

## **RULES: PARRAMATTA COMPUTER PALS FOR SENIORS INC.**

### **RULES:**

#### **PARRAMATTA COMPUTER PALS FOR SENIORS**

The rules of Parramatta Computer Pals for Seniors herein are in accordance with Section 11 of the Act and provide for those matters specified in Schedule 1 of the Associations Incorporations Act 1984.

### **Part I – Preliminary**

#### **1. Definitions**

(1) In these rules:

“Club” means Parramatta Computer Pals for Seniors

“Member” means any person having membership of the Club in accordance with the Rules.

“Ordinary Member” means a member of the committee who is not an office-bearer of the Club, as referred to in Rule 14(2)

“Secretary” means the person holding office under these rules as secretary of the Club; or

if no such person holds that office – the public officer of the Club;

“special general meeting” means a general meeting of the Club other than an annual general meeting;

“the Act” means the Association Incorporation Act, 1984

“the Regulation” means the Associations Incorporation Regulation, 1999.

(2) In these rules:

(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 these rules in the same manner as those provisions would so apply if those rules were an instrument made under the Act, and as modified for the particular needs of the Club.

“Applicant” is a person who has applied in writing to be a member.

(4) Title

The Club shall be called Parramatta Computer Pals for Seniors

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### (5) Sphere of influence

Membership is intended for persons aged 55 years and over who reside in the Parramatta area, subject to the discretion of the Committee.

### (6) Aims and objectives

(a) The purpose of the Club shall be to benefit its members by:

(i) enabling them, through mutual help to acquire and improve their computer and electronic communication skills;

(ii) providing them with facilities pursuant to this aim;

(iii) providing a setting for the interchange of computer and communications knowledge, skills and ideas in an atmosphere of fellowship and enjoyment

(iv) enabling members to keep up with developments in computer technology so that they continue to participate in this aspect of modern life, thereby contributing to self-confidence and self-esteem;

(v) providing regular meetings, activities and training sessions pursuant to attaining the above;

(vi) striving at all times to gain and retain the approval of the local community as a worthwhile organisation contributing to the quality of life within the community.

(b) The Club is non-political, non-sectarian, non-profit and financially competent, and will not indulge in fund raising for any purpose other than to support its own aims and objectives.

(c) Membership numbers may be restricted to a maximum figure as determined and/or amended at the Annual General Meeting.

## **Part II – MEMBERSHIP**

### ***2. Membership Qualifications***

A person is qualified to be a member of the Club if, but only if:

(a) the person is a person referred to in section 15(1)(a), (b) or (c)<sup>1</sup> of the Act and has not ceased to be a member of the Club at any time after the incorporation of the Club under the Act; or

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#### **<sup>1</sup> 15 Effect of incorporation**

(1) On and from the date specified as the date of incorporation in a certificate of incorporation of an association granted under this Act (other than under section 14 (5)), but subject to this Act and the rules of the incorporated association:

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- (b) the person is a natural person who:
- (i) has applied for membership of the club as provided by Rule 3; and
  - (ii) has been approved for membership of the Club by the Committee.

### ***3. Applications for Membership***

An application of a person for membership of the Club –

- (a) Shall be in writing in the form set in Appendix 1 of these rules;  
and
- (b) May be handed to any member of the Committee with any appropriate monies or posted to the Secretary
- (c) Shall be referred as soon as practicable by the Secretary to the Committee of Management for determination of whether to approve or to reject the nomination.
- (d) Date of commencement of membership, if membership is approved by the committee, shall be the date of application

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(a) in the case of a certificate granted under section 10, the persons who were the members of the association immediately before that date or, where the certificate is granted in respect of a proposed association as referred to in section 8 (2), the persons who under that subsection authorised incorporation of the proposed association,

(b) in the case of a certificate granted under section 47, the persons who were, immediately before that date, the members of the incorporated associations which were parties to the amalgamation to which the certificate relates, or

(c) in the case of a certificate granted under section 48, the persons who, immediately before that date, were the members of the company or society in respect of which the application under that section was made,

together with any other persons who from time to time become members of the incorporated association (as from the time they become members), are an incorporated association by the name set out in the certificate, subject to any change of name effected by the issue of a new certificate of incorporation under section 14 (5).

#### ***4. Cessation of membership***

A person ceases to be a member if the person

- (a) Dies;
- (b) Resigns the membership;
- (c) Is expelled from the Association
- (d) Ceases to be a financial member.

except in exceptional circumstances as determined by the Committee.

#### ***5. Membership Entitlements: not transferable***

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

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

#### ***6. Resignation of Membership***

- (1) A member of the Club is not entitled to resign that membership except in accordance with this rule.
- (2) A member of the Club who has paid all amounts payable by the member of the club in respect of the membership may resign from the Club by first giving 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 expiration of the period of notice, 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 month and year in which the member ceased to be a member.

#### ***7. Register of Members***

- (1) The public officer of the Club must establish and maintain a register of members of the Club specifying the name and address of each person who is a member of the Club together with the month and year in which the person became a member.

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- (2) The register of the members must be kept at the office of the Club and must be open for inspection, free of charge, by any member of the Club provided reasonable notice is given.

### **8. Fees and Subscriptions**

- (1) The member of the Club must pay an entry fee of \$20, or such other amount as the committee may determine, when applying for membership.
- (2) In addition to any amount payable by the member under clause (1), a member of the Club must pay to the Club an annual membership fee of \$20, or such other amount as the committee may determine.

### **9. Members' Liabilities**

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

### **10. Resolution of Internal Disputes**

Disputes between members (in their capacity as members) of the Club, and disputes between members and the Club, are to be referred to a community justice centre for mediation in accordance with Community Justices Centres Act 1983.

### **11. Disciplining of Members**

- (1) A complaint may be made by any member of the Club that some other member of the Club:
  - (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 prejudicial to the interests of the Club
- (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.

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- (3) The committee may, by resolution, expel the member from the Club or suspend the member from membership of the Club 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.
- (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 reason 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 Club confirms the resolution under rule 12 (4) whichever is the later.

### ***12. Rights of Appeal of Disciplined Member***

- (1) A member may appeal to the Club in a 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 reply for the purpose of the appeal.
- (3) On receipt of a notice from the member under clause (1) the secretary must notify the committee which is to convene a general meeting of the Club to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the Club 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 as to 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 Club passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

## **Part III – Committee**

### **13. Power of the Committee**

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

- (a) shall control and manage the affairs of the Club
- (b) may exercise all such functions as may be exercised by the Club other than those functions that are required by these rules to be exercised by a general meeting of members of the Club; and
- (c) has power to perform all such acts and do all such things as appear to the Committee to be necessary for the proper management of the affairs of the Club.

### **14. Constitution and Membership**

(1) Subject in the case of the first members of the committee to section 21 of the Act, the committee is to consist of:

- (a) the office-bearers of the club, and
- (b) 3 Ordinary members, who are elected at the annual general meeting of the club under rules 14(7) and 15.

(2) The office-bearers of the Club are to be:

- (a) The President;
- (b) The Vice-President
- (c) The treasurer; and
- (d) The secretary.

(3) Other offices besides the ones specified in (1), above, may be created by a resolution at an Annual or Special General Meeting and filled by election at that meeting provided that notice of such intent is included in the Notice of Meeting.

(4) The Committee may co-opt additional members, not exceeding two in number, to assist and serve on the Committee for the remainder of the year ending at the Annual General Meeting.

(5) Members will be eligible to vote for office-bearers and committee members.

(6) In the event of a resignation of a committee member at times other than an Annual General Meeting, the remaining committee has the power to

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appoint another financial member to the vacant position for the residual period of the original appointment, or until the following AGM.

- (7) An election of half of the committee members shall take place annually at each Annual General Meeting according to the following pattern:
  - (a) The Committee shall consist of two groups of either equal numbers or with one group having a majority of one.
  - (b) The first group (Group A) shall include the President and half (or as near as practical) of any other office-bearers and half (or as near half as practical) of the ordinary committee members.
  - (c) The second group (Group B) shall include the Vice-President, the Secretary, and the balance of ordinary committee members.
  - (d) At the first Annual General meeting Group A committee members shall step down and the vacated offices shall be filled by election. Group B committee members shall hold their positions until the next Annual General Meeting.
  - (e) Thereafter, each year Group A and B will be elected alternately for a two-year term.

### **15. Election of Members**

- (1) Nominations of candidates for election as office-bearers of the Club or as ordinary members of the committee:
  - (a) must be made in writing on the prescribed form and signed by the candidate and seconded by a financial member of the club
  - (b) must be delivered to the secretary of the Club at least 7 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, any vacant positions remaining on the committee are taken to be casual vacancies.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (4) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (5) 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 and proper manner as the committee may direct.

## **16. Secretary**

- (1) The secretary of the Club must, as soon as practicable after being appointed as secretary, lodge notice with the Club of his or her address.
- (2) The secretary shall be the Public Officer of the club
- (3) It is the duty of the secretary to keep minutes of:
  - (a) all appointments of office-bearers of the committee;
  - (b) names of members of the committee present at a committee meeting or a general meeting; and
  - (c) all proceedings of committee meetings and general meetings.
- (4) 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**

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

- (a) that all money due to the Club is collected and received and that all payments authorised by the Club are made;
- (b) that correct books and accounts are kept showing the financial affairs of the Club, including full receipts and expenditure connected with the activities of the Club.
- (c) For the purpose of maintaining a register of fixed assets, the treasurer will
  - I. Produce and maintain a list of all assets with a life greater than one year and
  - II. Record items which cost less than or equal to \$100 as an expense against training Consumables at the time of the purchase and
  - III. Retain such items (cost  $\leq$  \$100) on the register and record a value of \$0 and
  - IV. Record and retain other items (cost  $>$  \$100) on the fixed asset register and depreciate as allowed in Australian Taxation Office rules until they reach a zero value and
  - V. Regularly check the fixed asset register to help minimize the risk of loss and having to replace items and
  - VI. Retain all items, including those at \$0, on the register until they are disposed of, by the committee, as no longer useful to the club.

### **18. *Casual vacancies***

For the purpose of these rules, a casual vacancy in the office of a committee occurs if the member

- (a) dies; or
- (b) ceases to be a member of the Club; or
- (c) becomes an insolvent under administration within the meaning of the Corporations Law; or
- (d) resigns office by notice or in writing given to the secretary; or
- (e) is removed from office under rule 19; or
- (f) becomes a mentally incapacitated person; or
- (g) is absent from three consecutive committee meetings without apology or leave of absence.

### **19. *Removal of member***

- (1) The Club in general meeting may by resolution remove any member of the committee from office 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 representation in writing to the secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the members of the Club, the secretary or the President may send a copy of the representations to each member of the Club or, if the representations are not so sent, the member is entitled to require that the representation be read out at the meeting at which the resolution is considered.

### **20. *Meetings and Quorums***

- (1) The committee shall meet at least six times per year at times and places determined by the committee.
- (2) Meetings may include meetings where some or all committee members participate by teleconference, chat group, VoiP conference, or other means if agreed by the Committee.
- (3) Additional meetings of the committee may be convened by the President or by any member of the committee.
- (4) 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

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such other period as may be unanimously agreed on by the members of the committee) before the time appointed of holding of the meeting.

- (5) Notice of 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 agree (by majority vote) to discuss.
- (6) Any four (4) members of the committee constitute a quorum for the transaction of a meeting of the committee.
- (7) 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 a time and place to be determined by the secretary in consultation with the committee.
- (8) 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.
- (9) 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 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 Club as the committee thinks fit, the exercise of such functions of the committee as are specified in instrument, other than:
  - (a) this power of delegation; and
  - (b) a function which is a duty imposed on the committee by an Act or any law.
- (2) Despite any delegation under this rule, the committee may continue to exercise any function delegated.
- (3) 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.
- (4) The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.

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- (5) Sub-committee may meet and adjourn as it thinks proper.

### **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 any sub-committee appointed by the committee (including the person presiding) can exercise only one vote, except where the voting remains tied, where the presiding person has a 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 is valid and effectual despite any defect that may afterward be discovered in the appointment or qualification of any member of the committee or sub-committee.

## **Part IV – General Meetings**

### **23. Annual General Meeting**

The Annual General Meeting shall be held in the month of October each year.

### **24. Annual General Meeting – business at**

- (1) In addition to any other business which may be transacted at an annual meeting, the business of the Annual General Meeting shall include the following:
  - (a) To receive and note apologies for non-attendance
  - (b) To confirm the minutes of the preceding Annual General Meeting and any special general meetings held since the preceding Annual General Meeting.
  - (c) To receive from the committee reports upon the activities of the Club during the preceding year;
  - (d) To receive and adopt the balance statements of the Club and accompanying reports thereon;
  - (e) To elect office bearers and members of the management committee
  - (f) To appoint an auditor

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- (g) To transact any other business included in the written Agenda attached to the Notice of Meeting
- (2) An Annual General Meeting shall be specified as such in the notice convening it.

### **25. Ordinary General Meetings**

- (1) Ordinary general meetings of the Club shall be held at such times and places as the committee decides. Should it be necessary to alter the time of an ordinary general meeting, or cancel such meeting, notice shall be given to members as soon as possible and published in the Newsletter.
- (2) The business at an ordinary general meeting shall include:
  - (a) receiving and noting apologies for non-attendance;
  - (b) confirming the minutes of the preceding ordinary general meeting
  - (c) transacting business arising out of such meeting;
- (3) In addition to (2), an ordinary general meeting may:
  - (a) receive reports of committees, the Secretary and the Treasurer and any other reports
  - (b) consider and deal with subjects and business as per the agenda
  - (c) hear, through the Chair, answers to questions from members and, where appropriate, to deal with subject matter thereof;
  - (d) deal with such other business as the Chair may allow.
  - (e) Hear from guest speakers

### **26. Special General Meetings – calling of**

- (1) The committee may, whenever it thinks fit, convene a special meeting of the Club.
- (2) The Committee must, on the requisition in writing of at least 5 percent of the total number of members, convene a special general meeting of the Club
- (3) A requisition of members for a special general meeting:
  - (a) must state the purpose or purposes of the meeting; and
  - (b) must be lodged with the secretary; and

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- (c) 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 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 Club for any expense so incurred.

### **27. Notice**

- (1) Except if the nature of the business proposed to be dealt with at a special general meeting requires a special resolution of the Club, the secretary must, at least 14 days before the date fixed for holding of the general meeting, cause to be sent by prepaid post, or by electronic mail where the member has access to it, to each member at the member's address appearing in the register of members, a notice 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 special general meeting requires a special resolution of the Club, the secretary must, at least 21 days before the date fixed for holding of the special general meeting, cause notice to be sent to each member in the manner provided in clause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a special 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 special general meeting may give notice in writing of the business to the secretary, who must include that business in the next notice calling a special general meeting given after receipt of the notice from the member.

### **28a. 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 the item.

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- (2) Five 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 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 commencement of the meeting, the members present (being not less than 3) is to constitute a quorum.

### ***28b. 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 Club.
- (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.

### ***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 Club 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 Club is to be determined on a show of hands and, unless before or on declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands is demanded, been carried or carried unanimously or by a particular majority lost, or an entry to that effect in the minute book of the Club, is evidence of the fact without proof of the number or proportion of votes recorded in favour or against that resolution.
- (2) At a general meeting of the Club, a poll may be demanded by the chairperson or by not less than 3 members present in person or by proxy of 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 resolution of the meeting on that matter.

### ***31. Special Resolution***

- (1) A resolution of the Club is a special resolution
  - (a) if it is passed by a majority which comprises not less than three-quarters of such members of the Club as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which no less than 21 days' written 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 Club a member has one vote only.
- (2) All votes must be given personally or by proxy but no member may hold more than 5 proxies.

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- (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 Club unless all money due and payable by the member or proxy to the Club 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 as 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 2 to the rules.

## **Part V – Miscellaneous**

### **34. Insurance**

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

### **35. Funds source**

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

### **36. Funds management**

- (1) The assets and income of the organisation shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.
- (2) All cheques, draft, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the

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committee or employees of the Club, being members or employees authorised to do so by the committee.

### **37. Alteration of objects and rules**

The statement of objects and these rules may be altered, rescinded or added to only by a resolution of the Club at a general meeting.

### **38. Common seal**

- (1) The common seal of the Club must be kept in the custody of the public officer.
- (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 either 2 members of the committee or of one member of the committee and of the public officer or secretary.

### **39. Custody of books, etc**

Except as otherwise provided by these rules, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the Club.

### **40. Inspection of books**

The records, books and other documents of the Club must be open to inspection, free of charge, by any member of the Club 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 club on any member either personally or 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 the post.

### **42. Financial year**

The financial year of the club shall commence on the first day of July in each year and terminate on the 30<sup>th</sup> day of June in the following year.

### ***43. Audit and Auditor***

- (1) The auditor appointed at an annual general meeting shall hold that office until the next annual general meeting. A casual vacancy for the position of auditor shall be filled by the management committee
- (2) Notice of the nomination of any person other than a retiring auditor for appointment as auditor shall be given to members not less than 14 days before the annual general meeting at which the auditor is to be made.
- (3) A person shall not be appointed to act as auditor of the Club if he is an office bearer or a committee member.

### ***44. Club Newsletter***

The committee may produce a newsletter under such name and terms and conditions and including such subject matter as the committee may determine from time to time.

### ***45 - Dissolution***

In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

## Appendix 1

# Parramatta Computer Pals for Seniors Inc.



Established: January 16, 2007  
997

ABN 88 730 177

Courses: Level 2, Council Chambers Building, Civic Place, Parramatta

## APPLICATION FOR MEMBERSHIP

Family name \_\_\_\_\_ First (preferred)  
\_\_\_\_\_

Address  
\_\_\_\_\_

Postcode \_\_\_\_\_ Phone (H) \_\_\_\_\_ Mobile  
\_\_\_\_\_

Email address  
\_\_\_\_\_

*(please print clearly)*

Additional language/s I speak English/ Other \_\_\_\_\_ at home

I have  computer at home  no computer  
*(please tick)*  portable laptop/notebook computer

My operating system is:  Windows XP  Windows Vista  
*(please tick)*  Apple Macintosh  Windows 7  
 Other  I don't know

My experience:  Beginner  Some experience  
*(please tick)*  Experience with several programs  Able to teach  
\_\_\_\_\_

My goals in joining this computer club are to develop computer skills to assist me with: *(please tick as many as you like)*

- Communicating with family/friends (email/web/computer phone)
- Researching hobbies on the Internet – sport/ craft/ genealogy/ you name it
- Digital photography/enhancing photographs
- Writing stories (using MS Word or other program)
- Scrap-booking
- Card-making
- Open source software applications/ Operating systems
- Other \_\_\_\_\_

**RULES: PARRAMATTA COMPUTER PALS FOR SENIORS INC.**

**I agree to abide by the Association's Rules \_\_\_\_\_  
signed**

**Office Use Only** \_\_\_\_\_  
\_\_\_\_\_

**One off joining fee** \$20 **Receipt No:** \_\_\_\_\_  
**Date** \_\_\_\_\_

**Annual fee (recurrent)** July-June \$20 **Receipt No:** \_\_\_\_\_  
**Date** \_\_\_\_\_  
Jan-Jun \$10

## Appendix 2

(Rule 33 (2))

### FORM OF APPOINTMENT OF PROXY

I, .....  
(Full Name)  
of .....  
.....Post Code .....

being a member of Parramatta Computer Pals for Seniors (Inc)  
hereby appoint:

.....  
(Full Name)  
of .....  
.....Post Code .....

being a member of Parramatta Computer Pals for Seniors (Inc) as my proxy to  
vote for me on my behalf at the general meeting of the association (annual  
general meeting or special general meeting, as the case may be) to be held  
on the **21<sup>st</sup> October, 2011**.  
and at any adjournment of that meeting.

Signature of member appointing proxy:.....

Date: .....

**A proxy vote may not be given to a person who is not a  
member of the association.**

### ***NO MEMBER MAY HOLD MORE THAN FIVE PROXY VOTES***

***Notice of proxies for the 2011 AGM must be given to the Secretary  
by 9.30 AM Thursday 20<sup>th</sup> October 2011, 24 hours prior to the AGM.***

***They may be emailed to [margaret.tucker2153@gmail.com](mailto:margaret.tucker2153@gmail.com) (and  
form with signature hand-delivered prior to commencement of  
AGM) or posted to PO Box 3102, Parramatta. (Rule 33 (1))***

**A PROXY VOTE MAY NOT BE GIVEN TO A PERSON WHO IS NOT A  
MEMBER OF THE ASSOCIATION.**