

## **5 THE MANAGEMENT COMMITTEE**

- 5.1.1. The Board shall be a minimum of Three (3) persons or a maximum of nine (9) elected at an AGM or co-opted Persons:
- 5.1.2 A co-opted person is a person appointed by the Board after an AGM to serve on the Board for a nominated period until the next AGM.
- 5.1 The board shall control and manage the affairs, funds, and other property of the Association in accordance with the rules, policies and procedure of the Association and the powers of the Act.
- 5.2 The Board may function validly notwithstanding any vacancies so long as its number is not reduced below two.
- 5.3 Board members shall, upon election, become members in their own right and shall not in their capacity as Board members, act as representatives of another organisation.
- 5.4 The Board shall appoint Office Bearers and specific roles to meet the needs of the Association and an auditor if required at the next meeting following the AGM. Their term of office will last until the next AGM.
- 5.5 The Board may delegate any of its powers to a subcommittee or the Executive Officer.
- 5.6 An office bearer or member of the Board shall cease to hold such office upon;
  - Resignation in writing, or
  - Absence for three successive committee meetings without an explanation acceptable to the committee, or
  - Expulsion.
- 5.7 The Board shall have final determination on any matter.
- 5.8 Retiring Board members are able to renominate.

## **6. COMMITTEE MEETINGS**

- 6.1 The Management Committee shall meet at least four times a year between February and December of a calendar year.
- 6.2 Quorum of 3 members is required at each committee meeting.
- 6.3 Notice of meetings shall be given at the previous Committee Meeting or by seven days written notice distributed to all committee members or in an emergency, by such other notice as shall be ratified by the Committee.
- 6.4 The committee may meet at any time as agreed and by any agreed legitimate means (e.g. email/ conference/ phone)

## **7. GENERAL MEETINGS**

- 7.1 General Meetings, which shall include the Annual General Meeting and any Special Meeting, shall be held not less than once in each calendar year to further the objects of the Association.
- 7.2 Written notice of not more than twenty one days and not less than seven days of all General Meetings shall be displayed at any premises occupied by the Association, and otherwise publicised as appropriate.
- 7.3 The Annual General Meeting shall be held in within five months of the end of the financial year.
- 7.4 Annual General Meetings shall be open to all persons.
- 7.5 Participation in a general meeting may be held by electronic means.
- 7.6 A quorum at any General Meeting shall be five people who are entitled to vote.
- 7.7 If at any General Meeting there is not a quorum within thirty minutes of the time appointed for the meeting, then a majority of those present who are entitled to vote,

may decide to adjourn the meeting for a period not exceeding fourteen days. If the quorum for such adjourned meetings fails the Committee shall constitute the quorum of an AGM. The business of the Annual General Meeting shall be;

- 7.7.1 To receive the Chairperson's report,
  - 7.7.2 To receive the Treasurer's report and the audited financial statements for the previous financial year,
  - 7.7.3 To receive all other reports on the business of the Association,
  - 7.7.4 To elect or re-elect the Committee members following the nomination and election procedure,
  - 7.7.5 To conduct any other business placed on the agenda before the commencement of the meeting.
- 7.8 A Special General Meeting shall be called by the Secretary within twenty-one days of receipt of a directive of the Committee or a written request of three Committee members or six members of the public entitled to vote, specifying the business to be conducted at the meeting.

## **8 VOTING**

- 8.1 Voting shall be by show of hands and be determined by simple majority, except that:
- 8.2 Any contested election at an Annual General Meeting or other meeting shall be by secret ballot
- 8.3 A meeting may, by show of hands, require any other vote to be by secret ballot.
- 8.4 At General meetings;
  - 8.4.1 Only members of the Association shall be entitled to vote.
  - 8.4.2 Voting entitlement shall be determined by reference to the register of members
  - 8.4.3 Only a person entered onto the Register of Members by the Board prior to the AGM shall be entitled to vote.
  - 8.4.4 To vote in a multiple candidate election, a voter shall record a one (1) against the candidates of their choice not exceeding the number of positions available. (e.g. for a valid vote for three positions means casting three or less (1) votes). The position will be determined by the persons receiving the highest number of (1) votes. Where there is a tie, the position shall be determined by lot.
- 8.5 There shall be no proxy voting.