

**CONSTITUTION OF THE  
COFFS HARBOUR GARDEN CLUB INC**

**1. TITLE**

The name of the club shall be COFFS HARBOUR GARDEN CLUB INCORPORATED, hereafter referred to as "the Club".

**2. OBJECTS**

The Objects of the Club shall be:

- a. To develop friendship through gardens.
- b. To further the horticultural interests of Coffs Harbour.
- c. To encourage town beautification through private gardens, public parks and the like, and to protect and preserve our natural resources.
- d. To encourage civic pride through an annual garden competition.
- e. To learn about various aspects of gardening.
- f. To affiliate with other societies as may be deemed necessary.

**3. MEMBERSHIP**

- a. Will consist of ORDINARY MEMBERS only, on payment of an annual membership fee, as decided at the Annual General Meeting.
- b. All residents in the district who are interested in the Objects of the Club shall be eligible to join and shall accept and abide by the rules of the Club.
- c. A register of all members shall be kept by the Treasurer.
- d. Membership fees shall fall due on 1 November each year or such other date determined by the Club.
- e. Membership shall cease upon resignation or failure to pay outstanding membership fees within three months.
- f. Nomination for Life Membership, accompanied by a resume of service, may be submitted by two members of the Club sixty (60) days prior to the AGM. The nominee must have actively served the Club for 10 years. All votes for Life Membership shall be by written ballot and shall be awarded on a three quarters affirmative vote, with Life Membership to be presented at the AGM.

**4. MANAGEMENT**

- a. The Club shall have its affairs controlled and managed by Office Bearers and other elected Committee members.
- b. The Office Bearers shall be elected at each Annual General Meeting and shall comprise:
  - President
  - Vice President
  - Secretary
  - Treasurer
- c. Committees deemed necessary to conduct the business of the Club shall also be elected at the Annual General Meeting.
- d. Failure to attend two consecutive Committee meetings without adequate explanation will result in automatic resignation from that Committee.
- e. Committee members may fill any casual vacancy with a member of the Club.

**5. DISCIPLINE OF MEMBERS**

The procedure for disciplining members shall be determined by the Office Bearers, in accordance with clauses 11 and 12 of the model rules.

**6. RESOLUTION OF INTERNAL DISPUTES**

Disputes between members (in their capacity as members) shall be resolved by the Office Bearers. Should this fail, then the procedure given in clause 10 of the model rules shall be adopted.

**7. OFFICE BEARERS**

**PRESIDENT**

- a. The President shall hold office for no more than three consecutive years, and shall become and ex-officio Immediate Past President for the following year after relinquishing office.
- b. The President shall chair all meetings of the Club and be an ex officio member of all committees.

**VICE PRESIDENT**

- a. The Vice President shall hold office for no more than three consecutive years.
- b. In the President's absence, the Vice President will act as President.

**SECRETARY**

- a. The Secretary shall hold office for no more than three consecutive years.
- b. The Secretary shall keep the minutes of all General, Special and Annual meetings and attend to all correspondence. These records shall be available for inspection by any member.

**TREASURER**

- a. The Treasurer shall hold office for no more than three consecutive years.
- b. The Treasurer shall keep records of all accounts and pay same; issue receipts for monies received and bank same. A monthly financial statement shall be presented at each monthly members' meeting and the Financial Statements at the Annual General Meeting. These records shall be available for inspection by any member.

8. **FINANCIAL YEAR**  
The financial year will conclude on the last day of October each year, or such other date as is determined by the Office Bearers.
9. **ANNUAL GENERAL MEETING**
  - a. The Annual General Meeting of members will be held during the month of November when the Annual Report and Financial Statements will be presented.
  - b. Members shall be given at least 14 day's notice of the meeting.
10. **GENERAL MEETINGS**
  - a. A General Meeting will be held on the third Saturday of each month.
  - b. Only those who are financial members shall be eligible to vote at such meetings. Voting shall be by show of hands and decisions shall be by majority vote.
11. **SPECIAL MEETINGS**
  - a. A Special Meeting may be called to pass special resolutions relating to alterations to the Rules or Objects, or any other matters.
  - b. Members shall be given at least 21 day's notice of the meeting.
12. **COMMITTEE MEETINGS**
  - a. Notice of Committee Meetings shall be given at the previous Committee Meeting, or by such other means as the Committee decides.
13. **MEETINGS – QUORUM AND VOTING**
  - a. A quorum for Annual, General and Special Meetings shall be 15 members.
  - b. Special resolutions at Annual/Special Meetings require a three quarters majority.
  - c. At all meetings, in the event of an equality of votes, the chairman shall have a second and casting vote.
14. **FUNDS**  
The funds of the Club shall be derived from members' fees, donations and approved activities, and banked in the name of the Club. Any two of the President, Secretary or Treasurer are authorised to sign cheques for withdrawals.
15. **ACCOUNTS**  
Accounts shall be presented and passed for payment, or for confirmation of payment, at a General Meeting.
16. **COMMON SEAL**  
The common seal shall be held by the Public Officer and shall only be affixed to a document with the approval of the Office Bearers.
17. **PUBLIC OFFICER**
  - a. The Office bearers shall ensure that a person is appointed as Public Officer.
  - b. The Public Officer may be an Office Bearer, committee member or any other person regarded as suitable for the position by the Office Bearers.
  - c. Appointments and replacements of the Public Officer must be in accordance with the Associations Incorporation Act 1984.
18. **DISSOLUTION**  
If upon dissolution of the Club there remains, after discharge of all debts and liabilities, any property or assets whatsoever, the same shall not be paid to members of the Club, but shall be disposed of in accordance with Section 53, Associations Incorporation Act 1894, to an organisation which is exempt from income tax.
19. **INSURANCE**  
The Club must effect and maintain insurance under Section 44, Associations Incorporation Act 1984.
20. **MEMBERS' LIABILITIES**  
The liability of a member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership of the Club.
21. **DISTRIBUTION OF MONIES**
  - a. Monies raised by the Club may be used for the purpose of promoting activities of a horticultural or botanical nature and for the purpose of visits by members to gardens or other places of interest to gardeners.
  - b. The income and property of the Club shall be used only for the promotion of the Objects of the Club and shall not be paid or transferred to members by way of dividends, bonus or profit.
22. **CUSTODY OF BOOKS**  
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, including the rules and model rules relating to the Club.