



MANNING VALLEY NEIGHBOURHOOD SERVICES INCORPORATED

OBJECTS AND RULES

PART 1 – PRELIMINARY

1. *Name and Objects*

- (1) The name of the association shall be the Manning Valley Neighbourhood Services Incorporated (referred to in these rules as the 'association').
- (2) The Association is a non-profit, welfare, charitable and benevolent organisation whose objects shall be to provide for the direct relief of poverty, sickness, suffering, distress, misfortune, destitution and helplessness experienced by all people residing, working, frequenting or giving voluntary service in the Greater Taree City Council area, by one or more of the following means:
 - (a) Promoting public knowledge of government and non-government community services, needs, resources and citizen's rights.
 - (b) Providing social, recreational, educational and support services/activities (including material assistance as appropriate), specifically designed to address the identified community needs.
 - (c) Providing information and referral services to residents and workers of the general Greater Taree LGA area.
 - (d) Providing a place for those mentioned above to develop their personal talents and potential through education, experience and support.
 - (e) Initiating and developing community resources in the GTCC LGA in cooperation with those mentioned above and where possible with other workers.
 - (f) Initiating and participating in social research and programs with practical application in improving the quality of life for those mentioned above.
 - (g) Actively initiating, developing, and participating in education and training of volunteers at the Association and the general community with a view to the volunteers taking an active and equal role in the day to day running of the Association's activities.

- (h) Developing and maintaining networks, support and liaison with government and non-government agencies, to ensure effective and efficient service provision and community development.
- (i) Acting as a consultant to community groups seeking to establish themselves in the GTCC LGA and to assist, where appropriate in their application for funding.
- (j) To do all such lawful things as are incidental or conducive to the achievement of the foregoing objectives.
- (k) To cooperate with other such bodies that have similar aims.

PART 2 – MEMBERSHIP

2. Membership Qualifications

- (1) A person or organisation is qualified to be a member of the association if he or she has been:
 - (a) nominated for membership of the association as provided by Rule 3; and
 - (b) approved for membership of the association by the committee of the association.

3. Nomination for Membership

- (1) A nomination of a person or organisation for membership of the association:
 - (a) must be made by a member of the association in writing in the form set out in Appendix 1 to these rules; and
 - (b) must be lodged with the secretary of the association.
- (2) As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which is to determine whether to approve or reject the nomination.
- (3) If the committee determines to approve a nomination for membership, the secretary must, as soon as practicable after that determination, notify the nominee of that approval and request the nominee to pay (within the period of 28 days after the receipt by the nominee of the notification) the sum payable under these rules by a member as the annual subscription.
- (4) The secretary must, on payment by the nominee of the amount referred to in Clause (3) within the period referred to in that clause, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

4. Cessation of Membership

A person or organisation ceases to be a member of the association on:

- (a) death or (in the case of an organisation) dissolution;
- (b) resignation;
- (c) expulsion from the association; or
- (d) failure to pay the annual subscription within 3 months of the due date.

5. *Membership Entitlements Not Transferable*

A right, privilege or obligation which a person or organisation has by reason of being a member of the 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. *Resignation of Membership*

- (1) A member of the association may resign that membership by giving the secretary written notice of the member's wish to resign.
- (2) If a member of the association ceases to be a member under Clause (1), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

7. *Register of Members*

- (1) The public officer of the association must establish and maintain a register of members of the association specifying the name and address of each member of the association together with the date on which membership commenced.
- (2) The register of members must be kept at the principal place of administration of the association and must be open for inspection, free of charge, by any member of the association at any reasonable hour.

8. *Fees, Subscriptions, etc*

- (1) Members of the association shall pay to the association such annual membership fees as are determined by the committee.
- (2) In the absence of a determination by the committee under Rule 8(1), the annual fee payable by members shall be \$2.50.

- (3) The annual membership fee is due on 1st July in each calendar year.
- (4) In the case of a newly admitted member the full annual membership fee is due upon becoming a member and will cover membership until the next 1st July.
- (5) Members of the association who have not paid their membership fees in full are not eligible to vote at meetings of the association.

9. Members' Liabilities

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by Rule 8.

10. Resolution of Internal Disputes

- (1) In the event of a dispute arising between members (in their capacity as members), or between a member and the association, or between a member and the committee the following procedure shall apply.
- (2) Each side of the dispute shall nominate a representative who is not directly involved in the dispute. Those representatives shall then attempt to settle the dispute by negotiation.
- (3) Should the nominated representatives be unable to resolve the dispute within 14 days (or such other period as they may agree upon) the dispute shall be referred to a person mutually agreed upon for mediation.
- (4) In the event that no person can be agreed upon to mediate the dispute it shall be referred to a Community Justice Centre for mediation in accordance with the *Community Justice Centres Act, 1983*.

11. Disciplining of Members

- (1) A complaint may be made by any member of the association that some other member of the association:
 - (a) has persistently refused or neglected to comply with a provision or provisions of these rules; or
 - (b) has persistently and wilfully acted in a manner prejudicially to the interests of the association.
- (2) On receiving such a complaint, the committee:
 - (a) must cause notice of the complaint to be served on the member concerned; and

- (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint; and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (3) The committee may, by resolution, expel the member from the association or suspend the member from the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the fact alleged in the complaint have been proved.
- (4) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under Rule 12.
- (5) The expulsion or suspension does not take effect:
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned; or
 - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under Rule 12(4), whichever is the later.

12. *Right of Appeal of Disciplined Member*

- (1) A member may appeal to the association in general meeting against a resolution of the committee under Rule 11, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under Clause (1), the secretary must notify the committee which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the association convened under Clause (3):
 - (a) no business other than the question of the appeal is to be transacted; and
 - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both; and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) If at the general meeting the association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

PART 3 – THE COMMITTEE

13. Powers etc of Committee

The committee is to be called the committee of management of the association and, subject to the Act, the Regulation and these rules and to any resolution passed by the association in general meeting:

- (a) is to control and manage the affairs of the association; and
- (b) may exercise all such functions as may be exercised by the association other than those functions that are required by these rules to be exercised by a general meeting of members of the association; and
- (c) 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 management of the affairs of the association.

14. Constitution and Membership

- (1) The office-bearers of the association are to be the:
 - (a) chairperson,
 - (b) treasurer, and
 - (c) secretary.
- (2) The committee is to consist of the:
 - (a) three (3) office-bearers, and
 - (b) up to nine (9) elected ordinary members each of whom shall be elected at the annual general meeting of the association pursuant to Rule 15.
- (3) Each member of the committee shall, subject to these rules, hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election, provided that no person may hold the same office of chairperson, treasurer or secretary for more than three consecutive years.
- (4) Any government department which provides at least 25% of the association's annual income may nominate a person as a "funder representative" to attend, advise and report to each meeting of the committee. Such representative shall not be a member of the committee and has no voting rights.
- (5) A person nominated by the employees of the association as a "staff representative" may attend, advise and report to each meeting of the committee but is not a member of the committee and has no voting rights.
- (6) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint any eligible person to fill the vacancy and the member so appointed is to hold office,

subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

15. Election of Members of the Committee

- (1) Nominations of candidates for election as office-bearers of the association or as ordinary members of the committee:
 - (a) must be made in writing in a form similar to that in Appendix 2, signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) must be delivered to the secretary of the association not less than 14 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and ordinary members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

16. Secretary

- (1) The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- (2) It is the duty of the secretary to keep minutes of:
 - (a) all appointments of office-bearers and members of the committee;
 - (b) the names of members of the committee present at a committee meeting or a general meeting; and
 - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

17. Treasurer

- (1) It is the duty of the treasurer of the association to ensure:
 - (a) that all money due to the association is collected and received and that all payments authorised by the association are made; and
 - (b) that correct books and accounts are kept showing the financial affairs of the association including full details of all receipts and expenditure connected with the activities of the association.

18. *Casual Vacancies*

- (1) For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member:
 - (a) dies; or
 - (b) ceases to be a member of the association; or
 - (c) resigns office in person at a meeting of the committee or by notice in writing given to the secretary; or
 - (d) is removed from office under Rule 19; or
 - (e) becomes a mentally incapacitated person; or
 - (f) is absent without the consent of the committee from 3 consecutive meetings of the committee; or
 - (g) is an employee or holds an office of profit in the association; or
 - (h) is directly or indirectly interested in any contract or proposed contract with the association.
- (2) Notwithstanding Rule 18(1) committee members may be employed as tutors by the association. However, such committee members and the staff representative may not be involved in any deliberations of the committee concerning their hire or employment conditions.

19. *Removal of a Committee Member*

- (1) The association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the committee to whom a proposed resolution referred to in Clause (1) relates makes representations in writing to the secretary or chairperson (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the secretary or the chairperson may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

20. *Meetings and Quorum*

- (1) The committee must meet at least once in every two calendar months at such time as the committee may determine.

- (2) Additional meetings of the committee may be convened by the chairperson or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under Clause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any five (5) members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
 - (a) In the event of a meeting being adjourned because of lack of quorum of the meeting of Manning Valley Neighbourhood Services Inc, to another date in accordance with Rule 20(7) above, and if at the succeeding meeting a quorum is not formed, the meeting may proceed if four (4) financial members are present.
- (8) At a meeting of the committee:
 - (a) the chairperson is to preside; or
 - (b) if the chairperson is absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

21. Delegation by Committee to Sub-Committee

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
 - (a) this power of delegation; and
 - (b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of

delegation.

- (4) Despite any delegation under this rule, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn as it thinks proper.
- (8) A sub-committee must report in writing or by a sub-committee delegate to each meeting of the committee.

22. *Voting and Decisions*

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to Rule 20(5), the committee may act despite any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any effect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

PART 4 – GENERAL MEETINGS

23. *Annual General Meetings – Holding of*

- (1) The association must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the association, convene an annual general meeting of its members.
- (2) Clause (1) has effect subject to any extension or permission granted by the Commission under Section 26(3) of the Act.

24. Annual General Meetings – Calling of and Business at

- (1) The annual general meeting of the association is, subject to the Act and to Rule 23, to be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
 - (b) to receive from the committee reports on the activities of the association during the last preceding financial year;
 - (c) to elect office bearers of the association and ordinary members of the committee; and
 - (d) to receive and consider the statement which is required to be submitted to members under Section 26(6) of the Act.
- (3) An annual general meeting must be specified as such in the notice convening it.

25. Special General Meetings – Calling of

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the association.
- (2) The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of the association.
- (3) A requisition of members for a special general meeting:
 - (a) must state the purpose or purposes of the meeting; and
 - (b) must be signed by the members making the requisitions; and
 - (c) must 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.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in Clause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who consequently incurs expense is entitled to be reimbursed by the association for any expense so incurred.

26. Notice

- (1) The secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to all members specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, 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 Clause (1) specifying, in addition to the matter required under Clause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to Rule 24(2).(4). A member desiring to bring any business before a general meeting may give notice in writing of that business to that secretary, who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

27. Procedure

- (1) No item of business is to 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.
- (2) Five (5) members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - (a) if convened on the requisition of members, is to be dissolved; and
 - (b) in any other case, is to stand adjourned to the same day in the following week at the time and (unless another place is specified at the time of the adjourned meeting by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) 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 3) is to constitute a quorum.

28. Presiding Member

- (1) The chairperson is to preside at each general meeting of the association.
- (2) If the chairperson is absent or unwilling to act, the members present must elect one of their number to chair at the meeting.

29. Adjournment

- (1) The chairperson of 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 is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in Clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

30. Making of Decisions

- (1) A question arising at a general meeting of the association is to 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 chairperson 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 association, is evidence of the fact without proof of the number or proportion of votes recorded in favour of or against that resolution.
- (2) At a general meeting of the association, a poll may be demanded by the chairperson or by not less than three members present in person at the meeting.
- (3) If a poll is demanded at a general meeting, the poll must be taken:
 - (a) immediately in the case of a poll which relates to the election of the chairperson of 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 chairperson directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

31. Special Resolution

A resolution of the association is a special resolution:

- (a) if it is passed by a majority which comprises not less than three quarters of such members of the association as, being entitled under these rules so to do, vote in person at a general meeting of which not less than 21 days' notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or
- (b) where it is made to appear to the Commissioner that it is not practicable for the resolution to be passed in the manner specified in paragraph (a), if the resolution is passed in a manner specified by the Commissioner.

32. Voting

- (1) On any question arising at a general meeting of the association a member has one vote only.
- (2) All votes at a general meeting of the association must be given personally or by proxy but no member may hold more than five proxies.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

33. Appointment of Proxies

- (1) Each member is to be entitled to appoint another member a proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy is to be in the form set out in Appendix 3 to these rules.

PART 5 – MISCELLANEOUS

34. Insurance

- (1) The association must effect and maintain insurance under Section 44 of the Act.
- (2) In addition to the insurance required under Clause (1), the association may effect and maintain other insurance.

35. Funds – Source

- (1) The funds of the association are to be derived from government grants, the annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

36. Funds – Management

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in pursuance of the objects of the association in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two members of the committee, employees of the association, being members or employees authorised to do so by the committee. All payments in excess of fifty dollars (\$50) shall be made by cheque. Major or unusual expenditure shall be authorised in advance by the committee or a general meeting. A special resolution must be passed by the association to authorise in advance any single payment exceeding two thousand dollars (\$2,000).
- (3) The association's financial year shall end on 30 June in each year.

37. Alteration of Objects and Rules

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the association.

38. Common Seal

- (1) The common seal of the association must be kept in the custody of the secretary.
- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures of two (2) office bearers of the association.

39. Custody of Books, etc

Except as otherwise provided by 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 the association.

40. Inspection of Books, etc

The records, books and other documents of the association must be open to inspection, free of charge, by a member of the association at any reasonable hour.

41. Service of Notices

- (1) For the purpose of these rules, a notice may be served by or on behalf of the association on any member either personally or by sending it by post to the member at the member's address shown in the register of members.
- (2) If a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document is, unless the contrary is proved, taken for the

purposes 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.

42. Surplus Property

If upon winding-up or dissolution of the association there remains after satisfaction of all its debts and liabilities, any property or moneys whatsoever, these shall be given to be transferred to some other association having objects similar to those of this association, excluding any affiliated sub group, and which shall prohibit the distribution of its or their income and property amongst its or their members, and which is a fund, authority or institution approved by the Commissioner of Taxation.

43. Register of Committee Members

The public officer shall keep a register of members of the committee which must:

- (a) contain the name and residential address of each committee member and the date on which they became a member of the committee;
- (b) be updated within one month of any change taking place; and
- (c) be made available for inspection by any person, at all reasonable hours and free of charge.

44. Audit

- (1) The association shall appoint an auditor at a general meeting of the association.
- (2) An auditor appointed under paragraph (1) of this rule shall hold office until death or removal or resignation from office.
- (3) Upon the death or resignation of the auditor, the committee shall fill the vacancy in the office of auditor within one month of such vacancy occurring, unless the association at a general meeting has already appointed an auditor to fill the vacancy.
- (4) The auditor may be removed from office by resolution at a general meeting provided notice of intention to move the resolution has been given to the auditor and members of the association not less than 21 days before the meeting at which the resolution is moved. A new auditor shall be appointed at the same meeting where an auditor is removed.
- (5) The association or the committee shall not appoint as auditor a person who has not consented in writing to the appointment.
- (6) A person is not qualified to be appointed auditor of the association if
 - (a) the person is not a qualified accountant; or
 - (b) the person is a member of the committee or an employee of the association; or

- (c) the person is related to, or closely associated with, a member of the committee or an employee of the association.
- (7) The committee shall enable the auditor to have access to all books, accounts, and documents of the association, and to be furnished with such information and explanation by the committee members of any other officers as may be necessary for the performance of the duties of the auditor.
- (8) The auditor is entitled to attend any general meeting of the association and to receive all notices of and other communications relation to any general meeting which any member of the association is entitled to receive. The auditor is also entitled to be heard, at any general meeting which the auditor attends, on any part of the business of the meeting of concerns to the auditor.

45. Profits

Manning Valley Neighbourhood Services Inc is a non-profit association and as such, any profits will not be distributed to members of the association.

Attachment 1
[Rule 3(1)]

Reviewed 18th October 2007



Manning Valley Neighbourhood Services Inc.

PO Box 75

Wingham NSW 2429

Phone/Fax: (02) 6553 5121

email: mvns@swiftdsl.com.au

web: www.mvns.org.au

ABN: 79 194 271 854

APPLICATION FOR MEMBERSHIP OF
Manning Valley Neighbourhood Services Incorporated
(incorporated under the *Associations Incorporation Act, 1984*)

I _____
(full name of applicant)

of _____
(address)

_____ (occupation)

hereby apply to become a member of the above named incorporated association.

In the event of my admission as a member, I agree to be bound by the rules of the association for the time being in force.

(signature of applicant) (date)

I _____,
a member of the association, nominate the applicant for membership of the association.

(signature of proposer) (date)

I _____,
a member of the association, second the nomination of the applicant for membership of the association.

(signature of seconder) (date)



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**NOMINATION FOR A POSITION OF OFFICE BEARER OR ORDINARY
COMMITTEE MEMBER OF
Manning Valley Neighbourhood Services Inc**

Return not less than 14 days prior to Annual General Meeting to:

The Secretary
Manning Valley Neighbourhood Services Inc.
PO Box 75 Wingham NSW 2429

MANAGEMENT COMMITTEE INFORMATION

The Committee consists of 12 twelve (12) members and nominations are required for the following positions:

The Executive: Chairperson, Vice Chairperson, Secretary, Treasurer.

General Committee Members: Eight (8)

I, _____
being a financial member of MVNS Inc. **wish to nominate:**

Name: _____
(being a financial member of MVNS Inc.)

for the position of: _____ on the Management Committee

(Signature of Nominator)

(Date)

I, _____
being a financial member of MVNS Inc. **wish to second the nomination.**

(Signature of Seconder)

(Date)

I, _____
accept nomination for the position on the Management Committee.

(Signature of Nominee)

(Date)

Address: _____

Phone: _____ **Fax:** _____

Email: _____

NOTE: Members may be nominated for more than one position on the Management Committee. However, once elected to a position they may only hold that one position on the Management Committee. Nominations must be lodged with the Secretary at least fourteen (14) days prior to the date of the Annual General Meeting at which the election is to be held.

Attachment 3
[Rule 33(2)]

Reviewed 18th October 2007



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APPOINTMENT OF PROXY

I _____
(full name)

of _____
(address)

being a member of Manning Valley Neighbourhood Services Incorporated hereby appoint

(full name of proxy)

of _____
(address)

who is a member of Manning Valley Neighbourhood Services Incorporated, as my proxy to vote for me on my behalf at the Annual General Meeting of the association to be held on

_____ day of _____ 19_____

and at any adjournment of that meeting.* My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details)

* to be inserted if desired.

(signature of member appointing proxy)

(date)

NOTE:

- 1. A proxy vote may not be given to a person who is not a member of Manning Valley Neighbourhood Services Inc.**
- 2. No member of MVNS Inc shall hold more than two (2) proxies.**