

## **Constitution of:**

**Agricultural, Pastoral and Show Society of Lockhart Incorporated**  
**Member of the AGRICULTURAL SOCIETIES COUNCIL of NSW**  
**Lockhart, NSW.**

**Date adopted by the Society:**

**Date lodged with the Office of Fair Trading:**

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## Part 1 - Preliminary

### 1. Definitions

(1) In this Constitution:

**Committee** means the General Committee of the association;

**Director-General** means the Director-General of the Department of Services, Technology and Administration;

**member** means a financial member of the association;

**ordinary Committee member** means a member of the Committee who is not an office-bearer of the association;

**Secretary** means:

(a) the person holding office under this Constitution as Secretary of the association, or

**Society** means the specific association to which this constitution applies;

**Special General Meeting** means a general meeting of the association other than an Annual General Meeting;

**the Act** means the *Associations Incorporation Act 2009*;

**the Regulation** means the *Associations Incorporation Regulation 2016*.

(2) In this Constitution:

(a) a reference to a function includes a reference to a power, authority and duty, and

(b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

(3) The provisions of the *Interpretation Act 1987* apply to and in respect of this Constitution in the same manner as those provisions would so apply if this Constitution were an instrument made under the Act.

### 2. Title

The title of the association shall be "Agricultural, Pastoral and Show Society of Lockhart Incorporated" and the headquarters shall be at the Lockhart Showground, Treasure Street, Lockhart, NSW, where all meetings shall be held unless otherwise ordered by the Committee.

### 3. Objects

The Objects of the Society shall be:

- (1) To encourage the development of pastoral, agricultural, horticultural and cultural pursuits by holding periodical exhibitions and competitions and by such other means as may be found desirable.
- (2) To encourage an awareness in the community of the pursuits mentioned in (1) by attracting the widest possible audience to the Society's exhibitions and competitions.
- (3) To establish relations with Societies of a similar character in New South Wales by affiliation with the appropriate Agricultural Societies Group and the Agricultural Societies Council of NSW.

### 4. Powers and Privileges

Subject to the provisions of, and to any prohibition or restriction contained in this Constitution, the Society shall have the same rights, powers and privileges as a natural person and without limiting the generality of the foregoing, the power to do any act that it is authorised to do by law.

## **Part 2 – Membership**

### **5. Membership - Qualifications**

- (1) A person is eligible to be a member of the association if:
  - (a) the person is a natural, adult person, and
  - (b) the person has applied and been approved for membership of the association in accordance with Clause 6.
- (2) A person is taken to be a member of the association if:
  - (a) the person is a natural, adult person, and
  - (b) the person was:
    - (i) in the case of an unincorporated body that is registered as the association - a member of that unincorporated body immediately before the registration of the association, or
    - (ii) in the case of an association that is amalgamated to form the relevant association - a member of that other association immediately before the amalgamation, or
    - (iii) in the case of a registrable corporation that is registered as an association - a member of the registrable corporation immediately before that entity was registered as an association.
- (3) A person is taken to be a member of the association if the person was one of the individuals on whose behalf an application for registration of the association under Section 6 (1) (a) of the Act was made.

### **6. Membership - Application**

- (1) An application of a person for membership of the association:
  - (a) must be made in a form similar to that set out in Appendix 1 to this Constitution, provided that when any subscription shall be paid in the name of any firm or Company, the firm or Company shall, at the time of paying such subscription, nominate one of the members of the firm or Company who shall be entitled to and exercise the rights and privileges attached to such membership, and may be elected to any office.
  - (b) must be lodged with the Secretary of the association.
- (2) As soon as practicable after receiving an application for membership, the Secretary must refer the application to the Committee which is to determine whether to approve or to reject the application.
- (3) Any person disqualified by a kindred Society shall not be allowed to become a member, or be eligible to exhibit at the Society's exhibitions, until such disqualification is removed.
- (4) As soon as practicable after the Committee makes that determination, the Secretary must:
  - (a) notify the applicant, in writing, that the Committee approved or rejected the nomination (whichever is applicable), and,
  - (b) if the Committee approved the application, request the applicant to pay (within the period of 28 days after receipt by the applicant of the notification) the sum payable under this Constitution by a member as entrance fee and annual subscription.
- (5) The Secretary must, on payment by the applicant of the amounts referred to in Subclause (4) (b) within the period referred to in that provision, enter or cause to be entered the applicant's name in the Register of Members and, on the name being so entered, the applicant becomes a member of the association and, together with other members who are listed on the Register as "current", shall have all the rights of membership until the day following the Annual Meeting next ensuing.

## **7. Cessation of membership**

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

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the association, or
- (d) fails to pay the annual membership fee within 3 months after the fee is due.

## **8. Membership entitlements not transferable**

A right, privilege or obligation which a person has by reason of being a member of the association:

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

## **9. Resignation of membership**

- (1) A member of the association may resign from membership of the association by first giving to the Secretary written notice of at least one month (or such other period as the Committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (2) If a member of the association ceases to be a member under Subclause (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.

## **10. Register of Members**

- (1) The Secretary of the association must establish and maintain a Register of Members of the association specifying the name and postal or residential address, email address and mobile phone number of each person who is a member of the association together with the date on which the person became a member. The Register may be kept electronically, but a hard copy must be maintained for inspection in accordance with (3) below.
- (2) The Register of Members must be kept in New South Wales:
  - (a) at the main premises of the association, or
  - (b) if the association has no premises, at the association's official address.
- (3) The Register of Members must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- (4) A member of the association may obtain a copy of that part of the Register listing the member's name on payment of a fee of not more than \$5 for first page and \$1 for subsequent pages for each page copied.
- (5) No information contained on the Register about a member (other than the member's name) will be available for copying.
- (6) A member must not use information about a person obtained from the Register to contact or send material to the person, other than for:
  - (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
  - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

- (7) If the Register of Members is kept in electronic form:
- (a) it must be convertible into hard copy, and
  - (b) the requirements of Subclauses (2) and (3) apply as if a reference to the Register of Members is a reference to a current hard copy of the Register.

## **11. Privileges of membership**

The following are the privileges of membership:

- (1) The right to receive a Member's Ticket and such other admission passes in such form as the Committee shall determine from time to time.
- (2) The right to attend and vote at any meetings of members of the association.

## **12. Fees and subscriptions**

- (1) A member of the association must, on admission to membership, pay to the association a fee as determined by the Committee.
- (2) Family membership has one vote only.

## **13. 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 Clause 12.

## **14. Resolution of disputes**

- (1) A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to a Community Justice Centre for mediation under the *Community Justice Centres Act 1983*.
- (2) If a dispute is not resolved by mediation within 3 months of the referral to a Community Justice Centre, the dispute is to be referred to arbitration.
- (3) The *Commercial Arbitration Act 2010* applies to any such dispute referred to arbitration.

## **15. Disciplining of members**

- (1) A complaint may be made to the Committee by any person that a member of the association:
  - (a) has refused or neglected to comply with a provision or provisions of this Constitution, or
  - (b) has wilfully acted in a manner prejudicial to the interests of the association.
- (2) The Committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the Committee decides to deal with the 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.

- (4) The Committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- (5) 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 Clause 16.
- (6) 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 Clause 16, whichever is the later.

### **16. Right of appeal of disciplined member**

- (1) A member may appeal to the association in general meeting against a resolution of the Committee under Clause 15, 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 Subclause (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 Subclause (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) The appeal is to be determined by a simple majority of votes cast by members of the association.

### **17. Life membership**

- (1) Provided that in each case a 75% majority of those voting in a secret ballot open to all members of the Committee support such a move, the Committee shall have the power to confer on a person a Life Honorary Membership of the Society for valued services to the Society.
- (2) The person so recognised shall have all the privileges of membership without payment of fees or subscriptions.

## **Part 3 - The Committee**

### **18. Powers of the Committee**

Subject to the Act, the Regulation and this Constitution and to any resolution passed by the association in general meeting, the Committee:

- (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 this Constitution 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.

## **19. Composition and membership of Committee**

- (1) The Committee is to consist of:
  - (a) the Office-Bearers of the association, and
  - (b) at least 5 Ordinary Committee Members, each of whom is to be elected at the Annual General Meeting of the association under Clause 20.
- (2) The total number of Committee members is to be at least 10
- (3) The Office-Bearers of the association are as follows:
  - (a) the President,
  - (b) the Vice-President, or Vice-Presidents,
  - (c) the Treasurer,
  - (d) the Secretary.
- (4) A Committee member may hold up to 2 offices (other than both the President and Vice President offices).
- (5) The Society shall have the power to appoint the Secretary or any other Office-Bearer for a period up to five (5) years.
- (6) If the Secretary's position attracts payment other than re-imbusement of demonstrable expenses, the Secretary cannot be a voting member of the Society.

## **20. Election of Committee members**

- (1) The election as office-bearers of the association or as Ordinary Committee members shall take place at the Annual General Meeting in such usual and proper manner as the Committee shall direct and the individuals elected shall hold office until the election at the next Annual General Meeting.
- (2) At this time, it is necessary to ensure effective occupancy of the statutory position of Public Officer which is not necessarily a Committee position, is not necessarily elected annually and need not even be a member of the Society but has duties which may include responsibility for official records and submitting the annual return (Form 12) to the Office of Fair Trading within 28 days of the AGM.
- (3) A person nominated as a candidate for election as an office-bearer or as an ordinary Committee member of the association must be a member of the association.
- (4) The office-bearers shall be elected first and then the required number of ordinary Committee positions shall be filled.
- (5) The maximum number of consecutive terms a person in the position of President may serve is three years. There is no maximum number of consecutive terms an Ordinary Committee Member may serve on the Committee.  
**Note:** Schedule 1 of the Act provides that an association's constitution is to address the question of whether there is to be a limit on the number of consecutive terms a person is permitted to serve.
- (6) If insufficient further nominations are received, any vacant positions remaining on the Committee are taken to be casual vacancies.



## **21. 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 (whether in written or electronic form) of:
  - (a) all appointments of office-bearers and members of the Committee, and
  - (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.

## **22. Treasurer**

It is the duty of the treasurer of the association to ensure:

- (a) that all money due to the association is collected, received and deposited in the association's bank account and that all payments are presented to the Committee for authorisation and such payments 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.

## **23. Casual vacancies**

- (1) In the event of a casual vacancy occurring in the membership of the Committee, the Committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to this Constitution, until the conclusion of the Annual General Meeting next following the date of the appointment.
- (2) 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) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
  - (d) resigns office by notice in writing given to the Secretary, or
  - (e) is removed from office under Clause 24, or
  - (f) becomes a mentally incapacitated person, or
  - (g) is absent without the consent of the Committee from 3 consecutive meetings of the Committee, or
  - (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
  - (i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.

## **24. Removal of Committee members**

- (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 Subclause (1) relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the Secretary or the President 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.

## ***25. Committee meetings and quorum***

- (1) The Committee must meet at least 5 (five) times in each period of 12 months at such place and time as the Committee may determine.
- (2) Additional meetings of the Committee may be convened by the President 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 on by the members of the Committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under Subclause (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 5 (five) members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee, but if the Committee finds itself permanently below the quorum the remaining Committee members shall have the power to elect a member or members to complete the quorum and then to proceed to elect members to fill the remaining vacancies as set out in Rule 23.
- (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 and 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.
- (8) At a meeting of the Committee:
  - (a) the President or, in the President's absence, the Vice-president is to preside, or
  - (b) if the president and the vice-president are 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.

## ***26. Use of technology at Committee meetings and General meetings***

- (1) The Committee may determine that Committee meetings can be held at two or more venue using any technology approved by the Committee which gives each Committee Member a reasonable opportunity to participate.
- (2) A Committee Member who participates in a Committee meeting using the technology referred to in (1) above is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

## ***27. 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 clause 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 clause 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 clause, 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 clause 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 clause.
- (7) A sub-committee may meet and adjourn as it thinks proper but must submit complete minutes of all its meetings for the consideration of the Committee.
- (8) Unless otherwise determined in the delegation, the President and the Treasurer shall be, ex-officio, members of all sub-committees.
- (9) A sub-committee may not maintain separate show banking accounts and may not expend show society funds, issue invoices or officially receive funds (except entry-on-the-day money) on behalf of the show society unless authorised by the Committee to do so.

## **28. 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 Clause 25 (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 defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-committee.

## **Part 4 - General meetings**

### **29. Annual General Meetings - holding of**

- (1) The association must hold its first Annual General Meeting within 18 months after its registration under the Act.
- (2) The association must hold its Annual General Meetings:
  - (a) within 6 months after the close of the association's financial year, or
  - (b) within such later time as may be allowed by the Director-General or prescribed by the Regulation.

### **30. Annual General Meetings - calling of and business at**

- (1) The Annual General Meeting of the association is, subject to the Act and to Clause 29, 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 Committee members,
  - (d) to receive and consider any financial statement or report required to be submitted to members under the Act and to provide a copy to the Public Officer for the annual return to the Office of Fair Trading.
  - (e) to elect, if required under the Act, an independent, qualified Auditor.
  - (f) to elect two delegates to represent the Society at meetings of the Group of societies.
- (3) An Annual General Meeting must be specified as such in the notice convening it.

### **31. 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 requisition, 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 Subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the Committee.

### **32. Notice**

- (1) Except 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 14 days before the date fixed for the holding of the general meeting, give a notice to each member 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 given to each member specifying, in addition to the matter required under Subclause (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 under Clause 29 (2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

### **33. Quorum for general meetings**

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this Constitution to vote is present during the time the meeting is considering that item.
- (2) 7 (Seven) members present (being members entitled under this Constitution 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 same time and (unless another place is specified at the time of the adjournment 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 at least 5) are to constitute a quorum.

### **34. Presiding member**

- (1) The President or, in the President's absence, the Vice-president, is to preside as chairperson at each general meeting of the association.
- (2) If the President and the Vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

### **35. Making of decisions**

- (1) A question arising at a general meeting of the association is to be determined by either:
  - (a) a show of hands, or
  - (b) if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- (2) If the question is to be determined by a show of hands, 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 the votes recorded in favour of or against that resolution.
- (3) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

### **36. 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 Subclauses (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.

### **37. Special Resolutions**

A Special Resolution may only be passed by the association in accordance with Section 39 of the Act which specifies that decisions of potentially great significance to the future of the association, such as winding up the association or altering its Constitution must only be dealt with by means of motions of which appropriate notice (21 days) must be given to all members and the Special Resolution must be supported by a 75% majority of those present and voting at the general meeting in order to be put into effect.

### **38. Voting**

- (1) On any question arising at a general meeting of the association a member has one vote only.
- (2) 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.
- (3) A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid.
- (4) A member is not entitled to vote at any general meeting of the association if the member is under 18 years of age.

### **39. Proxy votes not permitted**

Proxy voting must not be undertaken at or in respect of a general meeting.

*Note: Schedule 1 of the Act provides that an association's Constitution is to address whether members of the association are entitled to vote by proxy at general meetings.*

### **40. Postal or Electronic ballots**

- (1) The association may hold a postal or electronic ballot to determine any issue or proposal (other than an appeal under Clause 16).
- (2) A postal or electronic ballot is to be conducted in accordance with Schedule 3 to the Regulation.

## **Part 5 – Miscellaneous**

### **42. Insurance**

- (1) The Society shall effect and maintain liability insurance.
- (2) In addition to the insurance required under Subclause (1), the Society may effect and maintain other forms of insurance.

### **43. Funds - source**

- (1) The funds of the association are to be derived from entrance fees and 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 or other authorised deposit-taking institution account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

#### **44. Funds – management**

- (1) The assets and income of the organisation shall be applied solely to further its objects and no portion shall be distributed directly or indirectly to the members of the organisation except as genuine compensation for services rendered or expenses incurred on behalf of the organisation.
- (2) 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.
- (3) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the Committee or employees of the association, being members or employees authorised to do so by the Committee.

#### **45. Association is not-for-profit**

Subject to the Act and the Regulation, the association must apply its funds and assets solely in pursuance of the objects of the association and must not conduct its affairs so as to provide a pecuniary gain for any of its members.

**Note:** Section 5 of the Act defines **pecuniary gain** for the purpose of this Clause.

#### **46. Change of name, Objects and Constitution**

- (1) Any proposed change in the name, Objects or Constitution must be presented as a Notice of Motion and would require a Special Resolution.
- (2) An application to the Director-General for registration of a change in the association's name, Objects or Constitution in accordance with Section 10 of the Act is to be made by the Public Officer or a Committee member.

#### **47. Custody of books etc.**

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

- (a) at the main premises of the association, in the custody of the public officer or a member of the association (as the Committee determines), or
- (b) If the association has no premises, at the association's official address, in the custody of the public officer.

#### **48. Inspection of books etc.**

- (1) The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:
  - (a) records, books and other financial documents of the association,
  - (b) this Constitution,
  - (c) minutes of all Committee meetings and general meetings of the association.
- (2) A member of the association may obtain a copy of any of the documents referred to in Subclause (1) on payment of a fee not more than \$1 for each page copied.

## **49. Service of notices**

- (1) For the purpose of this Constitution, a notice may be served on or given to a person:
  - (a) by delivering it to the person personally, or
  - (b) by sending it by pre-paid post to the address of the person, or
  - (c) by sending it by facsimile transmission, some other form of electronic transmission, by email or text message to an address specified by the person for giving or serving the notice.
- (2) For the purpose of this Constitution, a notice is taken, unless the contrary is proved, to have been given or served:
  - (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
  - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
  - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

## **50. Financial year**

The financial year of the association is the period beginning on 1 January and ending on the following 31 December. **Note:** Schedule 1 of the Act provides that an association's Constitution is to address the association's financial year.

## **51. Dissolution**

- (1) If, at a Special General Meeting of the Society, a Special Resolution passed by a three-quarter majority of the members present and entitled to vote, determines that the Society be duly wound up or dissolved, the activities of the Society shall be terminated forthwith.
- (2) In the event of the winding up or the cancellation of the incorporation of the Society the assets and funds on hand shall, after payment of all expenses and liabilities, be vested in such registered or exempted charity or incorporated association as the members present at a general meeting may decide by a Special Resolution provided that any incorporated association so nominated fulfils the requirements specified in Section 65 of the Act.

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**Appendix 1    *Application for membership of association***  
**(Clause 6 (1))**

APPLICATION FOR MEMBERSHIP OF ASSOCIATION  
**Agricultural, Pastoral and Show Society of Lockhart Incorporated**  
(incorporated under the *Associations Incorporation Act 2009*)

I, .....

*[full name of applicant]*

of .....

*[residential address]*

.....

*[telephone numbers]*

.....

*[e-mail address]*

.....

*[occupation]*

hereby apply to become a member of the abovenamed incorporated association. In the event of my admission as a member, I agree to be bound by the Constitution of the association for the time being in force.

.....

*Signature of applicant*

Date

\*\*\*\*