

TREEBY COMMUNITY ASSOCIATION INC – BY-LAWS



NOTE: The Association may, by resolution at a general meeting, make, amend or revoke by-laws. (Clause 64 (1) of the Model Rules).

1. MEMBERSHIP

Full Membership

Only residents or property owners of the suburb of Treeby, Western Australia are eligible for full membership of the Treeby Community Association Inc, otherwise referred to as the Association.

Associate Membership

Associate membership is available to non-residents who support the goals of the Association.

Membership Fees

Full Members - \$10 per annum

Associate Members - \$5 per annum

- a) The Executive Committee shall determine the amount of the annual membership fees to be paid by Members for each category of membership at its **March** meeting.
- b) The Treasurer shall notify each Member of the amount of annual membership fees to be paid following the determination of such fees by the Executive Committee.
- c) Annual membership fees are payable in advance and are due and payable by the first day of **July** each year.
- d) if a person fails to pay the annual Membership by **31 August** the person ceases to be a Member.
- e) There shall be no pro rata discount for new members who join during the year.

All members who joined TCA and paid membership fees between the commencement of the Association in November 2017 and prior to the end of the first full financial year on 30 June 2019 shall be full members for the entire period.

2. GOVERNING STRUCTURE

The Association shall have an Executive Committee that consists of:

The Office Holders

- President
- Vice President
- Treasurer
- Secretary
- one ordinary member

Other Positions

- Grants Officer
- Social Media Officer
- Neighbourhood Watch Representative
- Community Garden Representative

3. ROLE OF EXECUTIVE COMMITTEE

The Model Rules 26 (1) state that the role of the committee members (i.e the Executive Committee) is to manage the affairs of the Association. For TCA this means the financial, operational and day to day administration of the Association.

The Executive Committee:

- Must ensure that these By-Laws are consistent with the Constitution;
- Can make a decision on any situation which arises that is not covered by these By-Laws.
- Specific duties for Office Holders are detailed in the Association Rules.

4. MEETINGS

General Meetings

The Role of the General Meetings is to:

- provide a forum for members to raise issues of community interest;
- provide information to members on issues of community interest;
- seek endorsement of policy recommendations made by the Executive Committee; and
- provide information to members on decisions made by the Executive Committee.

General meetings of the Association are held bi-monthly on the second Wednesday of the months of February, April, June, August, October, December. The October meeting will be the **Annual General Meeting**.

A quorum shall be five (5) members, at least two of whom must be Office Holders.

Percentage of votes to pass a motion – 60%

Executive Committee Meetings

Executive Committee Meetings are held bi-monthly on the second Wednesday of the months of January, March, May, July, September, November or as required by giving 48 hours notice.

A quorum shall be three (3) people two of whom must be Office Holders.

Percentage of votes to pass a motion – 60%

Sub Committees

NOTE: The committee may, in writing, delegate to a subcommittee or the holder of a subsidiary office the exercise of any power or the performance of any duty of the committee other than — the power to delegate; and a non-delegable duty.
(Clause 49 (2) of the Model Rules).

Community Garden Sub Committee

The community garden is managed by a sub-committee of the Association known as the Calleya Community Garden Group (CCGG).

This CCGG shall be responsible for decisions regarding the operation of the garden and is governed by the "Community Garden Rules", which are set out in a separate document. All expenditure must be endorsed by the Executive Committee.

A quorum shall be three (3) people one of whom must be the Convenor or their Proxy.

Events Sub Committee

The role of events sub committee is to plan and organise events. The events sub committee will work with the Grants Officer to obtain funds for events as required.

An event co-ordinator will be appointed by the Executive Committee for each event. The role will be to:

- liaise with the Executive Committee
- convene meetings as required.

All decisions must be approved by the Executive Committee.

5. FINANCIAL AUTHORITY

The association's financial year will be the period of 12 months commencing on 1 July and ending on 30 June of each year.

The Association holds an account with Bendigo Bank.

A minimum of three Executive Committee members will be authorised as signatories.

All payments will require two signatures to authorise.

6. SOCIAL MEDIA

The Association will hold the following social media accounts:

Facebook

There will be a minimum of three (3) Administrators appointed to operate the Facebook Page, at least one of whom will be a member of the Executive Committee.

Web Page

There will be a minimum of three (3) Administrators appointed to operate the Association web page, at least one of whom will be a member of the Executive Committee.

No Member shall set up any social media accounts on behalf of the Association unless the person is authorised by the Executive Committee to do so and such authority is recorded in the minutes of the Executive Committee Meeting.

The Social Media Officer will be an Administrator of all social media sites.

7. SOCIAL MEDIA AND COMMUNICATIONS POLICY

TCA Members are governed by a Social Media and Communications Policy which is set out in a separate document.