

NEUTRAL BAY SENIOR CITIZENS CLUB INC
CONSTITUTION AND RULES
Amended 9 March 2009

1. Name

The name of the club shall be – “Neutral Bay Senior Citizens Club Inc”

2. Objects

The objects of the Club shall be:

- a) To provide activities to cater for the social, physical, intellectual and creative needs of the members.
- b) To provide equipment and effects necessary to carry out the objects of the Club other than those provided by the North Sydney Council.
- c) To establish at the Club a central communication point through which assistance may be rendered to members and to other people in the Neutral Bay community in any manner that may be deemed necessary.

3. Membership

Senior citizens residing in the Municipality of North Sydney shall be eligible for membership. Senior citizens residing outside the municipality shall also be eligible for membership up to an overall total of 30 percent of total membership.

Subject to approval by the Committee, membership is open to all who are interested in the affairs of the Centre.

A register of members shall be kept, showing each member’s name, address, telephone number, date of joining and whether the current subscription has been paid.

4. Subscription

The annual membership subscription due in January may be reviewed from time to time at the Annual General Meeting (AGM) of the Club.

5. Management

The management of the Club shall be vested in a Committee consisting of the office bearers and other members, as required.

No member of the Committee shall be appointed to any salaried office of the Club or any office of the Club paid by fees, and no remuneration shall be given by the Club to any member of the committee except repayment of out of pocket expenses.

6. Office Bearers

The office bearers shall consist of a President, Vice President, Secretary and Treasurer. The office bearers and other committee members shall be elected annually at the AGM of the Club.

Any casual Committee vacancy occurring during the year may be filled during the year by the Committee and the person so appointed shall hold office for the unexpired term of the member so replaced. The Committee shall have power to co-opt, but such co-opted members shall not have voting rights.

7. Proceedings of the Committee

The Committee will meet for the dispatch of business for a minimum four times a year. The President may at any time, and the Secretary, on the requisition of any two members of the Committee, summon a meeting of the Committee.

Questions arising at any meeting shall be decided by a majority of the votes of those present. In the case of an equality of votes the Chairman of the meeting shall have a second or casting vote.

8. Vacation of Office

The office of a member of the Committee shall become vacant:

- a) upon his or her decease
- b) if he or she resigns the office in writing to the Committee
- c) if he or she is absent from meetings of the Committee, without leave of absence, for more than three months.

9 Financial Year

The financial year shall conclude on 31st December. Only financial members shall be eligible to vote at the AGM, or to stand for office. Any new member joining the Club in November or December shall be regarded as financial for the whole of the subsequent calendar year.

10. Annual General Meeting

The AGM of members shall be held on a date to be fixed by the Committee, but not later than 31st March. The meeting will receive the Annual Report and financial statements and elect the new Committee.

11. Special General Meeting

Any four Committee members or not less than 10 percent in number of the members of the Club may in writing request the Secretary to convene a Special General Meeting which shall be held within one month or receipt of the request.

12. Quorum

At meetings of members, a quorum shall consist of 5 financial members. At meetings of the Committee 5 members will comprise a quorum.

13. Proceedings at General Meetings

- a) The President shall preside at every General Meeting of the Club but if not present within 15 minutes after the appointed time of the meeting then a Vice-President shall preside. If neither is present then the members present shall elect one of their number to be chairman of the meeting, a simple majority sufficing.

- b) Questions arising at any General Meeting shall be decided by a simple majority of eligible voters present, however in the case of a tied vote the Chairman of the meeting shall have a second or casting vote.

14. Notice of Meetings

14 days at least prior to the AGM or other General Meeting a notice shall be posted on the Club notice board. The Committee may at its discretion authorize the Secretary to give notice of any such meeting in writing to each member.

15 Funds

- a) The Club shall operate two bank accounts, general account and an "Arts" account, and may also place money in a term deposit.
- b) All moneys received by the Club shall be deposited intact at the earliest possible date to the credit of one or other of these accounts. All cheques shall be signed by two Office Bearers, one of whom, whenever practicable, shall be the Treasurer.

16. Authorisation of Accounts

All accounts shall be presented and passed for payment at a Committee meeting, and details entered in the Minute Book. The Committee may however authorize in advance the payment of items of a regular nature.

17. Minutes

The Committee shall cause minutes to be made:

- a) of all appointments of office bearers and members of Committee;
- b) of the name of members of the Committee present at all meetings of the Club and of the Committee;
- c) of all proceedings at all General Meetings of the Club and of the Committee.

Such minutes shall be confirmed at the next appropriate meeting and signed by the Chairman of that meeting.

18. Expulsion of Members

The Committee may recommend to the AGM that a member be expelled from membership if, in the opinion of the Committee, after affording such member an opportunity of explanation, the conduct of the member is such as to be detrimental to the best interests of the Club.

19. Alteration to Constitution

This Constitution may be amended at an AGM.

20. Dissolution

Should Neutral Bay Senior Citizens Club for any reason be dissolved or cease to function the net assets of the Club shall be handed to the North Sydney Municipal Council to be used for the benefit of senior citizens residing within that municipality.