

OUYEN INCORPORATED

RULES, CONSTITUTION

The name of the Incorporated body shall be :

OUYEN INCORPORATED

(1) PURPOSE AND FUNCTION :

To provide vision, direction, leadership and unity to create a dynamic future for Ouyen.

(2) OBJECTIVES :

- To provide opportunities for all Ouyen residents and visitors.
- To promote economic and social growth for Ouyen's future.
- To provide an enviable lifestyle in Ouyen.
- To provide representation for the Ouyen community to local government and other regulatory bodies.
- To encourage visitors through the integrated development of tourism possibilities and special events.
- To provide incentives for community leadership and cohesion.
- To preserve and promote local heritage and environmental assets.

(3) MEMBERSHIP :

- Membership is open to all members of the Ouyen community being part of the Mildura Rural City Council and is approved for membership as provided in these rules is eligible to be a member of the Association on payment of the annual subscriptions payable under these rules.
- Only current financial members are eligible to vote at any committee, annual general meeting or special general meeting of the association

(4) ANNUAL SUBSCRIPTIONS

The annual subscription shall be as determined by the elected Committee of the Association and payable in advance on or before the 31st day of August in each year.

(5) REGISTER OF MEMBERS

The Secretary shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member and the register shall be available for inspection by members at the address of the Association.

(6) COMMITTEE :

- The committee shall comprise not less than (5) or more than (12) members elected at an annual meeting.
- The Members elected to the committee shall either reside or own a property in the Ouyen area within the Mildura Rural City Council.
- The committee shall have the power to co-opt any persons it deems to have special expertise onto the committee.
- Vacancies on the committee shall be filled in accordance with the provisions of clause (12) hereof

(7) TERM OF OFFICE

All committee members will retire at the Annual General Meeting and will be eligible for re-election at each Annual General Meeting.

(8) DISCIPLINING OF MEMBERS

The Committee shall have no power to disipline of the Association.

(9) ANNUAL GENERAL MEETING

- The members of the Committee shall be elected at a Public Annual General Meeting. A representative of the Mildura Rural City Council shall convene this meeting and notice by advertisement shall appear in some newspaper circulating in the district 14 days prior to the meeting.
- Annual General Meetings shall be held prior to the 31st August following the end of each financial year on a date to be determined by the Executive Committee and after 14 days notice to all members
- Any member desirous of moving any resolutions at the Annual General Meeting shall give notice in writing thereof to the secretary not less than 7 days before the date of the Annual General Meeting.

(10) MANAGEMENT :

- The Committee shall at its first meeting appoint the following Office Bearers to hold office for a period of 12 months and there in after shall annually make such appointments.
 - (1) CHAIRMAN
 - (2) VICE CHAIRMAN

- (3) SECRETARY
- (4) TREASURER
- (5) PRESS OFFICER/ ASSISTANT SECRETARY

- The Chairman, or in his absence, the Vice Chairman, shall take the Chair at all Meetings of the Committee. In the absence of both, the Committee may appoint one of its members as Chairman for the Meeting.
- The quorum of the Committee shall be a number forming the major part of the whole number of members on the Committee.

(11) VOTING :

In all cases, except the election of Chairman, in the event of an equality of votes, the Chairman shall have a casting vote as well as a vote as a member of the Committee. For the election of the Chairman, if the voting is equal, the result shall be decided by lot.

(12) COMMITTEE VACANCIES :

- Where a vacancy on the Committee occurs except by the effluxation of time, the Committee shall appoint a suitable person to the vacancy. If any person appointed or elected to the Committee misses three consecutive meetings of the Committee without leave having first been obtained shall cease to a member.
- Where any office of the Committee becomes vacant, the Committee shall at its first meeting thereafter fill such vacancy by appointing one of its members thereto.

(13) MEETINGS :

- The first meeting of the Committee shall be held within one month of the Annual meeting on a day and hour and a place appointed by the Committee, of which notice shall be given to each member.
- The Committee may hold special or extra-ordinary meetings and the Chairperson or any three members of the Committee may call a special or extra-ordinary meeting. Only such business as specified on the notice shall be dealt with at a special or extra-ordinary meeting.
- Notice of meetings including special or extra-ordinary meetings shall be given to all members in writing not less than 5 days prior to the date of the meeting unless all members of the Committee agree to waive such requirements.
- Minutes of all the meetings of the Committee shall be kept by the Secretary or his deputy.

(14) FINANCIAL ADMINISTRATION :

The committee shall :

- Keep a proper record of all receipts and expenditure and shall make provision for the proper accounting for all the banking of all monies received, disbursement of funds etc. , and for the preparation of an annual statement and balancing of accounts and audit thereof for the twelve months ending 30th June each year.
- All cheques or other negotiable instruments and orders for payment shall be made accepted or drawn for and behalf of the Committee by such person or persons and by such means as the Committee may from time to time determine. Any such determination shall be minuted. Cheques or other negotiable instruments paid to the Committee for collection and requiring endorsement may be endorsed on behalf of the Committee by the Secretary or other person as from time to time appointed by the Committee. All monies belonging to the Committee shall be paid to such bankers as the Committee shall from time to time in writing or by resolution, appoint.

(15) WINDING UP :

In the event of the Association being wound up, all funds of the Association shall be transferred to the Ouyen Lions Club to be used as sees fit for the benefit of the community.

(16) FUNDS :

The funds of the Association shall be derived from donations, Council funds and such other sources as the Committee determines.

(17) SEAL :

- The Common Seal of the Association shall be kept in the custody of the Secretary.
- The common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures either of two members of the Committee or of one member of the Committee and of the Public Officer of the Association.

(18) ALTERATION OF RULES AND STATEMENT OF PURPOSES

These Rules and the Statement of Purposes of the Association shall not be altered except in accordance with the Act.

(19) CUSTODY OF RECORDS :

- Except as otherwise provided in these Rules, the Secretary shall keep in his or her custody or under his or her control all books, documents and securities of the Association.
- All accounts, books, documents and securities of the Association shall be available for inspection and copying by any member of the Association upon request.