanding any other provision of this Constitution a causal vacancy for the position of President shall only be filled with the approval of a majority of members attending any General Meeting due notice of intent to fill such vacancy having been given in the Notice of Meeting.

#### ELECTION OF OFFICER BEARERS

- 9 The election of the Management Committee shall take place in the following manner: -
- 9 (a) Any two Ordinary or Life Members may nominate any other Ordinary Member to serve as a member of the Management Committee.
- 9 (b) A notice announcing the Association's Annual General Meeting and calling for nominations for the Management Committee shall be placed in a local paper and /or posted in a public place not less than three weeks and not more than five weeks preceding the date of the Annual General Meeting.
- 9 (c) Nominations shall be in writing and signed by the proposers, the seconders and the nominee and shall be lodged with the Secretary at least fourteen (14) days before the annual General

Meeting at which the election is to take place.

- 9 (d) The Secretary shall prepare a list of candidates names in alphabetical order together with the names of proposers and seconders and such list shall be posted in a conspicuous place in the office or usual place of meeting of the Association for at least seven (7) days immediately preceding the Annual General Meeting.
- 9 (e) If necessary, balloting lists shall be prepared containing the names of candidates in alphabetical order and each Ordinary or life Member present at the Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.
- 9 (f) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.
- 9 (g) Resignation or removal from the Management Committee shall be under the same conditions and provisions as provided for in Clause 6 of this Constitution.
- 9 (h) The Management Committee shall have the power at any time to appoint any member of the Association to fill any casual vacancy on the Committee until the next Annual General Meeting.
- 9 (i) The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a General Meeting of the Association but for no other purpose.

#### FUNCTIONS OF THE MANAGEMENT COMMITTEE

- 10 Except as otherwise provided by these rules and subject to resolutions of the members of the Association carried at any General Meeting the Management Committee: -
  - 10 (a) shall have the general control and management of the administration of the affairs, property and funds of the Association and
  - 10 (b) shall have the authority to interpret the meaning of the rules and any matter relating to the Association on which these rules are silent.
  - 10 (c) The Management Committee may exercise all the powers of the Association: -
    - (1) To borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract guarantee or other engagement incurred or to be entered into by the Association in anyway and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future and to purchase, redeem or pay off any such securities;
    - (2) To borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts or money lent, whether the term of the loan be short or long, and to mortgage or charge its property or part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association and to provide and pay off such securities;

- (3) To invest in such manner as the members of the Association may from time to time determine.
- 11 (a) The Management Committee shall meet at least once in every two calendar months to exercise its function, for a minimum of six (6) times in each calendar year.
- 11 (b) A special meeting of the Management Committee shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the members of the Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- 11 (c) At every meeting of the Committee a simple majority of a number equal to the number the members elected and/or appointed to the Committee as at the last Annual General Meeting of the members, shall constitute a quorum.
- 11 (d) Subject to this Constitution's rules the Committee may meet together and regulate its proceedings as it thinks fit; provided that questions arising at any meeting of the Committee shall be decided by a majority of the votes and in the case of equality of votes, the question shall be decided in the negative.
- 11 (e) A member of the Committee shall not vote in respect of any contract or proposed contract with the Association in which he/she is interested, or any matter arising thereout, and if he/she does vote his/her vote shall not be counted.
- 11 (f) not less than fourteen (14) days clear notice shall be given in writing by the Secretary to members of the Committee of any special meeting of the Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
- 11 (g) The President shall preside as Chairperson at every meeting of the Committee, or if there is not president or if at any meeting he/she is not present within ten (10) minutes after the time appointed for holding the meeting, the Senior Vice-President shall be Chairperson, or his/her absence the Junior Vice-President shall be Chairperson but if the Junior Vice-President is not present then the members then present may choose one of their number to be Chairperson of the meeting.
- 11 (h) If, within half an hour from the time appointed for the commencement of a Management Committee meeting, a quorum is not present, the meeting, if convened upon the requisition of members of the Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Committee may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.
- 11 (i) The Committee may delegate any of its powers to a sub-committee of such members of the Association as the Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed upon it by the Management Committee
- 11 (j) A sub-committee may elect a Chairperson of its meetings. If no such Chairperson is elected, or if at any meeting the Chairperson is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairperson of the meeting,
- 11 (k) A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting

shall be determined by a majority of votes of the members present and in the case of an equality of votes the question shall be deemed to be decided in the negative,

- 12 All acts done by any meeting of the Management Committee or of a sub-committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified,, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.
- 13 A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee,

#### FINANCIAL YEAR

- 14 The financial year of the Association shall close on the 30<sup>th</sup> day of June in each year.

#### ANNUAL OR GENERAL MEETING

- 15 The Annual Meeting shall be held within ninety (90) days following the closure of the financial year in the format set out in Appendix "D" and the business to be transacted, at such meeting shall include at least,
  - 15 (a) the receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Association for the preceding financial year;
  - 15 (b) the receiving of the auditor's report upon the books and accounts for the preceding financial year;
  - 15 (c) the election of members of the Management Committee and 15 (d) the appointment of an auditor.

#### SPECIAL GENERAL MEETING

- 16 The Secretary shall convene a Special General Meeting: -
  - 16 (a) When directed to do so by the Management Committee.
  - 16 (b) on the requisition in writing signed, by not less than one-third of the members presently on the Management Committee or not less than the number of Ordinary Members of the Association which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reasons why such Special General Meeting is being convened and the nature of the business to be transacted thereat or
  - 16 (c) on being given a notice in writing of an intention to appeal against the decision, of the Management Committee to terminate the membership of any person.

#### QUORUM

- 17 (a) At any General Meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one.
- 17 (b) No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- 17 (c) If within half an hour from the time appointed for the commencement of a General Meeting a quorum is not present the meeting, if convened upon the requisition of members of the Management Committee or the Association, shall lapse. In any other case it shall, stand adjourned to such other time and place as the Management Committee may determine and if at the adjourned meeting a quorum is not present within half an hour from the appointed for the meeting the members present shall be a quorum..
- 17 (d) Subject to the Standing Orders, (Appendix B), the Chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from, time to time and. from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When any meeting is adjourned notice of the adjourned meeting shall be given as in the case of the original meeting.
- 18 (a) The Secretary shall convene all General Meetings of the Association by giving not: less than seven (7) days notice of any such meeting to the members of the Association.
- 18 (b) The manner by which such notices shall be given shall be determined by the Management Committee. -
- 18 (c) Provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the termination of his/her membership by the Management Committee shall be given in writing and notice of such meeting shall clearly state the nature of the business to be discussed thereat.
- 18 (d) No motion, the effect of which if carried would be to rescind any motion previously passed by the Association or by the Management Committee, shall be admitted unless twenty-one days notice in writing shall have been given to the Secretary, of the intention to move such a motion and such proposed motion shall be included in the notices of the General Meeting at which it is proposed to put the motion
- 19 Unless otherwise provided by these rules, at every General Meeting: -
- 19 (a) The President shall preside as Chairperson, or if there is no President, or if he/she is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act, the Senior Vice-President shall be Chairperson or if the Senior Vice-President is not present or is unwilling to act the Junior Vice-President shall be Chairperson or if the Junior Vice-President is not present or is unwilling to act then the members present shall elect one of their numbers to be Chairperson of the meeting;
- 19 (b) The preceding clause shall not apply in those circumstances where a presiding Chairperson has adjourned or closed a meeting by reason of unruly behaviour or disorderly conduct or similar circumstance;
- 19 (c) The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner as provided for in these rules and the Standing Orders, (Appendix B);

- 19 (d) Every member present shall, subject to the provisions of this Constitution, be entitled to one vote and in the case of an equality of votes (the Chairperson shall declare the question resolved so as to maintain the status quo:
- 19 (e) Voting shall be by show of hands or a division of members, unless not less than one fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairperson shall appoint two members to conduct the secret ballot in such manner as he/she shall determine or a majority of the members present direct and the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded,
- 19 (f) Except as provided for in these rules or the Standing Orders (Appendix B) the Agenda for General Meetings shall be as outlined in Appendix "C"
- 19 (g) All business on the Agenda of a lapsed meeting shall be included on the Agenda of the Next General Meeting and shall take precedence over any new business.

#### MINUTES

- 20 The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management, General, Special or Annual Meeting to be entered in a book to be open for inspection at all reasonable times by a financial member who previously applies to the secretary for that inspection. For the purpose of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairperson of the meeting or the Chairperson of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General Meeting:

Provided that the minutes of any Annual Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General Meeting or Annual Meeting.

#### BY – LAWS

- 21 The Association may from time to time make amend or repeal by-laws, not inconsistent with these rules, for the internal management of the Association and any such by-law may be set aside by a General Meeting of members.

#### ALTERATION OF RULES

- 22 Subject to the provisions of the Associations Incorporation Act 1981, these rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting. Provided that no such amendment, rescission or addition shall be valid, unless the same shall have been previously submitted to and approved by the Director General, Department of Justice, Brisbane.

#### COMMON SEAL

- 23 The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

## FUNDS AND ACCOUNTS

- 24 The income and property of the Association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers,
- 25 (a) The funds of the Association shall be banked in the name of the Association in such bank as the Management Committee may from time to time direct subject at all times to approval by the membership,
- 25 (b) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of like nature.
- 25 (c) All moneys shall be banked as soon as practicable after receipt thereof.
- 25 (d) All amounts of twenty dollars or over shall be paid by cheque signed by any two of the President, Secretary, Treasurer or other member authorised from time to time by the Management Committee,
- 25 (e) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open
- 25 (f) The Management Committee shall determine the amount: of petty cash, which shall be kept on the imprest system.
- 25 (g) All expenditure shall be approved or ratified by the next General Meeting following such expenditure.
- 25 (h) As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of-
- (1) The income and expenditure of the financial year just ended; and
  - (2) The assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- 25 (i) All such statements shall be examined by the auditor who shall present his report upon such audit to the Secretary prior to the holding of the Annual Meeting next following the financial year in respect of which the audit was made.

## DOCUMENTS

- 26 The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.
- 27 All correspondence shall be signed by the secretary as an officer of the Association and he/she shall be accorded protection in all things done under instruction from the Management Committee or the Association.

## OFFICIAL SPOKESPERSON

- 28 No member or officer of the Association other than the President or Acting President shall act or purport to act as official spokesperson for the Association unless with a four fifths majority of the Management Committee approving.

## DISTRIBUTION OF SURPLUS ASSETS

- 29 If the Association shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as imposed on the Association under or by virtue of rule 24, such institutions or institutions to be determined by the members of the Association.

## REPEAL PROVISIONS

- 30 (a) The previous Constitution and Standing Orders of the Association are hereby repealed; and
- 30 (b) Any appointment made or motion passed under the Constitution hereby repealed, in force at the commencement of this Constitution, shall continue in force as far as practicable as if made or passed under this Constitution.

APPENDIX "A"

**NOOSA RESIDENTS' & RATEPAYERS' ASSOCIATION INC.**

All mail to: The Secretariat NSRRA.Inc,  
P O Box 94,  
NOOSA HEADS 4567

**APPLICATION FOR MEMBERSHIP**

PLEASE PRINT

Name {Mr/Mrs/Miss/Ms}.....

Home Address:  
.....  
..... Postcode.....

Mailing Address:  
.....  
..... Postcode .....

Phone: Home ( ).....Business ( ).....

Preferred Given Name/s:  
.....

(For Membership Card)

Subscription Rates Single \$7, Family \$10, Supporter \$8 (this category applies to those who support the aims of the NSRRAI but are not Residents or Ratepayers of the Noosa Area,)

Financial Year 1<sup>st</sup> July to 30<sup>th</sup> June

I/We wish to apply for membership of the Noosa Residents' & Ratepayers' Association Inc. If elected

I/We agree to abide by the constitution and rules of the Association.

I/We also agree that when taking part in any activity conducted by the Noosa Residents' & Ratepayers' Association Inc. I/We do so in a voluntary capacity in all respects appreciation that the Association or its officers cannot accept any liability or responsibility for any accident or injury to myself/ourselves however incurred.

Date...../...../.....

Signature/s: .....

NSRRAI aims to be a strong voice for all residents and ratepayers in our community, to monitor local government authority expenditure and to work to ensure their wishes and aspirations are heard. Noosa Residents' & Ratepayers' Association Inc. is non-aligned politically.

**MORE MEMBERS MEANS MORE INFLUENCE**

## APPENDIX "B"

### STANDING ORDERS

1. These Standing Orders shall be applicable to all meetings and shall be construed subject to the constitution.
2. Meetings shall, subject to the presence of a quorum, start at the time set out in the notice, and shall, subject to the discretion of the meeting, continue until all business on the Agenda is disposed of.
3. Any member desiring to speak at General Meetings or in a Committee of the whole shall rise in his/her place and when called upon by the Chairperson shall address the Chair. If two or more members rise simultaneously, the Chairperson shall call upon the member who first caught his/her eye.
4. When the Chairperson rises to speak any member on his/her feet shall resume his/her seat.
5. Except in Committee, no member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the Minutes.
6. A motion or amendment before the Chair shall not be withdrawn except by its mover or the leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
7. If required to do so by the Chair, the proposer of any motion or amendment shall submit it in writing.
8. A motion or amendment before the Chair may be reworded by the mover subject to leave of the meeting.
9. Except in Committee, no member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.
10. A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve his/her right to speak to it subsequently.
11. When an amendment is before the Chair discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the Chair has been disposed of.
12. The Chairperson shall, as far as practicable, call on speakers for and against a motion or amendment alternately, subject to the right of a seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or amendment, and there is no member wishing to argue the opposite view or, in the case of a motion, to move an amendment, the motion or amendment shall (subject in the case of a motion, to the movers right of reply) be put without further be debate.
13. Any member may raise a Point of Order, which shall take precedence over all other business,

and which will be open to discussion. The Point of Order must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a Point of Order,

14. Any member disagreeing with the Chairperson's ruling on a Point of Order may move dissent. The Chairperson shall then vacate the Chair and such motion shall be put forthwith without debate,
15. On an equality of voting the Chairperson shall declare the question resolved so as to preserve the status quo.
16. A member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move, "That the question be not put." Which motion, if accepted by the Chair, shall be put without amendment or debate. The Chairperson shall have absolute discretion to accept or reject the motion. The Chairperson may also of his/her own volition put the question if he/she feels that adequate discussion has taken place. In either case the mover of the motion shall retain his/her right of reply. If an amendment is before the Chair, the closure motion shall be deemed to close the debate on the amendment only.
17. A member may at any time move, "That the speaker be no longer heard." Or "that the speaker be heard for further limited period only." Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time, shall be moved while a speaker has the floor.
18. During the discussion of a motion (but not of an amendment), a member who has not already participated in the debate on the motion may move, "That the question be NOT now put". This motion shall be open to debate, and shall be debated together with the original motion, if carried, the original motion shall not be dealt with further. If lost the original motion shall be put forthwith, subject however to the mover's right of reply. The motion may be foreshadowed while an amendment is before the Chair, but in no case shall it be put till all amendments have been disposed of.
19. A member may move "That the debate (or meeting) be now adjourned". Discussion shall be in order, but only amendments as to time or place shall be permitted. The motion shall take precedence over other business before the Chair except Points of Order.
20. A General Meeting may at any time during the discussion of a motion or an amendment resolve itself into a Committee of the Whole.
21. Standing Orders numbers 1 to 20 or any part of them may be temporarily suspended by a majority of those present. A motion to this effect shall be open to debate.
22. No member shall reflect on the vote of a meeting, except on a motion for the recession of any resolution previously adopted. No member shall reflect on any portion of the Constitution or Standing Orders, except on a motion (of which due notice was given) to amend or repeal such portion or portions.
23. Notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected till after the decision has been made.
24. Any matter not dealt with in these Standing Orders and Constitution relating to procedure at meetings shall be governed by the customary procedure at meeting as set out in "Guide for Meetings and Organisations" by N. E. Renton published by The Law Book Company Limited,

## APPENDIX "C"

### **GENERAL MEETING AGENDA FORMAT**

1. Chairperson's Opening Remarks
2. Apologies
3. Minutes of the Previous Meeting
4. Business arising out of the Minutes
5. Correspondence
6. Business arising out of Correspondence
7. Treasurer's Report
8. Any other Reports
9. 'Guest Speaker/s (if any)
10. Previous Business carried, over
11. Motions on Notice
12. Any other General Business
13. Notices of Motion
14. Date of Next Meeting,
15. Close

## APPENDIX "D"

### ANNUAL GENERAL MEETING AGENDA FORMAT

1. Chairperson's Opening Remarks
2. Apologies
3. Minutes of Previous Annual General Meeting
4. President's Report
5. Treasurer's Report
6. Auditor's Report
7. Election of Office Bearers
8. Election of Auditor
9. Any other Business
10. Date of Next General Meeting
11. Close