
SOUTH AUSTRALIAN RESIDENTIAL PARKS RESIDENTS' ASSOCIATION
INCORPORATED

Constitution

SARPRA

South Australian Residential Parks Residents Association

PO Box 39

Smithfield SA 5114

www.saresparkresassoc.asn.au

DECEMBER 1, 2007

SARPRA

PO BOX 39 SMITHFIELD SA 5114

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1. NAME

The name of the Association shall be the “South Australian Residential Parks Residents Association Incorporated” [SARPRA]hereinafter referred to as the “Association”

2. AIMS AND OBJECTIVES

- 1.1 The objectives of the Association shall be: To advance the interests of the residents of residential parks/villages or similar as covered in the Act.
- 1.2 To assist and advise any person proposing to move into a residential park/village.
- 1.3 To act as an advocate on behalf of residents and to pursue issues affecting their welfare, both as an autonomous body and should the need arise, in conjunction with other organisations.
- 1.4 To encourage residents to become involved in concerns affecting their general welfare. In pursuit of these objectives the Association shall
- 1.5 Maintain an association which is non-sectarian and non-party political.
- 1.6 Remain financially and constitutionally independent from bodies involved in the development and management of residential parks/villages.
- 1.7 Affiliate with any other body having like aims, membership or objectives on such terms and conditions as may be mutually agreed.

3. POWERS

The Association shall have the powers conferred by Section 25 of the Associations Incorporation Act 1985.

4. MEMBERSHIP

Membership is available to any person who is a permanent resident of a residential park/village and who accepts the objectives and rules of the Association. Financial members only permitted to attend, speak and/or vote at the Annual General Meeting. **The membership year shall be from the 1st of September to 31st August.**

5. REPRESENTATION

- 5.1 Individual members shall be entitled to attend all General Association Meetings with full speaking and voting rights and shall be entitled to nominate or any Association office.
- 5.2 To nominate for any position for the Executive or Committee of SARPRA a resident must be a financial member of SARPRA.

5.3 Membership shall entitle each member to attend all General Association Meetings with full speaking and voting rights.

6. PROCEDURES FOR ADMISSION TO MEMBERSHIP.

6.1 Applicants shall apply on the prescribed form

6.2 Applications shall be considered and determined by the Management Committee and the applicant shall be advised of the success or failure of the application.

6.3 Membership shall operate from the date of payment of the prescribed subscription as determined at the preceding Annual General Meeting of the Association.

6.4 Membership restricted to permanent residents of Residential Parks/villages and Membership shall cease at the end of the membership (31st August), if a Resident leaves a Residential Park/Village prior to the end of a membership.

7. HONORARY LIFE MEMBERSHIP.

7.1 Honorary Life Membership may be conferred upon a member who has rendered outstanding service to the Association

7.2 Nominations shall be submitted in writing to the Management Committee for consideration.

7.3 If approved, the proposal shall be referred to the next Annual General Meeting of the Association for confirmation.

7.4 Honorary Life Members shall not be required to pay any membership subscription but shall enjoy the privileges of membership.

8. MEMBERS LIABILITY

8.1 The members of the Association shall have no liability to contribute towards the payment of debts and liabilities of the Association or costs, charges and expenses of winding up of the Association, except to the extent of any unpaid membership.

9. MANAGEMENT OF THE ASSOCIATION

The policies of the Association shall be determined by members at Annual General Meetings and such other general meetings as may be called from time to time in accordance with these rules. The responsibility for the

management and day to day running of the Association shall rest with the Management Committee

10. THE MANAGEMENT COMMITTEE

- 10.1** The name of the Association shall be the “South Australian Residential Parks Residents Association Incorporated” hereinafter referred to as the “Association” The Management Committee shall at all times act in accordance with the policies of the Association and within the powers delegated to it by these rules.
- 10.2** Powers and obligations of the Management Committee;
- 10.2.1** To conduct day to day affairs of the association.
- 10.2.2** May add such laws and rules/causes that foster the aims of the Association via Schedule One attached:
- 10.2.3** To expel any member of the Association should the Management Committee consider such an action to be in the general interests of the Association, provided that any member so expelled shall have the right to appeal within thirty (30) days.
- 10.2.4** To co-opt members- the Management Committee may co-opt members for the purpose of assisting it in determining any business before it. Such members will not receive any remuneration and shall cease to be members of the Committee when the business for which they were co-opted is complete.
- 10.2.5** May give the appropriate advice/assistance to village representatives.
- 10.2.6** To appoint subcommittees in accordance with the conditions set out in Section 14.
- 10.2.7** To fill casual vacancies on the Management Committee.
- 10.2.8** Management Committee be able to appoint consultants should need arise to enable completion of its functions: and/or:
- 10.2.9** To do all such other lawful things as are incidental or conducive to the attainment of the objectives of the Association.

11. MEMBERSHIP OF THE MANAGEMENT COMMITTEE.

- 11.1** The Management Committee shall consist of not less than **EIGHT (8)** committee members with no more than **three (3)** from any residential

park/village. **Only One (1)** committee member from each Village voting at a meeting. Executive not included in Village representatives' numbers.

- 11.2** All nominations for the Management Committee shall be lodged in writing on the prescribed form, signed by the proposer and seconder both of whom shall be financial members, and by the candidate and lodged with the Secretary **seven (7)** days prior to the Annual General Meeting. If insufficient nominations are received, nominations can be taken from the floor at the meeting.

12. OFFICERS OF THE ASSOCIATION

- 12.1** At its first meeting after the Annual General Meeting the Management Committee shall elect from its members, persons to fill the following positions.

President
Vice President
Secretary
Treasurer

Who together with the President shall be the Officers of the Association.

- 12.2** If the Management Committee so decides the positions of Secretary and/or Treasurer may be held by a person(s) who is not a member of the Management Committee – a person so appointed shall have no voting rights.

13. RULES GOVERNING THE OPERATION OF THE MANAGEMENT COMMITTEE.

- 13.1** Each member of the Management Committee shall hold office from the date of the election or appointment until the next Annual General Meeting.
- 13.2** Retiring members shall be eligible for re-election.
- 13.3** The Management Committee shall meet as often as necessary to conduct business of the Association but not less than once in each two months.
- 13.4** Notice of Management Committee meetings shall be given at the previous Management Meeting or by such other means as shall be determined by the Management Committee.
- 13.5** A member of the Management Committee shall cease to hold office upon resignation in writing removal from the Association or removal from the Management Committee by “Special Resolution” of a General Meeting.
- 13.6** Questions arising at any meeting shall be decided by a majority vote of those

present, in the case of equal voting the Chairperson of the meeting shall have a casting vote only.

13.7 Special meeting of the Management Committee maybe convened by the President or any **two (2)** Management Committee members.

13.8 The quorum for meetings for the Management Committee shall be **five (5) members.**

13.9 Elected representatives must attend two thirds (2/3rds) of scheduled meetings per year – if not the membership is terminated.

14. SUBCOMMITTEES

14.1 The Management Committee may from time to time appoint members as sub-committees to deal with special matters. All such sub-committees shall include at least one member of the Management Committee.

14.2 Sub-committees shall be responsible and accountable to the Management Committee and shall report on their activities at each meeting of the Management Committee.

14.3 Sub-committees shall not incur debts, enter contracts or make public statements without prior approval of the Management Committee.

15. GENERAL MEETINGS.

15.1 The Associations financial year shall commence on 1st September, and the Annual General Meeting shall be held on a day fixed in November (usually being the 2nd Tuesday).

15.2 Business for the Annual General Meeting shall include:

15.2.1 Confirmation of Minutes of previous Annual General Meeting.

15.2.2 Receipt of the Management Committees report on its activities for the past financial year.

15.2.3 Presentation and adoption of an audited statement of receipts and payments and a balance sheet for the last financial year.

15.2.4 The consideration of any special or other resolution of which due notice has been given:

15.2.5 The election of President and Management Committee members for the ensuing year:

15.2.6 The determination of the Annual Subscription: and

15.2.7 Appointment of the Associations Auditor

15.3 The Management Committee may, whenever deemed advisable convene a “Special General Meeting” and shall do so within **(2) two months** of a written request for a meeting from not less than **twenty-five (25) members**.

15.4 At least **fourteen (14) days** notices of a general meeting shall be given to members, but if a special resolution as defined in section 16 is to be considered, not less than **twenty-one (21) days** notices shall be given. Such notice shall be given by hand, or by electronic transfer or other method agreed upon.

15.5 Voting at general meetings shall be by a show of hands, unless a secret ballot is demanded by a minimum of 25% of those attending and entitled to vote.

15.6 Decisions shall be by a simple majority of those present and voting except in the case of a “Special Resolution”.

15.7 The quorum for an Annual General Meeting and/or Special General Meeting shall be **Eight (8)** members.

16. SPECIAL RESOLUTION

A special resolution must be passed by 75% of the members present and voting at a general meeting to affect the following:

a change of the Association name:

a change of the Association rules.

a change of the Association objectives.

an amalgamation with another incorporated association to wind up the Association.

to apply for registration or de registration as a corporate body to raise funds by levy or other means.

to remove one or more members from Management Committee; and/or to grant Honorary Life Membership

17 PUBLIC OFFICER

The President shall be the Public Officer

18. DUTIES OF THE OFFICE BEARERS

The president or in the absence of the President, the Vice President shall preside at all meetings. Should none of the elected members be present the members present at the meeting shall elect one of their number to act as Chairperson.

The Secretary shall ensure that records of the business of the Association including rules, register of members, minutes of all general meetings, minutes of all general and Management Committee meetings and a file of correspondence are kept. These records shall be available for inspection at reasonable hours for any member and shall be in the custody of the Secretary. Proper minutes must be kept and confirmed by the members of the association at a subsequent meeting and shall be signed by the Chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting at which the minutes are confirmed.

The Treasurer shall ensure that all money received by the Association is paid into an account in the Associations name. Payment shall be made through a petty cash system or by cheque signed by two (2) Management Committee shall consider appropriate.

Prior approval of the Management Committee shall be obtained for all expenditure other than petty and routine items. The Treasurer shall prepare a annual statement of receipts and payments to be audited and presented for adoption to the Annual General Meeting. At each Management Committee meeting the Treasurer shall present a statement of receipts and payment since the previous meeting.

19. MISCELLANEOUS

The Association shall affect and maintain insurance as required under the Associations Incorporation Act together with any other insurance that maybe required by law or as regarded as necessary by the Association.

The funds of the Association shall be derived from the members and other such sources as are approved by the Management Committee.

The Common Seal of the Association shall be kept in the custody of the Secretary or Public Officer (President) and shall be affixed to a document by resolution of the Management Committee,

Service of documents on the Association may be affected by service personally on two (2) members of the Management Committee.

Notices sent by post shall be deemed to have been received two business days after the of posting.

The income and property of the Association shall be used only for the promotion of the objects of the Association and shall not be paid or transferred to members by way of dividend, bonus or transfer.

Upon winding or dissolution of the Association any funds or assets remaining after payout of all debts and discharge of all liabilities shall be donated to a charity or charities determined by a resolution of a general meeting.

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SCHEDULE ONE

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Clause 6.4 Deleted 10/12/2019

Clause 11 (1) Altered 10/12/2019

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CONSTITUTION

18TH December 2007

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