

Alliance Française de la Sunshine Coast  
Incorporated

(incorporated in the State of Queensland under the Associations Incorporation Act 1981)

# Constitution

**ALLIANCE FRANÇAISE DE LA SUNSHINE COAST INCORPORATED**  
(incorporated in the State of Queensland under the Associations Incorporation Act 1981)

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## **PART I - PRELIMINARY**

### **1 Interpretation**

- (1) In this Constitution, unless a contrary intention appears-
- "Association" means Alliance Française de la Sunshine Coast Incorporated;
- "Administrative Officer" means the person appointed by the Committee to exercise, subject to the approval and direction of the Committee, such administrative duties as the Committee may require;
- "Appointed Committee Member" means a Committee Member who has been appointed pursuant to subrule 14 (4);
- "Committee" means the committee formed in accordance with part IV;
- "Committee Member" means a member of the Committee;
- "Elected Committee Member" means a Committee Member who has been elected or re-elected pursuant to rule 15;
- "Ex Officio" means the status of a person who, by virtue of their position, has been invited by the committee to participate in committee meetings without voting rights.
- "Executive" means the office-bearers elected or re-elected pursuant to rules 14 and 15;
- "Financial Year" means the year ending on 30th June each year;
- "Member" means a member however described of the Association;
- "Office Bearers" means the President, Vice-President, Secretary, and Treasurer;
- "Special Resolution" means a resolution passed at a general meeting of the Association by the votes of 3/4 of the members who are present and entitled to vote on the resolution;
- "Secretary" means the person holding office under these rules as Secretary of the Association or, where no such person holds that office, the Public Officer of the Association;
- "State" means the State of Queensland;
- "the Act" means the Associations Incorporation Act 1981;
- "the Regulations" means the Associations Incorporation Regulations 1999;
- (2) In this Constitution -
- (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, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty.
- (3) The provisions of the Acts Interpretation Act 1954 apply to and in respect of this Constitution in the same manner as those provisions would so apply if this Constitution were an instrument under the Act.

## **PART II – STATUS AND OBJECTIVES OF THE ASSOCIATION**

### **2 The status of the Association**

- (1) The Alliance Française de la Sunshine Coast is an independent, responsibly managed, non-profit association of an ongoing nature. It has been established in accordance with the objectives of the Alliance Française founded in Paris in 1883 and its successor organisation since 1 January 2008, the

"Fondation Alliance Française". It accepts that its Constitution must be endorsed by the Fondation Alliance Française.

### **3 Objectives of the Association**

- (1) The advancement of education in the French language, literature and culture for the people of the Sunshine Coast and Noosa regions, to foster a better mutual understanding between Australia and France by developing linguistic and cultural exchanges and to provide an enduring centre of knowledge and expertise in the Sunshine Coast and Noosa regions dedicated to that function;
- (2) The organisation of French and national cultural events (shows, recitals, exhibitions, conferences etc) and of recreational and promotional gatherings;
- (3) The encouragement of language-based travel in France and French-speaking countries.
- (4) The Association, in furtherance of those objectives, but not otherwise, is:
  - (a) to coordinate with the Fondation Alliance Française in Paris and any successor
  - (b) not to operate for the profit or gain of its individual members whether these gains would have been direct or indirect,
  - (c) to have no political, religious or racial leanings or bias.

## **PART III - MEMBERSHIP**

### **4 Categories of membership**

- (1) The Association shall consist of Life Members and ordinary Members.

### **5 Membership**

- (1) A person shall become a Member of the Association by
  - (a) submitting an application in writing (as per Appendix 1)
  - (b) paying the membership fee as determined by the Committee, and
  - (c) the approval of the application by the Committee.
- (2) The Secretary shall ensure that the new Member's name, their date of becoming a member and their, postal and email/electronic address, is entered into the Register of Members
- (3) The Committee shall determine the special conditions to be met for admission to the category of Life Member.
- (4) Members shall be at or over the age of eighteen years.

### **6 Membership entitlements not transferable**

- (1) A right, privilege or obligation which a person has by reason of being a Member of the Association –
  - (a) is not capable of being transferred or transmitted to another person; and
  - (b) terminates upon cessation of the person's membership.

### **7 Cessation of membership**

- (1) A person ceases to be a Member of the Association if the person
  - (a) dies;
  - (b) resigns from membership of the Association;
  - (c) is expelled from the Association; or
  - (d) being an ordinary Member, fails to renew membership of the Association.

## **8 Resignation of membership**

- (1) A Member is entitled to resign from membership of the Association at any time having paid all monies due to the Association.
- (2) Where a person ceases to be a Member, the Secretary shall ensure that an appropriate entry is made in the register of Members recording the date on which the Member ceases to be a Member.

## **9 Fee, subscriptions, etc**

- (1) The annual ordinary membership fee of the Association shall be such amount as is determined from time to time by the Committee.
- (2) The annual ordinary membership fee is payable-
  - (a) on or before the issue of the Member's membership card; and
  - (b) on or before 31<sup>st</sup> December of the calendar year.
- (3) The amount of the fee payable for life membership of the Association shall be determined by the Committee.

## **10 Members' liabilities**

- (1) The liability of a Member to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the Member in respect of membership of the Association as required by provision 9.

## **11 Disciplining of Members**

- (1) Where the Committee is of the opinion that a Member -
  - (a) has persistently refused or neglected to comply with a provision of this Constitution; or
  - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the Association, the Committee may, by resolution -
    - (i) expel the Member from the Association; or
    - (ii) suspend the Member from such rights and privileges of membership of the Association as the Committee may determine for a specified period.
- (2) A resolution of the Committee under provision 11(1) is of no effect unless the Committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the Member of a notice under provision 11(3)) confirms the resolution in accordance with this provision.

- (3) Where the Committee passes a resolution under provision 11(1)), the Secretary shall, as soon as practicable, cause a notice in writing to be served on the Member
  - (a) setting out the resolution of the Committee and the grounds on which it is based;
  - (b) stating that the Member may address the Committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the Member that the Member may do either or both of the following:
    - (i) attend and speak at that meeting;
    - (ii) submit to the Committee at or prior to the date of that meeting written representations relating to the resolution.
- (4) Subject to section 71 of the Act, at a meeting of the Committee mentioned in provision 11 (2), the Committee shall -
  - (a) give to the Member mentioned in provision 11 (1) an opportunity to make oral representations;
  - (b) give due consideration to any written representations submitted to the Committee by that Member at or prior to the meeting; and
  - (c) by resolution determine whether to confirm or to revoke the resolution of the Committee made under provision 11 (1).
- (5) Where the Committee confirms a resolution under provision 11 (4), the Secretary shall, within 7 days after that confirmation, by notice in writing inform the Member of that confirmation and of the Member's right of appeal under provision 12.
- (6) A resolution confirmed by the Committee under provision 11 (4) does not take effect -
  - (a) until the expiration of the period within which the Member is entitled to appeal against the resolution where the Member does not exercise the right of appeal within that period; or
  - (b) where within that period the Member exercises the right of appeal, unless and until the Association confirms the resolution in accordance with provision 11 (4).

## **12 Right of appeal of disciplined Member**

- (1) A Member may appeal to the Association in general meeting against a resolution of the Committee which is confirmed under provision 11 (4), within 7 days after notice of the resolution is served on the Member, by lodging with the Secretary a notice to that effect.
- (2) Upon receipt of a notice under provision 12 (1), the Secretary shall notify the Committee which shall convene a general meeting to be held within 21 days after the date on which the Secretary received the notice or as soon as possible after that date.
- (3) Subject to section 71 of the Act, at a general meeting of the Association convened under provision 12 (2) -
  - (a) no business other than the question of the appeal shall be transacted;
  - (b) the Committee and the Member shall be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and



- (c) the Members present shall vote by secret ballot on the question of whether the resolution made under provision 11 (4) should be confirmed or revoked.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under provision 11 (4), that resolution is confirmed.

## **PART IV - THE COMMITTEE AND THE EXECUTIVE**

### **13 Powers of the Committee**

- (1) The Committee, subject to the Act, the Regulations, this Constitution, and to any resolution passed by the Association in general meeting -
  - (a) shall control and manage the affairs of the Association;
  - (b) may exercise all such functions as may be exercised by the Association other than those functions that are required by these rules to be exercised by the Association in general meeting; and
  - (c) has the power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Association, provided that, in respect of any of the following acts, the Committee has obtained prior express authority in the form of a special resolution passed by the Association in general meeting -
    - (i) the acquisition, exchange or transfer of titles to real estate;
    - (ii) the granting of mortgages on real estate;
    - (iii) the signature of property leases for a duration in excess of 9 years; or
    - (iv) the contracting of borrowings.

### **14 Membership of the Committee**

- (1) The Committee shall consist of not more than 10 Committee Members including the office bearers. If the Committee employs an Administrative Officer, the holder of this post shall be entitled ex officio to attend all meetings of the Committee and to participate in the deliberations of the Committee but without the right to vote.
- (2) Each of the Committee Members shall be elected or re-elected pursuant provision 15 or appointed in accordance with provision 14 (4)
- (3) Each Elected Committee Member shall, subject to this Constitution, hold office until the conclusion of the annual general meeting next following the date of the Elected Committee Member's election, but is eligible for re-election in accordance with provision 15 (7).
- (4) In the event of a vacancy in the membership of the Committee, the Committee may appoint a Member of the Association to fill the vacancy and the Appointed Committee Member so appointed shall hold office, subject to this Constitution, until the conclusion of the annual general meeting next following the date of the appointment.
- (5) A person is not eligible simultaneously to hold more than one position of Committee Member.

- (6) The Committee may invite teachers of French employed by the Alliance Française de la Sunshine Coast ex officio to attend all meetings of the Committee and to participate in the deliberations of the Committee but without the right to vote.
- (7) Committee members shall not receive any remuneration from the Alliance Française by way of professional services rendered, employment or in-house benefit. Therefore no employee of the Alliance Française shall be a member of the Committee.

## **15 Election of Elected Committee Members**

- (1) Nominations of Members as candidates for election as Elected Committee Members –
  - (a) shall be made in writing, signed by two Members and accompanied by the written consent of the candidate; and
  - (b) shall be delivered to the Secretary of the Association not less than seven days before the date fixed for the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all the vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the Committee shall be deemed to be vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (6) The election of Elected Committee Members shall be by secret ballot conducted at the annual general meeting in such manner as the Committee may direct.
- (7) No member of the Committee shall be eligible to serve more than 9 consecutive years but shall be eligible for re-election after a period of one year's absence from the Committee.

## **16 Vacancies**

- (1) For the purposes of this Constitution, a vacancy in the office of a Committee Member occurs if a Committee Member -
  - (a) dies;
  - (b) ceases to be a Member of the Association;
  - (c) resigns from office;
  - (d) is removed pursuant to provision 17;
  - (e) becomes an insolvent under administration within the meaning of the Corporations Law;
  - (f) suffers from mental or physical incapacity;
  - (g) is disqualified from office under subsection 64 (2) of the Act; or
  - (h) is absent without the consent of the Committee from three consecutive meetings of the

Committee or from consecutive meetings of the Committee during a period of three months.

#### **17 Removal of Committee Members**

- (1) The Association in general meeting may by resolution, subject to section 71 of the Act, remove any Committee Member from the office of Committee Member before the expiration of the Committee Member's term of office.

#### **18 Executive**

- (1) The Office Bearers shall consist of a President, two Vice-Presidents, the Secretary, and a Treasurer.
- (2) The Executive shall consist of all the Office Bearers.
- (3) The Office Bearers shall be elected as members of the Committee at the annual general meeting.
- (4) Any Member is eligible for election or re-election to any office on the Executive except that an Office Bearer shall not be elected for more than five consecutive annual terms. He/she is eligible for re-election as an Office Bearer after an annual term during which he/she does not hold that office.
- (5) The Administrative Officer shall be entitled to attend all meetings of the Executive and to participate in the deliberations of the Executive but without the right to vote.
- (6) The members of the Executive shall hold office until the ensuing annual general meeting. They are eligible for re-election but the committee shall seek to restrict members of the Executive to a maximum of five consecutive terms in any particular position.
- (7) Should a member of the Executive be unable to fulfil their duties for a period of three months, the Committee may elect another in his or her place, subject provisions (4) and (5).
- (8) In the event of the temporary inability of a member of the Executive another Committee Member may be asked to act in the interim.

#### **19. Election of Office Bearers**

- (1) Nominations of Members as candidates for election as Office Bearers –
  - (a) shall be made in writing, signed by two Members and accompanied by the written consent of the candidate; and
  - (b) shall be delivered to the Secretary of the Association not less than seven days before the date fixed for the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all the vacancies for Office Bearers, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the Committee shall be deemed to be vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be taken to be elected.

- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (6) The election of Office Bearers shall be by secret ballot conducted at the annual general meeting in such manner as the Committee may direct.
- (7) Office Bearers shall not serve more than 5 consecutive years but shall be eligible for re-election after a period of one year's absence from the Committee.

## **20. Vacancies**

- (1) For the purposes of this Constitution, a vacancy in the office of an Office Bearer occurs if the Office Bearer -
  - (a) dies;
  - (b) ceases to be a Member of the Association;
  - (c) resigns from office;
  - (d) is removed pursuant to provision 17;
  - (e) becomes an insolvent under administration within the meaning of the Corporations Law;
  - (f) suffers from mental or physical incapacity;
  - (g) is disqualified from office under subsection 63 (1) of the Act; or
  - (h) is absent without the consent of the Committee from all meetings of the Committee held during a period of 6 months.

## **21. Removal of Office Bearers**

- (1) The Association in general meeting may by resolution, subject to section 71 of the Act, remove any Office Bearer from the Executive before the expiration of the Office Bearer 's term of office.

## **22. Functions of the President**

- (1) The President shall;
  - (a) oversee the general performance of the Committee,
  - (b) ensure information about the financial performance of the organisation flows to the Committee,
  - (c) establish and maintain systems for information flows to the Committee,
  - (d) represent the Committee and the organization to the public as required,
  - (e) attend and chair Committee meetings,
  - (f) make recommendations to the Committee about the prudent management of Committee matters,
  - (g) deal with disputes and conflicts referred to him or her.

## **23. Functions of the Secretary**

- (1) The Secretary of the Association shall, as soon as practicable after being appointed as Secretary, notify the Association of his or her address.
- (2) The Secretary functions include but are not limited to -
  - (a) calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President of the association;

- (b) keeping minutes of each meeting;
  - (c) keeping copies of all correspondence and other documents relating to the association;
  - (d) maintaining the register of members of the association;
  - (e) notifying Office of Fair Trading of any change in the association's official address within 28 days;
  - (f) collecting all association documents from former committee members and delivering the documents to the new committee member;
  - (g) returning all association documents to a committee member within 14 days, upon vacating office;
  - (h) acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as possible; and
  - (i) custody of any documents as required by the constitution.
- (3) Minutes of proceedings at a meeting shall be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.

#### **24. Functions of the Treasurer**

- (1) The Treasurer of the Association shall:
- (a) collect and receive all moneys due to the Association and make all payments authorised by the Association; and
  - (b) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

#### **25. Functions of the Administrative Officer**

- (1) The Administrative Officer of the Association shall:
- (a) administer the Association in accordance with relevant legislation, the constitution and Committee decisions.
  - (b) under delegation from the President, make decisions regarding the employment of teaching and administrative staff.
  - (c) under delegation from the President, represent the Association in situations provided for by the Constitution or required by the Committee.
  - (d) assist the Treasurer in preparing an annual budget for approval by the Committee.
  - (e) prepare for the Committee status reports in respect of the annual plan of activities.
  - (f) under delegation from the President, undertake some of the tasks normally carried out by the Secretary.

#### **26. Committee meetings and quorum**

- (1) The Committee shall meet at least four times in each calendar year at such place and time as the Committee may determine.
- (2) Additional meetings of the Committee may be convened by the President or by four Committee

Members.

- (3) Oral or written notice of a meeting of the Committee shall be given by the Secretary to each Committee Member at least 48 hours (or such other period as may be unanimously agreed upon by the Committee Members) before the time appointed for the holding of the meeting.
- (4) Six Committee Members, of whom at least one is a member of the Executive, shall constitute a quorum for the transaction of business of a meeting of the Committee.
- (5) At meetings of the Committee -
  - (a) the President shall preside; or
  - (b) in the absence of the President, one of the vice-Presidents shall be chosen by the Committee Members present to preside; or
  - (c) if the President and both the vice-Presidents are absent, one of the remaining Committee Members shall be chosen by the Committee Members present to preside.

**27. Delegation by Committee to sub-committees**

- (1) The Committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such Member or Members of the Association as the Committee thinks fit) the exercise of such of the functions of the Committee as are specified in the instrument, other than-
  - (a) this power of delegation; and
  - (b) a function which is a function imposed on the Committee by the Act, by any other law of the State, or by resolution of the Association in general meeting.
- (2) A function, the exercise of which has been delegated to a sub-committee under this provision may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this provision may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Notwithstanding any delegation under this provision, the Committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this provision has the same force and effect as it would have if it had been done or suffered by the Committee.
- (6) The Committee may, by instrument in writing, revoke wholly or in part any delegation under this provision.
- (7) A sub-committee may meet and adjourn as it thinks proper.

**28. Voting and decisions**

- (1) Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee

shall be determined by a majority of the votes of Committee Members or of members of the sub-committee present at the meeting.

- (2) Each Committee Member present at a meeting of the Committee or each member of any sub-committee appointed by the Committee present at a meeting of that sub-committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to provision 26(4) the Committee may act notwithstanding any vacancy on the Committee.
- (4) Any act done or suffered, or purporting to have been done or suffered, by the Committee or by a sub-committee appointed by the Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any Committee Member or of any member of the sub-committee.
- (5) The Administrative Officer and others ex officio may be invited by the Committee to participate in deliberations of the Committee but not be entitled to vote at any meetings of the Committee, or of a sub-committee appointed by the Committee, which any of them attend.

#### **PART V - PATRON AND HONORARY LIFE MEMBERS**

##### **29. Patron**

- (1) The French Ambassador in Australia shall be invited to be the patron of the Association.

##### **30. Honorary life members**

- (1) The Committee may appoint one or more honorary life members of the Association.

##### **31. Rights and privileges of honorary life members**

- (1) An honorary life member shall be entitled to make use of all the facilities of the Association and to attend all general meetings of the Association.
- (2) An honorary life member shall not be entitled to vote at a general meeting of the Association unless that honorary life member is a Member of the Association.

#### **PART VI - GENERAL MEETINGS**

##### **32. Annual general meetings - holding of**

- (1) The Association shall, at least once in each calendar year and within the period of 6 months after the expiration of each Financial Year of the Association, convene an annual general meeting of the Members of the Association.

##### **33. Annual general meetings - calling of and business at**

- (1) the annual general meeting of the Association shall, subject to the Act, be convened on such date and at such time as the Committee thinks fit.

- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be -
  - (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
  - (b) to receive from the Committee reports on the activities of the Association during the last preceding Financial Year;
  - (c) to elect Committee Members;
  - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to Members pursuant to subsection 73 (1) of the Act; and
  - (e) to appoint an auditor of the Association pursuant to section 74 of the Act.
- (3) An annual general meeting shall be specified as such in the notice convening it in accordance with provision 34.
- (4) An annual general meeting shall be conducted in accordance with the provisions of this Part.

#### **34. General meetings - calling of**

- (1) the Committee may, whenever it thinks fit, convene a general meeting of the Association.
- (2) the Committee shall, on the requisition in writing of not less than 25 per cent of the total number of Members, convene a general meeting of the Association.
- (3) A requisition of Members for a general meeting -
  - (a) shall state the purpose or purposes of the meeting;
  - (b) shall be signed by the Members making the requisition;
  - (c) shall be lodged with the Secretary; and
  - (d) may consist of several documents in a similar form, each signed by one or more Members of the Association.
- (4) If the Committee fails to convene a general meeting within one month after the 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 general meeting to be held not less than three months after that date.
- (5) A general meeting convened by a Member or Members referred to in provision 34 (4) shall be convened as nearly as is practicable in the same manner as general meetings are convened by the Committee and any Member who thereby incurs expense is entitled to be reimbursed by the Association for any reasonable expense so incurred.

#### **35. Notice**

- (1) Except where the nature of the business to be dealt with at a general meeting requires a special resolution of the Association, the Secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent to each Member at the Member's postal or e-mail 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) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each Member in the manner provided in provision 33 (1) specifying, in addition to the matter required under that subrule, the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to provision 33 (2).
- (4) A Member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who shall include that business in the next notice calling a general meeting given after the receipt of the notice from the Member.

### **36. General meetings - procedure and quorum**

- (1) No item of business shall 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 that item.
- (2) Ten 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 if convened upon the requisition of Members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same 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 the commencement of the meeting the Members present (being not less than three) shall constitute a quorum.

### **37. Presiding Member**

- (1) The President, or in the absence of the President, a Vice-President shall preside at each general meeting of the Association.
- (2) If the President and or Vice-Presidents are absent from a general meeting, the Members present shall elect one of their number to preside at the meeting.

### **38. Adjournment**

- (1) The person presiding at 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 shall be transacted at the adjourned meeting other than the business left unfinished at

the meeting at which the adjournment took place.

- (2) Where a general meeting is adjourned for 14 days or more, the Secretary shall give written or oral notice of the adjourned meeting to each Member of the Association 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 provisions 38 (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.

### **39. Making of decisions**

- (1) A question arising at a general meeting of the Association shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that the resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
- (2) At a general meeting of the Association, a poll may be demanded by the person presiding or by not less than three Members present in person or by proxy at the meeting.
- (3) Where the poll is demanded at a general meeting, the poll shall be taken -
  - (a) immediately in the case of a poll which relates to the election of the person to preside at 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 person presiding directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

### **40. Voting**

- (1) Subject to provision 40 (3), upon any question arising at a general meeting of the Association a Member has one vote only.
- (2) All votes shall be given personally or by proxy but no Member may hold more than five proxies.
- (3) In the case of equality of votes on a question at a general meeting, the person presiding 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 Association unless all money due and payable by the Member or proxy to the Association has been paid.

### **41. Appointment of proxies**

- (1) Each Member shall 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 shall be in the form set out in Appendix 2 to this Constitution.

## PART VII – FINANCIALMANAGEMENT

### 42. Financial Year

- (1) The Financial Year of the Association ends on 30<sup>th</sup> June each year.

### 43. Funds - source

- (1) The funds of the Association shall be derived from subscriptions of Members, donations, bequests, subsidies and subventions accepted by the Committee, the fees for services provided by the Association and, subject to any resolution passed by the Association in general meeting and subject to the Act, such other sources as the Committee determines.
- (2) All money received by the Association shall be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- (3) The Association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

### 44. Funds - management

- (1) Subject to any resolution passed by the Association in general meeting, the funds of the Association shall be used in pursuance of the objects of the Association in such manner as the Committee determines.
- (2) The funds of the association must be kept in an account in the name of the association in a financial institution decided by the Committee.
- (3) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- (4) A payment by the association of \$100 or more must be made by cheque or electronic funds transfer.
- (5) If a payment of \$100 or more is made by cheque, the cheque must be signed by any 2 of the following—
  - (a) the President;
  - (b) the Secretary;
  - (c) the Treasurer;
  - (d) any 1 of 3 other members of the association who have been authorised by the Committee to sign cheques issued by the association.
- (6) However, 1 of the persons who signs the cheque must be the President, the Secretary or the Treasurer..
- (7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- (8) A petty cash account must be kept on the imprest system, and the Committee must decide the amount of petty cash to be kept in the account.
- (9) All expenditure must be approved or ratified at a Committee meeting.
- (10) If expenditure is made before approval at a Committee meeting, the expenditure must be approved by

any 2 of the following—

- (a) the President;
- (b) the Secretary;
- (c) the Treasurer;
- (d) any 1 of 3 other members of the association who have been authorised by the Committee approve such expenditure.

- (11) If expenditure is made before approval at a Committee meeting, the expenditure must be ratified at the meeting of the Committee immediately following the expenditure.
- (12) If expenditure is made before approval at a Committee meeting, the expenditure must not exceed the sum of \$500.00.

**45. Alteration of objectives and Constitution**

- (1) Neither the objectives of the Association nor the provisions of this Constitution shall be altered except in accordance with section 48 of the Act.

**46. Common seal**

- (1) The common seal of the Association shall be kept in the custody of the Secretary.
- (2) The common seal shall not be affixed to any instrument except by authority of the Committee and the affixing of the common seal shall be attested by the signatures of two Committee Members.

**47. Custody of books**

- (1) Subject to the Act, the Regulations and this Constitution, the Secretary shall keep in his or her custody or under his or her control all records, books, and other documents relating to the Association.

**48. Inspection of books**

- (1) The records, books and other documents of the Association shall be open to inspection at the office of the Association, free of charge, by a Member of the Association during normal business hours.

**49. Service of notices**

- (1) For the purpose of this Constitution, a notice may be served by or on behalf of the Association upon any Member either personally or by sending it to the Member at the Member's postal or email address shown in the register of Members.
- (2) Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of this Constitution to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.
- (3) In the case of a document sent by email a record at the offices of the Association of the document having been sent to the email address shown in the register of members shall be deemed for the purposes of this Constitution to be delivered to the member.

## **PART VIII – CHANGES TO THE CONSTITUTION AND DISSOLUTION OF THE ASSOCIATION**

### **50. Changes to the Constitution**

- (1) The Constitution may be changed only by a proposal by the Committee or by at least one tenth of members entitled to attend a general meeting. Any proposal for change shall be made to the Committee Executive at least one month before a General Meeting. An official copy of the amended constitution, dated and registered with local authorities, shall be sent to the Fondation Alliance Française for archival purposes.

### **51. Voluntary winding up**

- (1) The Association may be wound up voluntarily if, by special resolution passed in general meeting comprising a least a majority of financial members, the Association resolves that it be wound up.
- (2) If a majority of members is not present, the general meeting shall be reconvened after at least two weeks at which time any decisions shall be accepted irrespective of the number of members in attendance.
- (3) In all cases, changes to the Constitution or dissolution shall be voted upon by no less than two-thirds of the members present.
- (4) In the event of the Association being voluntarily wound up, and subject to part 10 of the Act, the Association shall, by special resolution passed in general meeting, appoint three persons to carry out the winding up.

### **52. Surplus property**

- (1) In the event of the dissolution or winding up of the Association any surplus funds or property shall be distributed to other Alliance Française branches in Australia which have themselves gained charity or deductible gift recipient status with the Australian Taxation Office. The distribution amongst such branches shall be decided by the three persons appointed by the Committee to carry out the winding up in the manner they deem best suited to the interests of the Alliance Française movement in Australia.

# Alliance Française de la Sunshine Coast Incorporated

(incorporated in the State of Queensland under the Associations Incorporation Act 1981)

## Membership Application Form

### APPLICANT'S DETAILS (Please print)

Ms / Mrs / Miss / Mr Surname

First Name

Address

Suburb

Postcode

Tel (A/H)

(B/H)

Mobile

Email

### MEMBERSHIP DETAILS

New Membership  Renewal

Single \$25  Concession (*Full-time students/Pensioners/Seniors Card holders*) \$20

Signature of applicant

Date

Proposed by: (print name)

(signature)

Member No

Seconded by: (print name)

(signature)

Member No

Your application will be considered at the next committee meeting of the Alliance Française de la Sunshine Coast. The membership year ends on 31<sup>st</sup> December of each calendar year. Current year membership subscriptions are calculated on a quarterly *pro rata* basis plus a small administration charge.

All activities of the AFSC are covered by the public liabilities insurance organized by the Fédération des Alliances Françaises en Australie. To the value of \$20,000,000.00

Receipt and Membership No:

Bank Account: BSB:084620 Account 829976937

Please send this form with your payment to the address below or pay by electronic transfer to our account.

You may also pay by PayPal <http://afsunshinecoast.org.au/product/annual-membership-2/>

Alliance Française de la Sunshine Coast  
P O Box 347, Bli Bli, QLD 4560, Australia  
[www.afsunshinecoast.org.au](http://www.afsunshinecoast.org.au)  
[info@afsunshinecoast.org.au](mailto:info@afsunshinecoast.org.au)  
ABN: 59587810896

# Alliance Française de la Sunshine Coast Incorporated

(incorporated in the State of Queensland under the Associations Incorporation Act 1981)

## Proxy Form

**To:** The Secretary  
Alliance Française de la Sunshine Coast  
PO Box 347  
Bli Bli QLD 4564

I,

---

*Full name*

of

---

*Address*

being a member of the Alliance Française de la Sunshine Coast, appoint

---

*Full name*

of

---

*Address*

As my proxy to vote for me on my behalf at the Annual General Meeting of the Alliance Française de la Sunshine Coast to be held on ....., and at any adjournment of the meeting.

Signature of member

Date Signed

This Proxy Form can be posted to the Secretary or handed to the Secretary prior to the commencement of the meeting.

Alliance Française de la Sunshine Coast  
P O Box 347, Bli Bli, QLD 4560, Australia  
[www.afsunshinecoast.org.au](http://www.afsunshinecoast.org.au)  
[info@afsunshinecoast.org.au](mailto:info@afsunshinecoast.org.au)  
ABN: 59587810896