



Canberra City Farm Incorporated

Constitution

May 2013

Constitution of the Canberra City Farm Incorporated

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Part A Preliminary

1. Definitions

In these rules:

Note A definition applies except so far as the contrary intention appears (see Legislation Act, s 155).

association means the Canberra City Farm Incorporated, which has the objectives, aims and values as set out in Appendix 3.

financial year means the year ending on 30 June.

member means a member, however described, of the association.

ordinary committee member means a member of the committee who is not an office-bearer of the association as mentioned in section 12 (1) (a).

secretary means the person holding office under these rules as secretary of the association or, if no such person holds that office, the public officer of the association.

the Act means the *Associations Incorporation Act 1991*.

the regulation means the *Associations Incorporation Regulation 1991*.

special resolution means important decisions, such as changing the constitution, changing the objectives and aims of the organisation, winding up the organisation, amalgamating with another organisation or making some other major or fundamental changes in the organisation.

1A Application of Legislation Act 2001

The *Legislation Act 2001* applies to these rules in the same way as it would if they were an instrument made under the Act.

Part B Membership

2. Membership qualifications

2.1. A person is qualified to be a member if—

(a) the person is a person mentioned in the Act, section 21 (2) (a) or (b) and has not ceased to be a member of the association at any time after incorporation of the association under the Act;

OR

(b) the person—

i. has been nominated for membership in accordance with section 3 (1); and

ii. has been approved for membership of the association by the committee of the association.

2.2. The committee may provide for other classes of membership such as single, concession, non-profit organisation, for-profit organisation and life member.

3. Nomination for membership

3.1. A nomination of a person for membership of the association—

(a) must be made by a member of the association in writing in the membership form set out by the Committee; and

(b) must be lodged with the secretary of the association.

3.2. As soon as is practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee, which must decide whether to approve or to reject the nomination.

3.3. If the committee decides to approve a nomination for membership the secretary must as soon as practicable after that decision notify the nominee of that approval.

3.4. The secretary must, on payment by the nominee of the amounts mentioned in subsection (7) within the period mentioned in that subsection, enter the nominee's name in the register of members and on the name being so entered, the nominee becomes a member of the association.

4. Membership entitlements not transferable

4.1. A right privilege or obligation that a person has because of being a member of the association—

(a) cannot be transferred or transmitted to another person; and

(b) terminates on cessation of the person's membership.

5. Cessation of membership

5.1. A person ceases to be a member of the association if the person—

(a) dies or for a corporation is wound up; or

(b) resigns from membership of the association; or

(c) is expelled from the association; or

(d) fails to renew membership of the association.

6. Resignation of membership

6.1. A member is not entitled to resign from membership of the association except in accordance with this section.

6.2. A member who has paid all amounts payable by the member to the association may resign from membership of the association by first giving notice (of not less than 1 month or, if the committee has determined a shorter period, that shorter period) in writing to the secretary of the member's intention to resign and, at the end of the period of notice, the member ceases to be a member.

6.3. If a person ceases to be a member, the secretary must make an appropriate entry in the register of members recording the date the member ceased to be a member.

7. Fee, subscriptions etc

7.1. The annual membership fee of the association is \$20 (single), \$10 (concession – full-time student with student card), \$30 (non-profit organisation) or \$50 (for-profit organisation) or, if any other amount has been determined by resolution of the committee, that other amount.

7.2. The annual membership fee is payable-

(a) except as provided by paragraph (b)—before 1 July in each calendar year; or

- (b) if a person becomes a member on or after 1 July in any calendar year—before 1 July in each succeeding calendar year; and
- (c) if a person becomes a member after 1 January in any calendar year—then half the membership is payable and the annual membership fee is payable before 1 July in each succeeding calendar year.

8. Members' liabilities

- 8.1. 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 relation to membership of the association as required by section 7.

9. Disciplining of members

- 9.1. Subject to sub-rule (9.2), if the committee is of the opinion that a member—

- (a) has persistently refused or neglected to comply with a provision of these rules; or
- (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association;

the committee may, by resolution—

- (c) expel the member from the association; or
- (d) suspend the member from the rights and privileges of membership of the association that the committee may decide for a specified period.

9.2. Interim sanction

Where the committee is of the opinion that the alleged breach by the member of sub-rule (9.1)(a) or (9.1)(b) is of such a nature that the safety and welfare of other association members may be put at risk if action is not taken immediately, the Committee may by resolution, and subject to sub-rule (9.3), suspend the member from such rights and privileges of membership of the association for a specified period as the Committee may determine, pending the completion of the process set out in sub-rules (9.3), (9.4), and (9.5), and:

- (a) The period specified by the committee under sub-rule (9.2) must not exceed the date at which a resolution under sub-rule (9.5) would, if made, take effect.
- (b) An interim sanction imposed under sub-rule (9.1) lapses when a resolution made under sub-rule (9.5) takes effect in accordance with sub-rule (9.7).
- (c) A resolution made under sub-rule (9.1) is effective immediately.

- 9.3. A resolution of the committee under subsection (9.1) 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 subsection (9.4), confirms the resolution in accordance with this section.

- 9.4. If the committee passes a resolution under subsection (9.1), the secretary must, as soon as practicable, serve a written notice on the member—

- (a) setting out the resolution of the committee and the grounds on which it is based; and
- (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; and
- (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 before the date of that meeting written representations relating to the resolution. The written representation must be in the form set out in Appendix 2.

- 9.5. Subject to the Act, section 50, at a meeting of the committee mentioned in subsection (9.3), the committee must—

- (a) give to the member mentioned in subsection (9.1) an opportunity to make oral representations; and
- (b) give due consideration to any written representations submitted to the committee by that member at or before the meeting; and
- (c) by resolution decide whether to confirm or to revoke the resolution of the committee made under subsection (9.1).

- 9.6. If the committee confirms a resolution under subsection (9.5), the secretary must, within 7 days after that confirmation, by written notice inform the member of that confirmation and of the member's right of appeal under section 10.
- 9.7. A resolution confirmed by the committee under subsection (9.5) does not take effect—
- (a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
 - (b) if within that period the member exercises the right of appeal—unless and until the association confirms the resolution in accordance with section 10 (4).

10. Right of appeal of disciplined member

- 10.1. A member may appeal to the association in general meeting against a resolution of the committee that is confirmed under section 9 (5) within 7 days after notice of the resolution is served on the member by lodging with the secretary a notice to that effect.
- 10.2. On receipt of a notice under subsection (10.1), the secretary must notify the committee which must call a general meeting of the association to be held within 21 days after the date when the secretary received the notice or as soon as possible after that date.
- 10.3. Subject to the Act, section 50, at a general meeting of the association called under subsection (10.2)—
- (a) no business other than the question of the appeal may be transacted; and
 - (b) the committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing or both; and
 - (c) the members present must vote by secret ballot on the question of whether the resolution made under section 9 (5) should be confirmed or revoked.
- 10.4. If the meeting passes a special resolution in favour of the confirmation of the resolution made under section 9 (5), that resolution is confirmed.

Part C Committee

11. Powers of committee

- 11.1. The committee, subject to the Act, the regulation, these rules, and to any resolution passed by the association in general meeting—
- (a) controls and manages the affairs of the association; and
 - (b) may exercise all functions that 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 power to perform all acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

12. Constitution and membership

- 12.1. The committee consists of—
- (a) the office-bearers of the association; and
 - (b) 3 ordinary committee members;
- each of whom must be elected under section 13 or appointed in accordance with subsection (4).
- 12.2. The office-bearers of the association are—
- (a) the president; and
 - (b) the vice-president; and
 - (c) the treasurer; and
 - (d) the secretary; and
 - (e) the membership secretary.
- 12.3. Each member of the committee holds office, subject to these rules, until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- 12.4. If there is a vacancy in the membership of the committee, the committee may appoint a member of the association in accordance with Section 13 subsection (1), or can at their discretion waive this rule, to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.

13. Election of committee members

- 13.1. To be eligible for election, candidates must;
- 13.1.1 For the first AGM of the Association; have been members of the Association for a minimum of 2 consecutive months and attended at least 2 of the last four meetings prior to the AGM.
 - 13.1.2 For subsequent AGMs of the Association; have been members for a minimum of twelve consecutive months and attended at least two of the last four meetings prior to the AGM, before their nomination or appointment.
 - 13.1.3 Nominations of candidates for election as office-bearers of the association or as ordinary committee members—
 - (a) must be made in writing signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
 - (b) must be given to the secretary of the association not less than 7 days before the date fixed for the annual general meeting at which the election is to take place.
- 13.2. If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.
- 13.3. If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be vacancies.
- 13.4. If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- 13.5. If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.
- 13.6. The ballot for the election of office-bearers and ordinary committee members must be conducted at the annual general meeting in the way the committee may direct.
- 13.7. A person is not eligible to simultaneously hold more than 1 position on the committee.

14. Duties of Office Bearers

- 14.1. The President is the senior office-bearer of the association and shall have general supervision of the affairs of the association and subject to the direction of the committee, the President shall:
- (a) chair all association meetings that the President attends;
 - (b) be the association's official representative at relevant public functions;
 - (c) be an authorised signatory to the association cheque account and other association accounts;
 - (d) perform such duties as the committee may direct from time to time;
 - (e) be limited to three successive terms in office;
 - (f) notwithstanding the requirements of sub-rule 14(1)(f), a Past President to whom that sub-rule applies may:
 - i. seek election to the position of President providing a period of no less than 12 months has elapsed since they last held the office; and
 - ii. during any period in which a Past President is ineligible to hold the office of President, they may hold any other office or be an ordinary committee member.
- 14.2. The Vice-President shall, in the absence or temporary incapacity of the President, exercise all of the President's powers and at other times shall perform such duties as may from time to time be determined by the committee.
- 14.3. The Secretary, under the general direction of the committee and subject to this constitution, shall be responsible for the affairs of the association and shall:
- (a) prepare and dispatch all correspondence on behalf of the association unless the committee determines otherwise and in that case shall obtain from any office bearer or ordinary committee member copies of any correspondence issued by that other person on behalf of the association as soon as practical;
 - (b) retain a copy of all correspondence issued on behalf of the association;
 - (c) receive and assure the retention of all correspondence addressed to the association and present each item to the committee, appropriate sub-committee or committee member for action or direction as to the appropriate reply by or at the following committee meeting;

- (d) inform members of meetings in accordance with sub-rule 18(3) and rule 24 and co-ordinate preparation and distribution of the agenda for any such meetings;
- (e) hold the common seal of the association;
- (f) record the minutes of all meetings of the association and its committee and ensure that the minutes are approved as a true and correct record of the meetings to which they pertain and are so endorsed;
- (g) record the names of persons attending meetings of the association;
- (h) inform the Office of Regulatory Services under the Act of any relevant changes within the association;
- (i) be custodian of any keys issued to the association and be responsible for the allocation of those keys; and
- (j) perform such other duties as the committee may direct from time to time.

14.4. The Treasurer, under the general direction of the committee and subject to this constitution, shall:

- (a) be responsible for maintaining a true and complete record of the financial status of the association in accordance with Part V of the Act;
- (b) be responsible for all banking transactions for the association and for the documentation of the same in the financial records of the association;
- (c) be an authorised signatory to the association cheque account and other association accounts;
- (d) report to the committee on the association's current financial position at each committee meeting and report on any withdrawal from the accounts of the association that has not been authorised by the association or the committee;
- (e) cause the accounts of the association to be audited at the end of each financial year and present to the membership at the Annual General Meeting all the documentation required pursuant to Subsection 73 (1) of the Act;
- (f) receive, record and acknowledge receipt of all monies paid to the association;
- (g) renew all approved insurance policies held by the association;
- (h) subject to the agreement of the committee, delegate such duties as may be appropriate whilst maintaining ultimate responsibility for proper discharge of the duties of the office of Treasurer;
- (i) perform such other duties as the committee may direct from time to time; and
- (j) have all records, accounts, books, receipts and vouchers audited in accordance with the provisions of Section 74 of the Act if relinquishing the office during the year in office;
- (k) except as directed by the Act, take all reasonable steps to ensure the security of monies held by the association.

14.5. The Membership Secretary, under the general direction of the committee and this constitution shall:

- (a) maintain, in accordance with Section 67 of the Act, a complete register of members, their addresses, the date on which they joined the association and, if appropriate, the date on which the person ceased to be a member of the association;
- (b) ensure that changes in the place at which the register of members is kept are notified to the membership at the following general meeting;
- (c) maintain a complete record of all members appointed to the various offices of the association;
- (d) from time to time, administer a questionnaire designed to establish the interests of the association members relevant to the objectives of the association;
- (e) assist the Secretary as and when necessary;
- (f) perform such other duties as the committee may from time to time direct;
- (g) maintain a register of plot-holders at all community gardens operated under the auspices of the association; and
- (h) except as directed by the Act, take all reasonable steps to protect the privacy of information held by the Membership Secretary on the association members.

14.6. The committee shall determine which office bearers in addition to the Treasurer and the President are to be signatories to the accounts of the association.

15. Duties of other committee members

15.1. The committee shall select a person to occupy the position of Public Officer from the committee members elected at the Annual General Meeting.

15.2. The Public Officer of the association within one month of their appointment and in accordance with Section 59 of the Act, shall notify the Office of Regulatory Services of their name and address and any subsequent change of address.

15.3. Ordinary Committee members shall perform such duties as the committee from time to time may determine and assist in the furtherance of the objectives of the association in whatever manner the committee determines.

16. Vacancies

16.1. For these rules, a vacancy in the office of a member of the committee happens if the member—

- (a) dies; or
- (b) ceases to be a member of the association; or
- (c) resigns the office; or
- (d) is removed from office under section 17 (Removal of committee members); or
- (e) becomes bankrupt or personally insolvent; or
- (f) suffers from mental or physical incapacity; or
- (g) is disqualified from office under the Act, section 63 (1);
- (h) is subject to a disqualifications order under the Act, Section 63A; or
- (i) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

17. Removal of committee members

17.1. The association in general meeting may by resolution, subject to the Act, section 50, remove any member of the committee from the office of member of the committee before the end of the member's term of office.

18. Committee meetings and quorum

18.1. The committee must meet at least 3 times in each calendar year at the place and time that the committee may decide.

18.2. Additional meetings of the committee may be called by any member of the committee.

18.3. Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.

18.4. Notice of a meeting given under subsection (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting except business that the committee members present at the meeting unanimously agree to treat as urgent business.

18.5. Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.

18.6. No business may be transacted by the committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.

18.7. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting the meeting is dissolved.

18.8. At meetings of the committee—

- (a) the president or, in the absence of the president, the vice president presides;

OR

- (b) if the president and the vice-president are absent—1 of the remaining members of the committee may be chosen by the members present to preside.

19. Delegation by committee to subcommittee

19.1. The committee may, in writing, delegate to 1 or more subcommittees (consisting of the member or members of the association that the committee considers appropriate) the exercise of the functions of the committee that are specified in the instrument other than—

- (a) this power of delegation; and
- (b) a function that is a function imposed on the committee by the Act, by any other Territory law, or by resolution of the association in general meeting.

19.2. A function, the exercise of which has been delegated to a subcommittee under this section may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.

19.3. A delegation under this section may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances, that may be specified in the instrument of delegation.

19.4. Despite any delegation under this section, the committee may continue to exercise any function delegated.

19.5. Any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this section has the same force and effect as it would have if it had been done or suffered by the committee.

19.6. The committee may, in writing, revoke wholly or in part any delegation under this section.

19.7. A subcommittee may meet and adjourn as it considers appropriate.

20. Voting and decisions

20.1. Questions arising at a meeting of the committee or of any subcommittee appointed by the committee are decided by a majority of the votes of members of the committee or subcommittee present at the meeting.

20.2. Each member present at a meeting of the committee or of any subcommittee appointed by the committee (including the person presiding at the meeting) is entitled to 1 vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.

Part D General meetings

21. Annual general meetings—holding of

21.1. With the exception of the first annual general meeting of the association, the association must, at least once in each calendar year and within 5 months after the end of each financial year of the association, call an annual general meeting of its members.

21.2. The association must hold its first annual general meeting—

- (a) within 18 months after its incorporation under the Act; and
- (b) within 5 months after the end of the first financial year of the association.

21.3. Subsections (1) and (2) have effect subject to the powers of the registrar-general under the Act, section 120 in relation to extensions of time.

22. Annual general meetings—calling of and business at

22.1. The annual general meeting of the association must, subject to the Act, be called on the date and at the place and time that the committee considers appropriate.

22.2. In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is—

- (a) to confirm the minutes of the last annual general meeting and of any general meeting held since that meeting; and
- (b) to receive from the committee reports on the activities of the association during the last financial year; and
- (c) to elect members of the committee, including office-bearers; and
- (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members under the Act, section 73 (1).

22.3. An annual general meeting must be specified as such in the notice calling it in accordance with section 24 (Notice).

22.4. An annual general meeting must be conducted in accordance with the provisions of this part.

23. General meetings—calling of

23.1. The committee may, whenever it considers appropriate, call a general meeting of the association.

23.2. The committee must, on the requisition in writing of not less than 5% of the total number of members, call a general meeting of the association.

23.3. A requisition of members for a general meeting—

- (a) must state the purpose or purposes of the meeting; and
- (b) must be signed by the members making the requisition; and
- (c) must be lodged with the secretary; and
- (d) may consist of several documents in a similar form each signed by 1 or more of the members making the requisition.

23.4. If the committee fails to call a general meeting within 1 month after the date when a requisition of members for the meeting is lodged with the secretary, any 1 or more of the members who made the requisition may call a general meeting to be held not later than 3 months after that date.

23.5. A general meeting called by a member or members mentioned in subsection (4) must be called as nearly as is practicable in the same way as general meetings are called by the committee and any member who thereby incurs expense is entitled to be reimbursed by the association for any reasonable expense so incurred.

24. Notice

24.1. Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, send by prepaid post or email to each member at the member's 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.

24.2. If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, send notice to each member in the way provided in subsection (1) specifying in addition to the matter required under that subsection, the intention to propose the resolution as a special resolution.

24.3. No business other than that specified in the notice calling a general meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under section 22 (2).

24.4. A member desiring to bring any business before a general meeting may give written notice of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

25. General meetings—procedure and quorum

25.1. No item of business may 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.

25.2. Five members present in person (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.

25.3. If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of 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.

25.4. If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting the members present (being not less than 3) constitute a quorum.

26. Presiding member

26.1. The president, or in the absence of the president, the vice-president, presides at each general meeting of the association.

26.2. If the president and the vice-president are absent from a general meeting the members present must elect 1 of their number to preside at the meeting.

27. Adjournment

27.1. 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 may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

27.2. If a general meeting is adjourned for 14 days or more, the secretary must 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.

27.3. Except as provided in subsections (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.

28. Making of decisions

28.1. A question arising at a general meeting of the association is to be decided 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 a 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 that resolution.

28.2. At a general meeting of the association, a poll may be demanded by the person presiding or by not less than 3 members present in person or by proxy at the meeting.

28.3. If the poll is demanded at a general meeting, the poll must be taken—

- (a) immediately if the poll 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 the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

29. Voting

29.1. Subject to subsection (3), on any question arising at a general meeting of the association a member has 1 vote only.

29.2. All votes must be given personally or by proxy but no member may hold more than 5 proxies.

29.3. If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.

29.4. 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, other than the amount of the annual subscription payable for the then current year.

30. Appointment of proxies

30.1. Each member is entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.

30.2. The notice appointing the proxy must be in the form set out in Appendix 1.

Part E Miscellaneous

31. Funds—source

- 31.1. The funds of the association must be derived from entrance fees and annual subscriptions of members donations and subject to any resolution passed by the association in general meeting and subject to the Act, section 114, any other sources that the committee decides.
- 31.2. All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- 31.3. The association must as soon as practicable after receiving any money issue an appropriate receipt.

32. Funds—management

- 32.1. Subject to any resolution passed by the association in general meeting, the funds of the association must be used for the objects of the association in the way that the committee decides.
- 32.2. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the association, being members of the committee or employees authorised to do so by the committee.

33. Alteration of objects and rules

- 33.1. Neither the objects of the association mentioned in the Act, section 29 nor these rules may be altered except in accordance with the Act.

34. Common seal

- 34.1. The common seal of the association must be kept in the custody of the secretary.
- 34.2. The common seal must not be attached to any instrument except by the authority of the committee and the attaching of the common seal must be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the secretary.

35. Custody of books

- 35.1. Subject to the Act, the regulation and these rules, the secretary must keep in his or her custody or under his or her control all records, books and other documents relating to the association.

36. Inspection of books

- 36.1. The records, books and other documents of the association must be open to inspection at a place in the ACT, free of charge, by a member of the association at any reasonable hour.

37. Service of notice

- 37.1. For these rules, the association may serve a notice on a member by sending it by post or email to the member at the member's address shown in the register of members.

Note For how documents may be served, see the Legislation Act, pt 19.5.

38. Surplus property

- 38.1. At the first general meeting of the association, the association must pass a special resolution nominating—
- (a) another association for the Act, section 92 (1) (a);
 - OR
 - (b) a fund, authority or institution for the Act, section 92 (1) (b); in which it is to vest its surplus property in the event of the dissolution or winding up of the association.
- 38.2. An association nominated under subsection (1) must fulfil the requirements specified in the Act, section 92 (2).

Appendix 1 Appointment of Proxy

(see s 30 (2))

Form of appointment of proxy

I,..... (full name)

of..... (address)

a member of Canberra City Farm Incorporated

appoint

..... (full name of proxy)

of..... (address)

a member of Canberra City Farm Incorporated, as my proxy to vote for me, on my behalf at the general meeting of the Canberra City Farm Incorporated (annual general meeting or other general meeting as the case may be) to be held on..... And at any adjournment of that meeting.

*My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

.....
(Signature of member appointing proxy)

(*To be inserted if desired.)

Date

Note: A proxy vote may not be given to a person who is not a member of the Canberra City Farm Incorporated.

Appendix 3 Objectives, Aims and Values

The objective of the Canberra City Farm Incorporated is to develop a hub where knowledge and experience of living in harmony with a viable and healthy local environment is creatively shared through:

- Engaging and linking with the community
- Strengthening existing activities and groups
- Nurturing healthy soil to grow healthy food
- Demonstrating options for sustainable living
- Providing opportunities for learning by doing
- Fostering caring communities

The aim of the Canberra City Farm Incorporated is for the Canberra regional community to live in harmony with a viable and healthy local environment.

The values which the Canberra City Farm Incorporated demonstrates are:

- Integrity
- Diversity
- Respect
- Fairness
- Sharing and Community
- Ecological and societal sustainability
- Intergenerational equity
- Transparency and open communication
- Collaboration and inclusiveness
- Healthy food for all
- Food sovereignty