

Rules of
Curtin Residents
Association

Registration no. A05746

PART I – PRELIMINARY	1
Name	1
Objects	1
Character of operations	1
1. Interpretation	1
2. Powers	2
PART II – MEMBERSHIP	3
3. Membership qualifications	3
4. Application for membership	3
5. Membership entitlements not transferable	3
6. Cessation of membership	3
7. Resignation of membership	4
8. Fees	4
9. Members’ liabilities	4
10. Disciplining of Members	4
11. Right of appeal of disciplined Member	5
PART III – THE COMMITTEE	6
12. Powers of the Committee	6
13. Membership of the Committee	6
14. Election of the Committee	6
15. Vacancies	7
16. Removal of Committee Members	7
17. Committee meetings and quorum	7
18. Delegation by Committee	8
19. Voting and decisions	8
PART IV – GENERAL MEETINGS	9
20. Annual General Meetings – holding of	9
21. Annual General Meetings – business at	9
22. General Meetings – calling of	9
23. Notice	10
24. General Meetings – procedure and quorum	10
25. Chairperson	11
26. Adjournment	11
27. Making of decisions	11
28. Voting	11

29. Appointment of proxies	11
PART V – MANAGEMENT	12
30. Funds – source	12
31. Funds – management	12
32. Auditor	12
33. Lodgement of annual returns	13
PART VI – MISCELLANEOUS	13
34. Alteration of Objects and Rules	13
35. Policies and procedures	13
36. Common Seal	14
37. Custody and inspection of books	14
38. Special resolutions	14
39. Service of notices	14
40. Surplus property	15

PART I – PRELIMINARY

Name

The name of the Association shall be Curtin Residents Association (in these rules called Curtin Residents Association or the Association).

Objects

The objects and purposes of the Curtin Residents Association are to support the Curtin community by:

- a. enhancing the residential, suburban, social and environmental qualities of Curtin, consistent with the distinctive character of Curtin;
- b. fostering participation in ACT planning for land management, transport, services, town planning and community spaces, consistent with Curtin’s open community residential settings, urban village central precinct and the ACT Garden City objectives;
- c. providing advocacy to the ACT and Commonwealth Governments on proposals that affect Curtin, together with associated advocacy and representation before tribunals and courts;
- d. supporting the work of the Woden Valley Community Council.

Character of operations

The operations of Curtin Residents Association must at all times be undertaken in a manner that is conducive to the inclusion of all Members in the work and decision-making of the Association.

The Curtin Residents Association places high importance on keeping Members informed of the work and activities of the Association and of the issues it is addressing. It may do this by regular publication of its work and activities, at informal Members meetings, General Meetings, by electronic means or in any other way it considers appropriate.

1. Interpretation

1.1 Except as provided in this clause, these rules are to be interpreted by reference to the Legislation Act 2001 (ACT) and, where necessary, to the Associations Incorporation Act 1991 (ACT).

1.2 In these rules, unless the contrary intention appears:

‘Financial Year’ means the year ending on 30 June in each year.

‘Member’ means a member, however described, of the Curtin Residents Association who has paid all applicable fees and has been entered into the register of Members according to these rules.

‘Objects’ means the objects of Curtin Residents Association established by these rules.

‘Ordinary Committee Member’ means a member of the Committee who is not an Officer of Curtin Residents Association as mentioned in rule 13.

‘Registrar’ means the person holding this office under the Act.

‘Secretary’ means the person holding office under these rules as secretary of Curtin Residents Association or, if no such person holds that office, the Public Officer of Curtin Residents Association.

‘the Act’ means the Associations Incorporation Act 1991 (ACT).

‘the Regulation’ means the Associations Incorporation Regulation 1991.

‘Garden city planning principles’ are discussed in *Assessment of Garden City Planning Principles in the ACT*, prepared by Andrew Ward, Architectural Historian for Environment ACT Heritage Unit, September 2000.

1.3 Part and clause titles, the table of contents and the index are not part of the text of these rules and may not be used in their interpretation.

2. Powers

2.1 Curtin Residents Association may do all things permitted by law and by these rules that are necessary or helpful to pursue Curtin Residents Association’s Objects.

2.2 Curtin Residents Association’s Powers, subject in particular to the provisions of these rules relating to financial management, include Powers to:

- (a) make statements or representations, including to courts and tribunals, or implement action in pursuit of the Objects;
- (b) publish material to promote the Objects;
- (c) initiate projects, or make arrangements or cooperate with other organisations concerned with or related to the Objects;
- (d) arrange, promote, conduct and direct events, including public meetings, and social activities;
- (e) undertake fund-raising activities and raise funds by subscription, sponsorship, donation, interest, investments or other forms of income;
- (f) engage contractors or staff to perform tasks as directed by the Committee;
- (g) manage the investment and expenditure of Curtin Residents Association’s funds;
- (h) make or accept gifts, grants, subscriptions or donations for purposes consistent with the Objects;
- (i) provide services that are consistent with the Objects;
- (j) make contracts connected with any services and facilities Curtin Residents Association provides or receives;
- (k) affiliate with other bodies that promote similar Objects;
- (l) choose representatives and delegates for purposes consistent with the Objects;
- (m) establish subcommittees and teams that are convenient from time to time;
- (n) obtain from any government authority, body or person any grant, rights, privileges and concessions;
- (o) buy, sell, supply and deal in goods of all kinds;
- (p) purchase, lease, hire or otherwise acquire or deal with any property that may be necessary or convenient for the Objects;
- (q) invest any moneys not immediately required by Curtin Residents Association in any way that the Committee considers appropriate, subject to provisions of relevant legislation;
- (r) establish and support, or to help establish or support, any other association or other body formed for objectives related or similar to the Objects of Curtin Residents Association; and
- (s) do anything else that is lawful and incidental or conducive to attaining Curtin Residents Association Objects and purposes.

PART II – MEMBERSHIP

3. Membership qualifications

3.1 A person is qualified to be a Member if the person:

- (a) has applied for membership in accordance with rule 4.1; and
- (b) is over the age of 18 years and is:
 - (i) a leaseholder of a residential lease, the address of which is in Curtin; or
 - (ii) a member of the family of a Curtin leaseholder, and is residing in Curtin; or
 - (iii) a person who is not a residential leaseholder but has resided in Curtin for 12 months and continues to reside in Curtin; or
 - (iv) a person who is not a resident of Curtin but whose application is approved by a majority of Committee Members.

3.2 Where a person holds more than one residential lease in Curtin that person can have only one membership of the Association.

4. Application for membership

4.1 An application by a person for membership of Curtin Residents Association:

- (a) shall be made in writing on Curtin Residents Association current membership form;
- (b) shall be accompanied by the annual membership fee (if any) and joining fee (if any); and
- (c) shall be lodged with the Committee.

4.2 As soon as is practicable after receiving an application for membership, the Committee shall approve or disapprove the application. The Committee has absolute discretion to approve or disapprove an application for membership.

4.3 Once the Committee determines to disapprove an application for membership, the Committee shall as soon as practicable notify the applicant of that disapproval and refund any current fees paid.

4.4 Once the Committee approves an application, the name of the applicant will be entered in the register of Members and, upon the name being so entered, the applicant shall become a Member of Curtin Residents Association.

4.5 Upon becoming a Member, the Member agrees to abide by the provisions of these rules, and any policies and procedures formulated under these rules.

5. Membership entitlements not transferable

5.1 A right, privilege or obligation which a person has by reason of being a Member of Curtin Residents Association:

- (a) is not capable of being transferred or transmitted to another person or organisation; and
- (b) terminates upon cessation of the person's membership.

6. Cessation of membership

6.1 A person ceases to be a Member of Curtin Residents Association if the person:

- (a) dies;
- (b) resigns from membership;

- (c) is expelled;
- (d) fails to pay any annual membership fee within three months of such fee falling due; or
- (e) the person's qualification for membership has ceased.

7. Resignation of membership

7.1 A Member who has paid all amounts payable by the Member to Curtin Residents Association may resign from membership of Curtin Residents Association by first giving notice (being not less than one month or, if the Committee has determined, a shorter period) in writing to the Committee of the Member's intention to resign and, upon the expiration of the period of notice, the Member ceases to be a Member.

7.2 Where a person ceases to be a Member, the Committee shall make an appropriate entry in the register of Members recording the date on which the Member ceased to be a Member.

8. Fees

8.1 The entrance fee to Curtin Residents Association is an amount determined by resolution of the Committee.

8.2 The annual membership fee of Curtin Residents Association is an amount determined by resolution of the Committee.

8.3 Different membership fees may be fixed for different classes of membership.

8.4 The annual membership fee (if any) is for a period of one year from 1 July. Membership fees are payable before 1 July being the first day of the year to which the fees apply. The Committee may determine whether to apply a pro-rata membership fee for applications received during the course of a membership year.

8.5 Notification to Members regarding fees may be by electronic communication where a suitable address is provided.

9. Members' liabilities

9.1 The liability of a Member to contribute towards the payment of Curtin Residents Association's debts and liabilities or the costs, charges and expenses of its winding up is limited to the amount (if any) unpaid fees by the Member in relation to membership, unless the debt or liability has been incurred through an action of that Member that was not authorised by the Committee.

9.2 The Curtin Residents Association or a Member shall not bear any responsibility for the safety or well being of any Member.

9.3 Each Member engages in any Curtin Residents Association activity entirely at his or her own risk.

10. Disciplining of Members

10.1 Curtin Residents Association must use the following for the discipline of a Member or Members.

10.2 Subject to these Rules, if the Committee is of the opinion that a Member has refused or neglected to comply with these Rules, or has persistently and wilfully acted in a manner prejudicial to the interests of the Curtin Residents Association, the Committee may by resolution:

- (a) suspend that Member from membership of the Association for a specified period; or
- (b) expel that Member from the Association.

10.3 A resolution of the Committee under rule 10.2 does not take effect unless:

- (a) at a meeting held in accordance with rule 10.4, the Committee confirms the resolution; and
- (b) if the Member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.

10.4 A meeting of the Committee to confirm or revoke a resolution passed under rule 10.2 must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the Member in accordance with rule 10.5.

10.5 For the purposes of giving notice in accordance with rule 10.4, the Secretary (or another member of the Committee nominated by the Committee) must, as soon as practicable, cause to be given to the Member a written notice:

- (a) setting out the resolution of the Committee and the grounds on which it is based;
- (b) stating that the Member, or his or her representative, may address the Committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that Member;
- (c) stating the date, place and time of that meeting;
- (d) informing the Member that he or she may do one or both of the following:
 - (i) attend that meeting;
 - (ii) give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution; and
- (e) informing the Member that, if at that meeting, the Committee confirms the resolution, he or she may not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to Curtin Residents Association in a General Meeting against the resolution.

10.6 At a meeting of the Committee to confirm or revoke a resolution passed under rule 10.2, the Committee must:

- (a) give the Member, or his or her representative, an opportunity to be heard;
- (b) give due consideration to any written statement submitted by the Member; and
- (c) determine by resolution whether to confirm or to revoke the resolution.

10.7 If the Committee confirms a resolution under rule 10.3, the Secretary must, within 7 days after that confirmation, by written notice inform the Member of that confirmation and of the Member's right of appeal under Section 11.

10.8 A resolution confirmed by the Committee under rule 10.3 does not take effect:

- (a) until the end of the period within which the Member is entitled to appeal against the resolution if the Member does not exercise the right of appeal within that period; or
- (b) if within that period the Member exercises the right of appeal, unless and until the Association confirms the resolution in accordance with rule 11.4.

11. Right of appeal of disciplined Member

11.1 If at the meeting of the Committee, the Committee confirms the resolution, the Member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to Curtin Residents Association in a General Meeting against the resolution.

11.2 If the Secretary receives a notice under rule 11.1, he or she must notify the Committee and the Committee must convene a General Meeting of the Curtin Residents Association to be held within one month after the date on which the Secretary received the notice.

11.3 At a General Meeting of Curtin Residents Association convened under rule 11.2:

- (a) no business other than the question of the appeal may be conducted;
- (b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
- (c) the Member, or his or her representative, must be given an opportunity to be heard; and
- (d) the Members present must vote by secret ballot whether the resolution should be confirmed or revoked.

11.4 A resolution is confirmed if, at the General Meeting, not less than three-quarters of the Members personally present vote in person in favour of the resolution. In any other case, the resolution is revoked.

PART III – THE COMMITTEE

12. Powers of the Committee

12.1 The Committee, subject to the Act, the Regulations, these rules, and to any resolution passed by Curtin Residents Association in General Meeting:

- (a) is the legal authority for Curtin Residents Association and Committee Members are trustees for Curtin Residents Association;
- (b) shall manage the affairs of the Curtin Residents Association;
- (c) is responsible to the Members for the management of the Curtin Residents Association; and
- (d) has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper governance of the affairs of the Curtin Residents Association.

13. Membership of the Committee

13.1 The Committee shall be composed of the following Officers:

- (a) the President;
- (b) the Vice-President;
- (c) the Treasurer; and
- (d) the Secretary.

13.2 The Committee shall also have up to four other Members.

13.3 The Officers and Committee Members must be Members of the Curtin Residents Association.

13.4 The Committee must nominate one of the Committee to undertake the role of Public Officer in accordance with the Act.

14. Election of the Committee

14.1 The Officers and other Committee Members are to be elected at the Annual General Meeting (AGM).

14.2 Notification of the election is to be circulated to all Members with the notice of the AGM.

14.3 Nominations for the election of the Officers and other Committee Members are:

- (a) to be in writing and signed by two Members of Curtin Residents Association;
- (b) to be accompanied by the written consent of the candidate; and
- (c) to reach the Secretary before the date of the AGM.

14.4 If insufficient nominations are received to fill all vacancies on the Committee the candidates nominated shall be deemed to be elected and further nominations can be received at the Annual General Meeting.

14.5 If insufficient nominations are received, any vacant positions remaining on the Committee shall be deemed to be vacancies and may be filled in terms of rule 15.2.

14.6 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be taken to be elected.

14.7 If the number of nominations received exceeds the number of vacancies to be filled, a secret ballot shall be held.

14.8 The ballot for the election of Committee Members shall be conducted at the Annual General Meeting in such manner as the Chairperson may direct.

14.9 An Officer of the Association cannot serve more than six years in any one role, other than with the agreement of a majority of Members attending an AGM.

14.10 A person is not eligible:

- (a) to simultaneously hold more than one position as Officer of the Association other than the positions of Secretary and Treasurer; and
- (b) to nominate for election as a Committee Member if they are not a Member or have ceased to be a Member of Curtin Residents Association in terms of rule 6.

15. Vacancies

15.1 For the purposes of these rules, a vacancy in the office of a Member of the Committee occurs if the Member:

- (a) ceases to be a Member of the Association;
- (b) resigns the office;
- (c) is removed from the office under rule 16.1;
- (d) becomes an insolvent under administration within the meaning of the Corporations Act;
- (e) suffers from mental or physical incapacity;
- (f) is disqualified from office under the Act; or
- (g) fails to attend three consecutive Committee meetings without tendering an apology.

15.2 The Committee may appoint a Member to fill any casual vacancy on the Committee, and the Member so appointed is to continue in office until the next AGM.

16. Removal of Committee Members

16.1 Curtin Residents Association in General Meeting may by resolution, subject to the Act, remove any Member of the Committee from the office of Member of the Committee before the expiration of the Member's term of office.

17. Committee meetings and quorum

17.1 The Committee is to meet as and when required.

17.2 The President, or any three Committee Members, may convene additional Committee meetings, provided notice is given to all Committee Members.

17.3 At any meeting of the Committee a quorum is three of its Members, including one of its Officers.

17.4 The President, or in his or her absence the Vice-President, is to chair meetings. In the absence of the President or Vice-President, the meeting shall elect a chairperson.

17.5 Having regard for the informality of Committee meetings, the procedure to be followed is to be determined from time to time by the Committee.

17.6 Committee meetings are open to all Members to attend but non-Committee Members are not entitled to vote.

18. Delegation by Committee

18.1 The Committee may delegate to any of its Members any Committee Powers and functions that the Committee considers necessary for the proper conduct and management of Curtin Residents Association business and affairs.

18.2 The Committee may rescind any delegation made under rule 18.1.

18.3 The Committee delegate may exercise any of the Powers and Functions that Committee delegates to it, but must report its action to the next Committee meeting. The President, Vice-President and Secretary are ex-officio Members of any subcommittees.

19. Voting and decisions

19.1 Each Committee Member, either in person or via telephone, video or other electronic means at a Committee meeting has one vote.

19.2 Questions arising at a meeting of the Committee shall, subject to a quorum, be resolved by a majority of the votes of Members of the Committee. In the case of an equality of votes then the person presiding may exercise a second or casting vote.

19.3 Members of Curtin Residents Association may attend meetings of the Committee, propose agenda items and speak to those items, however only Members of the Committee may vote.

19.4 A Committee Member who is financially interested in any contract or arrangement made or proposed by Curtin Residents Association must disclose that interest to the Committee at the earliest opportunity and cannot vote on questions related to that contract or arrangement.

19.4 A Committee Member who has a possible conflict of interest in relation to a matter being considered by the Committee must disclose that interest to the Committee at the earliest opportunity. The Committee must then decide how to handle this situation.

19.5 Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any Member of the Committee.

19.6 The Committee speaks with one voice, and no one Committee Member shall publicly express his or her opinion as a representative of Curtin Residents Association, should this deviate from an agreed Committee position or decision.

PART IV – GENERAL MEETINGS

20. Annual General Meetings – holding of

20.1 With the exception of the first Annual General Meeting of the Association, Curtin Residents Association shall, at least once in each calendar year and within the period of 5 months after the expiration of each financial year of Curtin Residents Association, convene an Annual General Meeting of its Members.

20.2 Curtin Residents Association shall hold its first Annual General Meeting:

- (a) within the period of 18 months after its incorporation under the Act; and
- (b) within the period of five months after the expiration of the first financial year of the Curtin Residents Association.

20.3 Rules 20.1 and 20.2 have effect subject to the powers of the Registrar of Incorporated Associations under section 120 of the Act in relation to extensions of time.

21. Annual General Meetings – business at

21.1 The Annual General Meeting of Curtin Residents Association shall, subject to the Act, be convened on such date and at such place and time as the Committee considers appropriate.

21.2 In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be:

- (a) to confirm the minutes of the last Annual General Meeting and of any General Meeting held since that meeting;
- (b) to receive from the committee reports on the activities of Curtin Residents Association during the last financial year including a report on the record of attendance of the Members of the committee;
- (c) to elect Members of the Committee, including office-bearers;
- (d) to receive and consider the statement of accounts and the reports that are required to be submitted to Members under the Act, section 73(1); and
- (e) to appoint an auditor.

21.3 An Annual General Meeting must be specified as such in the notice calling it in accordance with rule 23.

21.4 An Annual General Meeting shall be conducted in accordance with rules 23 to 29 inclusive.

22. General Meetings – calling of

22.1 The Committee may, whenever it thinks fit, convene a General Meeting of the Curtin Residents Association.

22.2 The Committee shall, on the requisition in writing of any ten Members, convene a General Meeting of Curtin Residents Association within one month after the date on which the Secretary received the notice.

22.3 A requisition of Members for a General Meeting:

- (a) shall state the purpose or purposes of the meeting;
- (b) shall be signed by the Members making the requisition;
- (c) shall be lodged with the Secretary; and

- (d) may consist of several documents in a similar form, each signed by one or more of the Members making the requisition.

22.4 If the Committee fails to convene a General Meeting within one month after the date on which a requisition of Members for the meeting is lodged with the Committee, any one or more of the Members who made the requisition may convene a General Meeting to be held not later than three months after that date.

22.5 A General Meeting convened by a Member or Members referred to in rule 22.4 shall be convened as nearly as is practicable in the same manner as General Meetings are convened by the Committee.

23. Notice

23.1 Except where the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the Curtin Residents Association, the Committee shall, at least 14 days before the date fixed for the holding of the General Meeting, cause to be sent to each Member at the Member's address appearing in the register of Members, and where an electronic address is provided to that address, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

23.2 Where the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the Curtin Residents Association, the Committee shall, at least 21 days before the date fixed for the holding of the General Meeting, cause notice to be sent to each Member in the manner provided in rule 23.1 specifying, in addition to the matter required under that rule, the intention to propose the resolution as a Special Resolution.

23.3 No business other than that specified in the notice convening a General Meeting shall be transacted at the meeting except, in the case of an Annual General Meeting, business which may be transacted pursuant to rule 21.2.

23.4 A Member desiring to bring any business before a General Meeting may give notice in writing of that business to the Committee who shall include that business in the next notice calling a General Meeting given after receipt of the notice from the Member.

24. General Meetings – procedure and quorum

24.1 The quorum for the Annual General Meeting or General Meetings is five Members of the Curtin Residents Association present in person.

24.2 At any General Meeting the person presiding, provided they are a Member, has a vote. In the event of an equality of votes the person presiding, provided they are a Member, is entitled to a second or casting vote, otherwise the matter is to be resolved in the negative.

24.3 No item of business shall be transacted at a General Meeting unless a quorum of Members entitled under these rules to vote is present during the time the meeting is considering that item.

24.4 If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting if convened upon the requisition of Members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and at the same place unless another time and place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to Members.

24.5 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Members present (being not less than three) shall constitute a quorum.

25. Chairperson

25.1 The Committee must appoint a chairperson to preside at General Meetings of Curtin Residents Association and this may be an independent chairperson, the President, or the Vice-President.

25.2 If in the event the appointed person is absent from a General Meeting the Members present shall elect one of their number to preside at the meeting.

26. Adjournment

26.1 The person presiding at an Annual General Meeting or a General Meeting at which a quorum is present may, with the consent of the majority of Members present at 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.

26.2 Where a meeting is adjourned for 14 days or more, the Secretary shall give written or oral notice of the adjourned meeting to each Member of the Curtin Residents Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

27. Making of decisions

27.1 A question arising at a General Meeting of Curtin Residents Association shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Curtin Residents Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

27.2 At a General Meeting of the Curtin Residents Association, a poll may be demanded by the person presiding or by not less than three Members present in person or by proxy at the meeting.

27.3 Where the poll is demanded at a General Meeting the poll shall be taken:

- (a) immediately in the case of a poll which relates to the election of the person to preside at the meeting or to the question of an adjournment; or
- (b) in any other case, in such manner and at such time before the close of the meeting as the person presiding directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

28. Voting

28.1 Upon any question arising at a meeting of Curtin Residents Association a Member has one vote only.

28.2 All votes shall be given personally or by proxy but no Member may hold more than three proxies.

28.3 A Member is not entitled to vote in person or by proxy at any General Meeting of Curtin Residents Association unless all money due and payable by the Member to Curtin Residents Association has been paid.

29. Appointment of proxies

29.1 Each Member may appoint another Member as proxy provided:

- (a) the proxy is in the form as determined from time to time by the Committee; or
- (b) a proxy is to be registered with the person chairing the meeting before the meeting, or as the first item of business at that meeting.

PART V – MANAGEMENT

30. Funds – source

30.1 Curtin Residents Association may only derive income from annual membership fees, joining fees, entrance fees, event fees, donations and any other sources that the Committee decides, subject to relevant legislation and consistent with Curtin Residents Association’s Objects and Powers set out in these rules, may:

- (a) pursue any form of fund-raising or income generation;
- (b) make any form of investment or deposit, with a financial institution;
- (c) accept bequests or gifts, in any form, if no conditions are attached; and
- (d) make gifts, grants, subscriptions or donations for purposes of the Curtin Residents Association.

31. Funds – management

31.1 The financial year of Curtin Residents Association runs from 1 July to 30 June in each year.

31.2 The Treasurer is responsible for the maintenance of financial records and:

- (a) receipt of all moneys paid to Curtin Residents Association;
- (b) issuing official receipts; and
- (c) the deposit, as soon as possible after receipt, of all moneys into the account Curtin Residents Association holds with a bank or other financial institution.

31.3 Payments by Curtin Residents Association may be made electronically, by cheque, or in cash (up to \$100).

31.4 Curtin Residents Association payments must be:

- (a) authorised by the Treasurer or, in this person’s absence, by another Committee Member that the Committee nominates for that purpose; and
- (b) co-authorised by any other officer provided they do not have a financial interest in the payment.

31.5 The assets and income of Curtin Residents Association must be applied exclusively to the promotion of its Objects and no portion is to be paid or distributed directly or indirectly to the Members except as proper remuneration for services rendered or expenses incurred on Curtin Residents Association’s behalf.

31.6 Curtin Residents Association may pay a Member for services actually rendered or for goods supplied, but must not pay a Committee member for their service as an Officer or Committee Member.

31.7 Curtin Residents Association may pay a Member:

- (a) interest, at the prevailing average rate payable by banks, for monies lent to Curtin Residents Association by the Member;
- (b) a reasonable and proper amount of rent for premises let to Curtin Residents Association by the Member.

32. Auditor

32.1 An Auditor must audit the accounts and financial records of Curtin Residents Association at least annually.

32.2 Curtin Residents Association must appoint an Auditor in accordance with the provisions of the Act.

33. Lodgment of annual returns

33.1 The Committee must, within the period of 6 months beginning at the end of each financial year of the Curtin Residents Association, lodge with the registrar-general:

- (a) a statement of particulars relating to Curtin Residents Association in the approved form;
- (b) an audited statement of the Curtin Residents Association's accounts;
- (c) a copy of the auditor's report in relation to those accounts;
- (d) any prescribed documents; and
- (e) a statement by two Members of the committee of Curtin Residents Association certifying whether the provisions of the Act that apply to Curtin Residents Association in relation to that year in relation to:
 - (i) the preparation of the annual statement of the Curtin Residents Association's accounts; and
 - (ii) the auditing of the accounts and the presentation of the audited statement of accounts at the Annual General Meeting of the Curtin Residents Association has been complied with.

PART VI – MISCELLANEOUS

34. Alteration of Objects and Rules

34.1 Proposed changes to these rules can be considered at any General Meeting whether Annual, or General, provided due notice has been given.

34.2 If a Member or group of Members opposing the proposed change so requests, a statement of the reasons for their opposition must likewise be circulated.

34.3 Any Member of Curtin Residents Association may speak to the proposed rule change at the meeting at which it is considered.

34.4 A rule change is passed by at least three-quarters of the votes of those Members of Curtin Residents Association who, being entitled to vote, vote in person or by proxy as allowed in rules 28 and 29.

35. Policies and procedures

35.1 Curtin Residents Association may formulate:

- (a) policies on issues as required; and
- (b) procedures for carrying out its operations or that otherwise relate to the implementation of matters provided for in these rules.

35.2 The role of policies and procedures is to provide an orderly way for Curtin Residents Association to proceed with its business from year to year, and to keep track of decisions made, stances taken, or procedures established or utilised, which may be helpful in future years.

35.3 Policies and procedures must not be inconsistent with these rules, but if they are, the provision of the rules prevails over an inconsistent provision in a policy or procedure.

35.4 Policies and procedures may be adopted, changed or revoked:

- (a) in the case of policies, by simple majority at a General Meeting called for the purpose or the Annual General Meeting with due notice;
- (b) the substance of the proposal must be circulated to all Members; and

- (c) in the case of procedures, by simple majority at any Committee meeting but notice and the substance of the proposal, must be circulated to all Committee Members before the meeting.

36. Common Seal

36.1 The Common Seal of the Association must be kept in the custody of the Secretary.

36.2 The Common Seal must not be attached to any instrument except by the authority of the Committee and the attaching of the common seal must be attested by the signatures either of 2 Members of the Committee or of 1 Member of the Committee and of the Secretary.

36.3 Each use of the Common Seal must be recorded in a register and noted in the minutes of Committee meetings.

37. Custody and inspection of books

37.1 Subject to the Act, the regulation and these rules, the secretary must keep in his or her custody or under his or her control all records, books, and other documents relating to Curtin Residents Association.

37.2 Curtin Residents Association must keep and maintain a register of its Members, and must enter any prescribed particulars in the register.

37.3 The records, books and other documents of Curtin Residents Association shall be open to inspection at a place in the territory, free of charge, by a Member of Curtin Residents Association at any reasonable hour.

37.4 A request to inspect the records, books and other documents from Curtin Residents Association auditor, Public Officer, or from the Registrar, must be met.

38. Special Resolutions

38.1 A resolution of the Curtin Residents Association is taken to be a Special Resolution if:

- (a) it is passed at a General Meeting of the Curtin Residents Association, being a meeting of which at least 21 days notice, accompanied by notice of intention to propose the resolution as a Special Resolution, has been given to the Members of the Curtin Residents Association; and
- (b) it is passed by at least three-quarters of the votes of those Members of Curtin Residents Association who, being entitled to vote, vote in person or by proxy as allowed in rules 28 and 29.

39. Service of notices

39.1 For the purpose of these rules, a notice may be served by or on behalf of Curtin Residents Association upon any Member either personally or by sending it by post to the Member at the Member's address shown in the register of Members or by sending it electronically to the Member at the Member's address shown in the register of Members.

39.2 Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purpose of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

39.3 Where a document is sent to a person electronically, upon receipt by the sender of an acknowledgement that the communication has been properly transmitted to the recipient, the document shall unless the contrary is proved, be deemed for the purpose of these rules to have been served on the person 24 hours after the transmission has taken place.

40. Surplus property

40.1 Curtin Residents Association may be wound up voluntarily by the Members of Curtin Residents Association resolving by Special Resolution that this happen.

40.2 In the event of the winding up of Curtin Residents Association, any assets of Curtin Residents Association acquired by way of grant money must be distributed in accordance with the requirement of the grant.

40.3 Any property remaining after meeting the debts and liabilities of the Curtin Residents Association, and paying the costs of winding up, is to be disposed of in accordance with the requirements of the Act at that time and paid to an organisation (or organisations) which has similar Objects to Curtin Residents Association and which has rules prohibiting the distribution of its assets and income to its Members.