

Campbell Town Area ^{+ Health}
Community Services Board
Inc.

Constitution
September 2011

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1. Name of Association

The name of the Association is:

Campbell Town Area Community Services Board Inc.

2. Interpretation

In these rules –

“**Act**” means the *Associations Incorporation Act 1964*;

“**Association**” means the association referred to in *rule 1*;

“**auditor**” means the person appointed as the auditor of the Association under *rule 19*;

“**basic objects of the Association**” means the objects and purposes of the Association as stated in an application under *section 7 of the Act* for the incorporation of that Association;

“**Board**” shall for the purposes of the Act have the same meaning as a “**Committee**” as defined by the Act;

“**General Meeting**” includes the Annual General Meeting and any Special General Meeting;

“**ordinary business of the Annual General Meeting**” means the business specified in *rule 22.5*;

“**Special General Meeting**” means any General Meeting other than the Annual General Meeting or scheduled General Meetings.

3. Association’s Office

The office of the Association is to be at the following place

70 High Street, Campbell Town, Tasmania 7210

or any other place the Board determines.

4. Objects and Purposes of Association

- 4.1 To promote the health and well-being of people living in the Campbell Town area and to facilitate Community participation in the ongoing development, delivery and evaluation of services and projects that strengthen all aspects of Community life.
- 4.2 To be a link between the broader Community and local health services so that Community members are better able to participate in planning and service delivery.
- 4.3 Foster local education of health and well-being issues.
- 4.4 Act as a Community advisory group to the Campbell Town Health & Community Service to meet its Australian and State Government requirements for Community participation in planning and service delivery of the Multi-Purpose Service through:
 - 4.4.1 collaboration on strategic and business plans;
 - 4.4.2 advice regarding the identification of health needs, prioritizing those needs and maximizing the service mix to address the needs;

- 4.4.3 monitoring consumer satisfaction;
- 4.4.5 assistance in promoting and marketing local health services to the Community;
- 4.4.6 highlighting local needs in core issues of equity, access and provision of services.
- 4.5 Work with other Community stakeholders such as the Northern Midlands Council, local schools, local health services, sporting and Community groups to:
 - 4.5.1 identify and obtain ongoing resources to meet the health and well-being needs of the Community;
 - 4.5.2 support Campbell Town Health & Community Service managers and staff in review processes and provide advice regarding necessary actions to meet the recommendations of any reviews.
- 4.6 In addition to the basic objects of the Association, the objects and purposes of the Association include the following:
 - 4.6.1 the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property necessary or convenient for any of the objects or purposes of the Association;
 - 4.6.2 the buying, selling and supplying of, and dealing in, goods of all kinds;
 - 4.6.3 the construction, maintenance and alteration of buildings or works necessary or convenient for any of the objects or purposes of the Association;
 - 4.6.4 the accepting of any gift for any one or more of the objects or purposes of the Association;
 - 4.6.5 the taking of any step the Board or the members in General Meeting consider expedient for the purpose of procuring contributions to the funds of the Association;
 - 4.6.6 the printing and publishing of any newspapers, periodicals, books, leaflets or other documents the Board considers desirable for the promotion of the objects and purposes of the Association;
 - 4.6.7 the borrowing and raising of money in any manner and on terms the Board thinks fit or approved or directed by resolution passed at a General Meeting;
 - 4.6.8 subject to the provisions of the **Trustee Act 1898**, the investment of any moneys of the Association not immediately required for any of its objects or purposes in any manner the Board determines;
 - 4.6.9 the making of gifts, subscriptions or donations to any of the funds, authorities or institutions to which **section 78(1)(a) of the Income Tax Assessment Act 1936** of the Commonwealth relates;
 - 4.6.10 the establishment and support, or aiding in the establishment and support, of associations, institutions, funds, trusts, schemes and conveniences calculated to benefit servants or past servants of the Association and their dependants, and the granting of pensions, allowances or other benefits to servants or past servants of the Association and their dependants, and the making of payments towards insurance in relation to any of those purposes;
 - 4.6.11 the establishment and support, or aiding in the establishment or support, of any other association formed for any of the basic objects of the Association;

- 4.6.12 the purchase or acquisition, and undertaking, of all or any part of the property, assets, liabilities and engagements of any association with which the Association is amalgamated in accordance with the provisions of the Act and the rules of the Association;
- 4.6.13 the doing of any lawful thing incidental or conducive to the attainment of the basic objects of the Association or of any of the objects and purposes specified in this rule.

5. Membership of the Board

5.1 The Board consists of up to fifteen (15) members drawn up as follows:

- 5.2.1 a minimum of five (5) Community Representatives drawn from the Campbell Town Health and Community Service catchment area; and
- 5.2.2 one (1) Northern Midlands Council Representative; and
- 5.2.3 one (1) Staff Representative from the Campbell Town Health and Community Service (CTHCS); and
- 5.2.4 the Manager of the Campbell Town Health and Community Service.

5.2 A person who is nominated and approved for membership as provided in these rules is eligible to be a member of the Association on payment of the annual subscription fixed under these rules.

5.3 Any right, privilege or obligation of a person as a member of the Association:

- 5.3.1 is not capable of being transferred or transmitted to another person; and
- 5.3.2 terminates on the cessation of the membership.

6. Community Representatives

6.1 Selection

- 6.1.1 Public notice in the Examiner newspaper and displayed on communities' notice Boards, calling for expressions of interest.
- 6.1.2 Applicants required to submit a completed Application Form, which includes key areas of interest and the names of two (2) referees.
- 6.1.3 Selection is made by a committee of the Board consisting of one (1) Community representative, one (1) CTHCS staff member and the Chairperson.
- 6.1.4 Qualified applicants are identified, and short-listing and interviews may be conducted by the committee as required.
- 6.1.5 The recommendations of the committee are endorsed by the Board and tabled at the Annual General Meeting.

6.2 Selection Criteria

The following criteria are to be used in the selection of Community representatives. In general, it is anticipated that Community representatives will:

- 6.2.1 have good communication skills and the ability to disseminate information;
- 6.2.2 have broad Community networks and the ability to represent population group issues across the catchment area;
- 6.2.3 demonstrate a commitment to promoting issues that will advance the health and well-being of the residents of the catchment area;

- 6.2.4 have the potential to contribute to and support health and well-being in their local Community

6.3 Terms of Office

- 6.3.1 The terms of office for each representative shall be for three years.
- 6.3.2 Selection of Community members will be staggered, over a period so that not all vacancies occur at the same time. Casual vacancies may be filled for the remainder of the vacant term by the recommendation of the Board.

7. Staff Representatives

7.1 Selection

- 7.1.1 Nominations will be called by the Manager who will inform staff of the roles and functions of both the Board and the Staff Representative.
- 7.1.2 An election will be held (by secret ballot) if more than one (1) nomination is received, with each staff member entitled to one (1) vote.
- 7.1.3 Prior to a ballot, nominated staff members will have the opportunity to talk to their nomination at a staff Meeting.

7.2 Terms of Office

- 7.2.1 The Term of Office for the elected staff representative shall be for two (2) years.
- 7.2.2 The elected staff representative is eligible to serve three (3) consecutive terms (subject to successful re-appointment) after which there must be a minimum 12 month break taken prior to being eligible to re-nominate.

8. Northern Midlands Council Representative

- 8.1 Is to be a delegated officer of the Northern Midlands Council, appointed by the Council.
- 8.2 The Northern Midlands Council is to nominate their representative on a two yearly basis.

9. Vacation of Positions

- 9.1 The position of a Community Representative becomes vacant if that person:
 - 9.1.1 dies;
 - 9.1.2 becomes ineligible or resigns from the position that entitles representation to be made;
 - 9.1.3 resigns his or her position in writing, addressed to the Board (Manager excluded);
 - 9.1.4 without leave of absence, fails to attend three (3) consecutive Board Meetings;
 - 9.1.5 is removed from office by the Board. Removal of a member will be considered where a member is unfit or incapable, for any reason, of discharging his or her duties for the position on the Board efficiently;
 - 9.1.6 becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his or her creditors, or makes any assignment of his or her estate for their benefit.

10. Office Bearers

10.1 Members of the Board will hold the following offices:

10.1.1 Chairperson;

10.1.2 Deputy Chairperson;

10.1.3 Secretary;

10.1.4 Treasurer;

10.1.5 Public Officer (a position which can be held by one of the other office bearers)

10.2 These officers are to be elected at each Annual General Meeting, with a majority vote, by the Meeting. Staff of the Campbell Town Health and Community Service, and other employees of Department of Health and Human Services cannot hold office.

10.3 If a casual vacancy in any office referred to above occurs, the Board may appoint one of its members to the vacant office, to hold the office up to and including the conclusion of the Annual General Meeting next following the date of the appointment.

11. Duties of the Chairperson

11.1 Ensure, with the other members of the Board, that actions of the Board are not in breach of the goals, priorities and policies of the association.

11.2 Ensure regular Meetings of the Board are held and that all members are advised of Meetings.

11.3 Draw up an agenda for the Meetings in consultation with the Secretary.

11.4 Manage and facilitate the Meetings of the Board:

11.4.1 prioritise agenda items;

11.4.2 set time limits and lead the Meeting through the agenda;

11.4.3 sign minutes of the previous Meetings after they have been confirmed as an accurate record of the Meeting;

11.4.4 note motions and amendments (with the Secretary) and put these to the Meeting to vote on;

11.4.5 ensure that Meetings are run in accordance with these rules.

11.5 Perform other duties as imposed by these rules.

12. Duties of the Deputy Chairperson

The duties of the Deputy Chairperson shall be in concordance with the duties of the Chairperson as outlined in *rule 11* in the absence of the Chairperson.

13. Duties of the Secretary

13.1 Call Meeting in accordance with these rules.

13.2 Ensure that accurate minutes are taken of each Board Meeting, that the minutes are properly filed, and that copies of minutes are distributed to the Board members.

13.3 Work with the Chairperson to note motions and amendments voted on in Meetings.

- 13.4 Ensure that a list of correspondence received and sent is available at each Board Meeting and that correspondence requiring action is brought to the Meeting's attention and properly responded to, that correspondence is properly filed and up-to-date and is available for any office bearer of the Board to examine.
- 13.5 Keep and maintain an up-to-date register of Board members.
- 13.6 Perform such other duties as imposed by these rules.

14. Duties of the Treasurer

- 14.1 Keep true accounts of all money received and expended by the Association and the matter in respect of which the receipt or expenditure takes place.
- 14.2 Keep true accounts of the property, credits and liabilities of the Association.
- 14.3 The accounts are to be open to inspection by the members of the Association subject to any reasonable restrictions as to time and manner of inspecting the Association may impose.
- 14.4 Keep all general records, accounting books and records of receipts and expenditure connected with the operations and business of the Association in the form and manner the Board directs.
- 14.5 The accounts, books and records are to be kept at the Association's office or at any other place the Board decides.

15. Winding up of the Association

- 15.1 If the Association is wound up every current member of the Association and every person who, within the period of 12 months immediately preceding the commencement of the winding up, was a member of the Association is liable to contribute:
 - 15.1.1 to the assets of the Association for payment of the debts or liabilities of the Association; and
 - 15.1.2 for the costs, charges and expenses of the winding up; and
 - 15.1.3 for the adjustment of the rights of the contributories among themselves.
- 15.2 Any liability under *rule 15.1* is not to exceed ten dollars (\$10).
- 15.3 A former member is not liable to contribute under *rule 15.1* in respect of any debt or liability of the Association contracted after he or she ceased to be a member.

16. Income and Property of the Association

- 16.1 The income and property of the Association is to be applied solely towards the promotion of the objects and purposes of the Association.
- 16.2 No portion of the income and property of the Association is to be paid or transferred to any member of the Association.
- 16.3 The Association is not to:
 - 16.3.1 appoint a person who is a member of the Board to any office in the gift of the Association to the holder of which there is payable any remuneration by way of salary, fees or allowances; or

- 16.3.2 pay to any such person any remuneration or other benefit in money or money's worth, other than the repayment of out-of-pocket expenses.
- 16.4 A servant or member of the Association may be paid:
 - 16.4.1 remuneration in return for services rendered to the Association or for goods supplied to the Association in the ordinary course of business; or
 - 16.4.2 a reasonable and proper sum by way of rent for premises let to the Association.
- 16.5 In the event of the Association being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities, shall be paid and applied by the Association in accordance with its powers and all powers under the Act so enabling to any fund, institution or authority which is a non-profit or not for profit association or organisation.

17. Operation of the Gift Fund

- 17.1 The Association must maintain for its purpose, as set out in *rule 4*, the Gift Fund:
 - 17.1.1 to which gifts of money or property for that purpose are to be made;
 - 17.1.2 to which any money received by the Association because of those gifts is to be credited.
- 17.2 The Gift Fund must only be used for:
 - 17.2.1 gifts made to the Gift Fund; or
 - 17.2.2 any money received because of those gifts.
- 17.3 Winding-up
 - 17.3.1 At the first occurrence of:
 - 17.3.1.1 the winding-up of the Gift Fund; or
 - 17.3.1.2 the Association ceasing to be endorsed as a deductible gift recipient under *subdivision 30-BA of the Income Tax Assessment Act 1997*.
 - 17.3.2 Any surplus assets of the Gift Fund must be transferred to a fund, authority or institution:
 - 17.3.2.1 which is charitable at law; and
 - 17.3.2.2 whose constitution prohibits distributions or payments to its members and directors (if any) to an extent at least as great as outlined in *rule 4*; and
 - 17.3.2.3 gifts to which can be deducted under *division 30-B of ITAA 1997*, due to it being characterised as a public benevolent institution under *item 4.1.1 of the table in section 30-45 of ITAA 1997*.
 - 17.3.3 The identity of the fund, authority or institution must be decided by the Association.
 - 17.3.4 Where gifts to a fund, authority or institution are deductible only if, among other things, the conditions set out in the relevant table item in *subdivision 30-B of ITAA 1997* are satisfied, a transfer under this rule to that fund, authority or institution must be made in accordance with or subject to those conditions.

18. Banking and Finance

- 18.1 The Treasurer of the Association; on behalf of the Association, is to:
- 18.1.1 receive all money paid to the Association; and
 - 18.1.2 immediately after the receipt issue official receipts.
- 18.2 The Board is to cause to be opened with any bank, building society or credit union the Board selects an account in the name of the Association into which all money received is to be paid as soon as possible after receipt.
- 18.3 The Board may:
- 18.3.1 receive from the Association's financial institution the cheques drawn by the Association on any of its accounts with the financial institution; and
 - 18.3.2 release and indemnify the financial institution from and against all claims, actions, suits or demands that may be brought against the financial institution arising directly or indirectly out of those cheques.
- 18.4 Except with the authority of the Board, a payment of any sum exceeding \$20 is not to be made from the funds of the Association otherwise than by cheque drawn on the Association's account.
- 18.5 The Board may provide the Treasurer with a sum to meet urgent expenditure, subject to any conditions in relation to the use and expenditure the Board may impose.
- 18.6 Cheques are not to be drawn on the Association's account except for the payment of expenditure that has been authorised by the Board.
- 18.7 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments are to be:
- 18.7.1 signed by the Treasurer or, in his or her absence, by any other member or members of the Board the Board nominates for that purpose; and
 - 18.7.2 countersigned by one other Board member authorised to do so.

19. Auditor

- 19.1 At each Annual General Meeting of the Association, the members present are to appoint a person as the auditor of the Association.
- 19.2 The auditor is to hold office until the Annual General Meeting next after that at which he or she is appointed, and is eligible for re-appointment.
- 19.3 The first auditor may be appointed by the Board before the first Annual General Meeting, and, holds office until the first Annual General Meeting, unless earlier removed by a resolution of the members at a General Meeting, when that Meeting may appoint an auditor to act until the first Annual General Meeting.
- 19.4 If an appointment is not made at an Annual General Meeting, the Board is to appoint an auditor for the current financial year of the Association.
- 19.5 Except as provided in *rule 19.3* the auditor may only be removed from office by Special resolution.
- 19.6 If a casual vacancy occurs in the office of auditor during the course of a financial year of the Association, the Board may appoint a person as the auditor to hold office until the next succeeding Annual General Meeting.

20. Audit of accounts

- 20.1 The auditor is to examine the accounts of the Association at least once in each financial year of the Association.
- 20.2 The auditor is to certify as to the correctness of the accounts of the Association; and report to the members present at the Annual General Meeting.
- 20.3 In the report and in certifying to the accounts, the auditor is to state if:
- 20.3.1 he or she has obtained the required information; and
 - 20.3.2 in his or her opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association according to the information at his or her disposal and the explanations given; and as shown by the books of the Association; and
 - 20.3.3 the rules relating to the administration of the funds of the Association have been observed.
- 20.4 The Public Officer of the Association is to cause to be delivered to the auditor a list of all the accounts, books and records of the Association.
- 20.5 The auditor may:
- 20.5.1 have access to the accounts, books, records, vouchers and documents of the Association; and
 - 20.5.2 require from the servants of the Association any information and explanations he or she considers necessary for the performance of the duties as auditor; and
 - 20.5.3 employ persons to assist in investigating the accounts of the Association; and
 - 20.5.4 in relation to the accounts of the Association, examine any member of the Board or any servant of the Association.

21. General Meetings

- 21.1 The Board will meet at least 11 times in a calendar year at such place and such time as the Board determines.
- 21.2 The Secretary must notify the Board members in writing by delivering it at a reasonable time before the Meeting; or an appropriate means of communication by post, electronic, or other acceptable means.
- 21.3 A **quorum** for a Meeting shall be half of the current members.
- 21.4 The Chairperson must not deal with any business at a Meeting unless a **quorum** is present. If no quorum is present within half an hour of the scheduled start time:
- 21.4.1 an office bearer may adjourn the Meeting to a time and place to be determined by the office bearer. The office bearer must give written notice of the adjourned Meeting to all Board members; and
 - 21.4.2 if convened on the requisition of members, is to be dissolved; or
 - 21.4.3 If at an adjourned Meeting a quorum is not present half an hour after the time appointed for the commencement of the Meeting, the Meeting is to

be dissolved.

- 21.5 The Chairperson must preside at all Meetings of the Board at which he or she is present. If the Chairperson is absent from a Board Meeting, the Deputy Chairperson must preside at the Meeting. If both the Chairperson and the Deputy Chairperson are absent from a Meeting the members who are present must appoint another member to preside.
- 21.6 Any question arising at a Meeting of the Board may be decided by the Board by agreement. If the Board fails to agree on any question, that question must be decided by a majority of the votes of the members present and voting on the question. Each member present is entitled to one vote unless the member is disqualified from voting by *rule 21.7*. Where there is an equal number of votes of the members present, the Chairperson has an additional casting vote:
- 21.6.1 unless before or on the declaration of the result of voting a poll is demanded, a declaration by the Chairperson that a resolution has been agreed or carried, or carried unanimously, or carried by a particular majority, or lost, and 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;
- 21.6.2 questions arising at Meetings of the Board or of any subcommittee appointed by the Board shall be determined by a show of hands, or, if demanded by a member, by a poll taken in such manner as the person presiding at the Meeting may determine;
- 21.6.3 if at a Meeting a **poll** on any question is demanded:
- 21.6.3.1 it is to be taken at that Meeting in the manner the Chairperson directs;
- 21.6.3.2 the result of the poll is taken to be the resolution of the Meeting on that question.
- 21.6.4 a **poll** is to be taken:
- 21.6.4.1 immediately, if it is demanded on the election of a Chairperson, or on a question of adjournment; or
- 21.6.4.2 at any time before the close of the Meeting, as the Chairperson directs, if the poll is demanded on any other question.
- 21.7 Any member of the Board who has an interest in, or who may receive money or any other material benefit under a contract, agreement or arrangement made or proposed to be made with the Association or with the Campbell Town Health and Community Service, must disclose his or her interest or benefit at the first Meeting of the Board after which the member becomes aware of the contract, agreement or arrangement. Such a member:
- 21.7.1 must not vote at any Board Meeting in relation to any contract, agreement or arrangement in which he or she has an interest or may receive money or any other material benefit and must leave the Meeting while any such matter is being discussed; and
- 21.7.2 if they become interested in a contract or arrangement after it is made or entered into, he or she is to disclose the interest at the first Meeting of the Board after he or she becomes so interested.
- 21.8 Members of the Community who are not Board members may attend Meetings as observers. Unless given leave by the Chairperson, individuals who are

not Board members must not address a Board Meeting. If any item on the agenda requires confidential discussion, the Community members who are not members of the Board will be asked to leave the Meeting.

21.9 Adjournment of General Meetings

21.9.1 The Chairperson of a General Meeting at which a quorum is present may, with the consent of 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.

21.9.2 If a Meeting is adjourned for 14 days or more, the notice of the adjourned Meeting is to be given in the same manner as the notice of the original Meeting.

21.9.3 It is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned Meeting.

21.10 Special Meetings of the Board may be convened by the Chairperson or any 4 of its members.

21.11 Notice is to be given to members of the Board of any Special Meeting, specifying the general nature of the business to be transacted, and no other business is to be transacted at such a Meeting.

22. Annual General Meetings

22.1 The Association is to hold an Annual General Meeting each year.

22.2 The Annual General Meeting is to be held on any day (being not later than 3 months after the close of the financial year of the Association) the Board determines.

22.3 The Annual General Meeting is to be in addition to any other General Meetings that may be held in the same year.

22.4 The notice convening the Annual General Meeting is to specify the purpose of the Meeting.

22.5 The ordinary business of the Annual General Meeting is to be:

22.5.1 to confirm the minutes of the last preceding Annual General Meeting; and

22.5.2 to receive from the Board, auditor and servants of the Association reports on the transactions of the Association during the last preceding financial year; and

22.5.3 to elect the officers of the Association; and

22.5.4 to appoint the auditor and determine his or her remuneration; and

22.5.5 to determine the remuneration of servants of the Association.

22.6 The Annual General Meeting may transact Special business of which notice is given in accordance with these rules.

23. Special General Meetings

23.1 The Board may convene a Special General Meeting of the Association at any time.

- 23.2 The Board, on the requisition in writing of at least five (5) members, may convene a Special General Meeting of the Association.
- 23.3 A requisition for a Special General Meeting:
 - 23.3.1 is to state the objects of the Meeting; and
 - 23.3.2 is to be signed by the requisitionists; and
 - 23.3.3 is to be deposited at the office of the Board; and may consist of several documents, each signed by one or more of the requisitionists.
- 23.4 If the Board does not cause a Special General Meeting to be held within 21 days from the day on which a requisition is deposited at the office of the Board, the requisitionists, or any of them may convene the Meeting within 3 months from the day of the deposit of the requisition.
- 23.5 A Special General Meeting convened by requisitionists is to be convened in the same manner as nearly as possible as Meetings convened by the Board.
- 23.6 All reasonable expenses incurred by requisitionists in convening a Special General Meeting are to be refunded by the Board.

24. Community Meetings

- 24.1 Community Meetings may be held six-monthly or as deemed appropriate by the Board. For each six-month period where a Community Meeting is not held another means of updating the Community on recent activities will be undertaken e.g. via a Newsletter. The newsletter is to include details of how Community members may request Community Meetings to discuss issues if they so desire.
- 24.2 The business of a Community Meeting shall be:
 - 24.2.1 an update on developments in the Board and the CTHCS for the past six months;
 - 24.2.2 questions from the Meeting regarding any aspects of Board and/or CTHCS operation and management;
 - 24.2.3 community consultation regarding a specific issue of relevance in the community as described in the notices for the Meeting.
- 24.3 Notices of Community Meetings must be given at least fourteen (14) days before the date fixed for holding a Community Meeting of the Board, the Secretary must advertise widely in the Community. The advertisement must specify the place, day and time for the holding of the Meeting and the nature of the business of the Meeting.
- 24.4 Procedure at Community Meetings
 - 24.4.1 The Chairperson must preside at all Community Meetings of the Board at which he or she is present. If the Chairperson is absent from a Community Meeting of the Board, the Deputy Chairperson must preside at the Meeting. If both the Chairperson and the Deputy Chairperson are absent for a Meeting, the members present must appoint a member to preside.
 - 24.4.2 All issues of a Community Meeting are to be made agenda items for the next Board Meeting.

25. Special Community Meetings

- 25.1 The Board may convene a Special Community Meeting.
- 25.2 A Special Community Meeting may be called by a decision of the Board or by five (5) members of the Community.
- 25.3 Requests for a Special Community Meeting must state the purpose of the Meeting. Persons in the Community requesting the Meeting must sign the request and deliver it to the Secretary of the Board.
- 25.4 If the Board does not give notice of a Special Community Meeting within twenty-one (21) days from the date the request is delivered to the Secretary, the persons requesting the Meeting or any one of them, may request the Manager of Campbell Town Health & Community Service to convene the Meeting within three (3) months from the date the request is delivered to the Secretary.
- 25.5 A Special Community Meeting must be convened in the same way as is required for any Community Meeting.

26. Committees

- 26.1 The Board may appoint a committee from the Board; and prescribe the powers and functions of that committee.
- 26.2 The Board may co-opt any person as a member of a committee without voting rights, whether or not the person is a member of the Association.
- 26.3 A quorum at a Meeting of the committee is 2 members or as determined by that committee.
- 26.4 The committee Chairperson is to convene Meetings of a committee.
- 26.5 Written notice of each committee Meeting is to be served on each member of the committee in the same manner as for ordinary Meetings.

27. Executive Committee

- 27.1 The Chairperson, Deputy Chairperson, Treasurer and Secretary constitute the executive Committee.
- 27.2 The executive committee may issue instructions to the Public Officer and the servants of the Association in matters of urgency connected with the management of the affairs of the Association during the period between Meetings of the Board.
- 27.3 The executive committee is to report on any instructions issued under *rule 27.2* to the next Meeting of the Board.

28. Annual subscription

- 28.1 The annual subscription payable by members is to be the sum of One Dollar (\$1).
- 28.2 The annual subscription may be altered by the members by Special resolution.
- 28.3 The annual subscription of a member is due and payable on or before the first day of the financial year of the Association.

29. Financial year

The financial year of the Association is the period beginning on 1st July in one year and ending on the 30th June the next following year.

30. Notices

A notice may be served by or on behalf of the Association on any member personally; or using an appropriate means of communication by post, electronic, or other acceptable means at his or her last-known address or contact.

31. Expulsion of Members

31.1 The Board may expel a member from the Association if, in the opinion of the Board, the member is guilty of conduct detrimental to the interests of the Association.

31.2 The expulsion of a member under *rule 31.1* does not take effect until whichever of the following is the later date:

31.2.1 the expiration of 14 days after the service on the member of a notice under *rule 31.3*;

31.2.2 if the member exercises his or her right of appeal under *rule 32*, the conclusion of the Special General Meeting convened to hear the appeal.

31.3 If the Board expels a member from the Association, the Public Officer of the Association, without undue delay, is to cause to be served on the member a notice in writing:

31.3.1 stating that the Board has expelled the member; and

31.3.2 specifying the grounds for the expulsion; and

31.3.3 informing the member of a right to appeal against the expulsion under *rule 32*.

32. Appeal against Expulsion

32.1 A member may appeal against an expulsion under *rule 31* by delivering or sending by post to the Public Officer of the Association, within 14 days after the service of a notice under *rule 30*, a requisition in writing demanding the convening of a Special General Meeting for the purpose of hearing the appeal.

32.2 On receipt of a requisition:

32.2.1 the Public Officer is to immediately notify the Board of its receipt; and

32.2.2 the Board is to cause a Special General Meeting of members to be held within 21 days after the date on which the requisition is received.

32.3 At a Special General Meeting convened for the purpose of this rule:

32.3.1 no business other than the question of the expulsion is to be transacted; and

32.3.2 the Board may place before the Meeting details of the grounds of the expulsion and the Board's reasons for the expulsion; and

32.3.3 the expelled member is to be given an opportunity to be heard; and

32.3.4 the members present are to vote by secret ballot on the question whether the expulsion should be lifted or confirmed.

32.4 If at the Special General Meeting a majority of the members present vote in favour of the lifting of the expulsion:

32.4.1 the expulsion is to be taken to have been lifted; and

32.4.2 the expelled member is entitled to continue as a member of the Association.

32.5 If at the Special General Meeting a majority of the members present vote in favour of the confirmation of the expulsion:

32.5.1 the expulsion takes effect; and

32.5.2 the expelled member ceases to be a member of the Association.

33. Disputes

33.1 A dispute between a member of the Association in the capacity as a member and the Association is to be determined by arbitration in accordance with the provisions of the *Commercial Arbitration Act 1986*.

33.2 This rule does not affect the operation of *rule 32*.

34. Review Of Constitution

This constitution is to be reviewed at least once every ten (10) years.