

ACT RVRA Constitution – By-Laws of the Association.

Note: By-laws cover the day to day operation of the Association and must conform to the aims and intent of the ACT RVRA Constitution.

By-Law 1 - Membership (to regulate Clause 2 of the Constitution)

- (1) An application for membership of the Association shall be lodged with the Secretary on the prescribed form (Attachment A to these By-Laws) with the appropriate fee. The Secretary is required to refer the application to the Committee for consideration; thereafter advising the applicant of the Committee's decision.
- (2) If two ordinary members are joint members under clause 7(2), then each member is entitled to the same membership rights, privileges and obligations of a single Ordinary member. Joint members shall receive one copy of material that is published or issued, from time to time, by the Association.

By-Law 2 – Roles and Responsibilities of Committee Members

- (1) No more than two members of the same retirement village may hold committee membership.
- (2) The President shall:
 - (a) chair all meetings of the Association. The chair, in the event of a tied vote at any of these meetings will be entitled to exercise a second or casting vote.
 - (b) rule on any procedural matters or queries as to the meaning of clauses of the Constitution raised at all meetings of the Association.
 - (c) seek clarification, where necessary, from the Office of Fair Trading and/or other resource bodies, regarding the rights and obligations of members under the Act and Regulations.
- (3) The Vice President (Administration) shall:

- (a) arrange the calling of Special Meetings when required i.e. when needed for voting on Special Resolutions;
 - (b) authorize / contribute to the content of:
 - (i) newsletters;
 - (ii) notices to members;
 - (iii) ACT RVRA website when developed;
 - (iv) information to village contact people.
 - (c) oversee the calling of the Annual General Meeting;
 - (d) assist the President in liaising with relevant organisations, industry, government and public agencies;
 - (e) co-ordinate / oversee the activities of sub-committees; and
 - (f) be a signatory on the association accounts.
- (4) The Vice President (Village Liaison) shall:
- (a) advocate on behalf of residents when requested and where appropriate;
 - (b) network with the Office of Regulatory Services in order to assist with the resolution of disputes;
 - (c) develop a network of contact people in the villages to help in the dissemination and distribution of information, newsletters and notices and address any concerns they may have; and
 - (d) assist with the organization of meetings when required.
- (5) The Secretary and/or President shall authorize all external correspondence including ordinary mail, emails and any form of electronic correspondence.
- (6) The Secretary and/or President shall report to the committee on all relevant matters.
- (7) The Secretary shall:
- (a) assist the president in the day-to-day running of the Association;
 - (b) be responsible for the organisation of meetings and, with the assistance of the president, prepare meeting agendas;
 - (c) accurately record decisions and actions and the result of such decisions;
 - (d) prepare a list of correspondence inwards and outwards in the form of ordinary mail, emails and any form of electronic correspondence for presentation at a meeting;
 - (e) organize, record and maintain information pertaining to the activities of the association;

- (f) be responsible for the custody of association documents; and
 - (g) be a signatory on the association accounts.
- (8) The Treasurer shall:
- (a) report on budget and financial matters at each meeting of the committee;
 - (b) maintain a register of financial members of the association;
 - (c) follow the procedures described in clause 41 (2) and (3) relating to Funds – source;
 - (d) follow the procedures describe in clause 42 (1) and (2) Funds – management; and
 - (e) be a signatory on the association accounts.
- (9) On such occasions where the ACT RVRA Committee is requested, and agrees, to provide a representative to attend a meeting with a body or persons external to the ACT RVRA Committee, such committee member is to be accompanied by another member of the committee, or where appropriate, an ACT RVRA member who has been approved by the committee. Such meetings would include meetings with politicians and their staff, Fair Trading staff, Office of Regulatory Services staff, Operator Groups and meetings with retirement village residents. The only exception to this requirement is where attendance at the meeting is restricted to one representative and the ACT RVRA Committee is in agreement.
- (10) Responsibility of Committee Members
- (a) Committee members are required to adhere to the undertakings they signed on nomination for the committee – namely:
 - (b) regularly attend meetings;
 - (c) undertake a commitment to, and be responsible for, a specific area of committee work as agreed;
 - (d) regularly check emails for ACT RVRA committee communications and respond as required; and
 - (e) carry out other duties as required.
- (11) Confidentiality of Committee Business
- The committee will ensure:
- (a) the confidentiality of business conducted by it whether at committee meetings or otherwise;
 - (b) the confidentiality of the members who contact the ACT RVRA for assistance, is upheld; and

- (c) that to assist in maintaining confidentiality reports attached to the minutes, will not identify the person who has made the enquiry, but will refer only to the village.

By-Law 3 - Fees, subscription, etc. (to regulate Clause 8 of the Constitution)

- (1) New Member:
 - (a) \$10 for a single member, and
 - (b) \$15 for joint membership
- (2) Membership Annual Renewal Fee for the year ending 30 June shall be:
 - (a) \$10 for a single member, and
 - (b) \$15 for joint membership.
- (3) New members joining in the last 3 months of the financial year are deemed to have also paid their subscription for the following year.
- (4) Life Members
 - (a) A Member appointed as a life member shall be exempt from payment of any annual membership fee.

By-Law 4 – Duties of Public Officer

- (1) A committee member, other than the president, may hold any office of the Association in addition to the office of Public Officer.
- (2) The newly appointed public officer must notify the Office of Regulatory Services within one month of the appointment. Notification must be in the approved form.
- (3) The public officer must notify the Office of Regulatory Services of any change in the association's official address within one month of the change.
- (4) The public officer must lodge with the Office of Regulatory Services an annual statement on the approved form with the prescribed fee, within one month following the association's annual general meeting.

- (5) The public officer must lodge with the Office of Regulatory Services any changes to the membership of the Committee within one month of the change.
- (6) The official address of the association must be either the public officer's residential address or it may be the premises occupied by the association.
- (7) The public officer is responsible for receiving all documents belonging to the association, from former Committee members.
- (8) When a vacancy in the public officer position occurs, the outgoing public officer must deliver all documents belonging to the association to the new incumbent within 14 days.
- (9) The public officer may receive documents on behalf of the association and must ensure the association is aware of the documents as soon as practicable.
- (10) The public officer, except where otherwise provided, will keep or control all records, including electronic records, books and other documents relating to the association.

By-Law 5 - Engagement of Consultants and Contractors.

- (1) The Committee may engage the services of any person being a member, or a person not being a member, including a firm, as a consultant, to carry out work beneficial to the Association.
- (2) These services must be in accordance with clause 43 of the ACT RVRA constitution where it must be a service rendered to the association in a professional or technical capacity other than in the capacity as a member of the association, where:
 - (a) the provision of the service has the prior approval of the committee; and
 - (b) the amount payable is not more than an amount which commercially would be reasonable payment for the service.

- (3) The terms of this engagement shall be set out in the instrument provided.
- (4) The consultant or contractor will be responsible to the committee through the Secretary.

By-Law 6 - Village Contacts.

- (1) The Committee may, in accordance with clause 14, appoint an ordinary member to be a Village Contact in a retirement village if that member is so nominated by a member of the Association.
- (2) The Committee may, at any time, cancel the appointment of a village contact.
- (3) A Village Contact appointed by the Committee may collect, on behalf of the association, the annual membership fee payable by any member living in the retirement village in which the Village Contact resides and promptly pass the funds and membership details to the treasurer.
- (4) A Village Contact may undertake only those functions indicated by the Committee and as published from time to time as a guideline for use by Village Contacts.

**ACT RETIREMENT VILLAGE RESIDENTS ASSOCIATION INC.
MEMBERSHIP APPLICATION**

Mr, Mrs, Miss, Ms, Dr, Rev, Other (circle)

Name.....

Address

Telephone Number

Email Address

Village

<p>Payment by Internet Banking Our BSB Number: 082 924 Our Account Number: 18101 1672 Our Account Name: ACTRVRA Your Reference Number is your INITIAL and SURNAME TO MEET ACT STATUTORY OBLIGATIONS PLEASE FORWARD COMPLETED APPLICATION FORM TO THE ABOVE ADDRESS</p>
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Would you like to receive information by email?* Yes No

Single Membership \$10

Joint Spouse Membership \$15

Cheques and/or Money Orders to be made payable to **ACT RVRA**

Please forward completed form together with membership fee to:

Membership

ACT RVRA

P.O. Box 229 WODEN ACT 2606

If you are a resident of an ACT Retirement Village you are eligible to become a member of the ACT Retirement Village Residents Association Inc.

Privacy Statement

We respect your privacy and will not release your details to any third parties or use them for any purpose other than for which you intended.

HELP US TO HELP YOU BY BECOMING A MEMBER

* We appreciate your help in keeping our costs down by receiving Membership Renewal notification, Newsletter and key meeting advices via email.