

TASMANIAN ASSOCIATION of STATE SUPERANNUANTS

CONSTITUTION (Revised 2007)

A B N 31638 808 031

1. NAME of the ASSOCIATION

The name of the Association shall be the Tasmanian Association of State Superannuants, herein after called the Association

2. OBJECTS and MEANS

To promote and where possible improve the retirement benefits of State Superannuants, by carrying out the following tasks:

- To contribute to the development and implementation of policies that will attain the goals of the Association.
- To maintain an effective and representative Association.
- To regularly publish and distribute newsletters and other material that will promote the interests of the Association to all members.
- To support where deemed appropriate, other organizations which can assist in achieving the aims of the Association.
- The doing of any lawful thing incidental or conducive to the attainment of the basic objects of the Association or of any of the objects and purposes specified in this rule.

3. MEMBERSHIP of ASSOCIATION

- 3a. The following persons shall be eligible for membership of the Association:
- 3b. A person who is receiving or who is eligible to receive a superannuation pension or lump sum payment from the contributory defined benefit scheme administered by the Retirement Benefits Fund Board of Tasmania.
- 3c. The partner of a person eligible for membership.
- 3d. The partner of a deceased person who was eligible for membership.
- 3e. The names of members who have not paid their subscription by the end of March shall be removed from membership of the Association.
- 3f. A financial member shall receive a membership card from the Membership Officer and a receipt from the Treasurer for payments paid to the Association.
- 3g. Honorary Life Membership may be granted to members who have, in the opinion of the Executive, made an outstanding contribution to the Association. Approval for granting of Life Membership can only be given at an Annual General Meeting of the Association on the vote of a majority of members present.

4. BRANCHES of the ASSOCIATION

- 4a. Branches may be established at appropriate centres throughout Tasmania.
- 4b. Each Branch shall have its own Executive.
- 4c. There shall be an Administrative Committee elected when necessary, to co-ordinate the work of the Branches.

5. ASSETS and INCOME of ASSOCIATION

- 5a. The income of the Association is by way of annual subscriptions, donations, and interest from bank accounts and investments.
- 5b. Office requisites and computer programs purchased for use by the Association shall be written off in the financial year that they are purchased unless required otherwise by the Auditor of the Association.

6. NON-PROFIT ORGANISATION

The assets and income of the Association shall be applied solely in furtherance of its objects as set out in Clause 2, and no portion therefore may be distributed directly or indirectly to the members of the Association, except as bone fide compensation for authorised services rendered or expenses incurred on behalf of the Association.

7. DISSOLUTION

In the event of the Association being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any association with similar purposes which is not conducted on for the profits or gains of its individual members.

8. ACCOUNTS of RECEIPTS and EXPENDITURE

- 8a. The Treasurer, on behalf of the Association, is to receive all monies paid to the Association, immediately issue receipts for them and bank these monies as soon as possible in the Association's financial institution(s) as approved by the Executive.
- 8b. The Treasurer shall keep true records of accounts for all money received and expended by the Association, which shall be sufficient to satisfy the requirements of both the Auditor and the Executive of the Association. They shall be available for inspection by any member of the Executive subject to any reasonable restrictions as to time and manner that the Executive may impose.
- 8c. Cheques drawn on the Association's account are to be signed by two of the three signatories as authorised by the Executive from time to time.
- 8d. The Treasurer shall, at the end of each financial year, prepare a full set of accounts showing all of the information required by the Association's Auditor for the purposes of an audit of all of the Association's assets.
- 8e. The Treasurer shall present a report on the financial position of the Association and the audited accounts to the A G M.

9. APPOINTMENT of AUDITOR and LEGAL ADVISOR

- 9a. The appointments for the positions of Auditor and Legal Advisor for the ensuing year shall be made at the A G M.
- 9b. The Auditor is to examine the accounts of the Association at least once each financial year and submit a report to the A G M certifying the correctness or otherwise of the accounts of the Association.
- 9c. The Auditor shall include in the report the following: whether in his (or her) opinion the required information in the accounts is properly drawn up to show a true and correct view of the financial position of the Association, whether the required information has been made available to him or her, and whether the rules relating to the administration of the funds have been observed.

10. ANNUAL GENERAL MEETING

- 10a. The Association is to hold an Annual General Meeting (A G M) each year on a date to be decided by the Executive but within three months of the close of the financial year of the Association. Members will be notified through the Association's newsletter Super-News.
- 10b. The quorum for an A G M shall be seven financial members of the Association

11. ORDINARY GENERAL MEETINGS

- 11a. Members shall be notified through Super-News of the dates and venues of the Ordinary General Meetings.
- 11b. Voting at a General Meeting of the Association shall be by a show of hands, unless ruled otherwise by the President.
- 11c. Each member has one vote only on any motion; each vote must be given personally.
- 11d. In the case of an equality of voting on a motion, the President has a second or casting vote.
- 11e. The quorum for a General Meeting shall be seven financial members.

12. SPECIAL GENERAL MEETINGS

- 12a. The Executive may convene a Special General Meeting of the Association at any time, provided that notice of at least 14 days of such a meeting is sent to all members within Tasmania.
- 12b. The quorum for a Special General Meeting shall be seven financial members.

13. MANAGEMENT of the ASSOCIATION by the EXECUTIVE COMMITTEE

- 13a. The Executive may exercise all the powers and perform all the functions of the Association that are required by this Constitution, other than those powers and functions that are required to be exercised by a General Meeting of members of the Association; and has the power to do anything it considers to be essential for the proper management of the business and affairs of the Association.
- 13b. The Executive shall consist of the following: the Officers of the Association as set out in Clause 14a, together with six members elected annually at the A G M.
- 13c. The Executive may make an appointment effective until the next A G M, to fill any vacancy. The Executive may co-opt a member or members to assist with a special project.
- 13d. Members shall be notified through Super-News of the dates and venues of the Executive Meetings.
- 13e. Any member may attend any Executive meeting as an observer.
- 13f. The quorum for an Executive meeting shall be five members of the Executive including two of the following: President, Vice President, Treasurer, Secretary.

14. OFFICERS of the ASSOCIATION

- 14a. The Officers of the Association are the: President, Vice-President, Secretary, Treasurer, Minute Secretary, Membership Officer and Newsletter Editor.
- 14b. Officers shall be elected annually, at the A G M, and are eligible for re-election.
- 14c. The President may not hold this office for more than four consecutive years.
- 14d. The Executive may appoint a member to fill a casual vacancy for any of these offices up to the conclusion of the next A G M.
- 14e. Nominations of any candidates for election may be in writing or by nominations made by members attending an A G M.

15. SUBCOMMITTEES

- 15a. The Executive may appoint a subcommittee which may include members other than members of the Executive, for any project.
- 15b. The powers and functions of a subcommittee shall be as prescribed by the Executive.

16. MEMBERS ANNUAL SUBSCRIPTION

- 16a. The Financial year for membership of the Association shall be from the first day of January to the end of December each year.
- 16b. Annual subscription rates shall be set at the A G M and shall be effective from the first day of January in the following year.
- 16c. Subscriptions are due and payable on or before the first day of January each year.
- 16d. Subscriptions are not refundable.

17. FINANCIAL YEAR for TAXATION PURPOSES

The financial year of the Association for taxation purposes shall be as required by the Australian Taxation Office, namely from the first day of July until the last day of June the following year.

18. EXPULSION of MEMBERS

- 18a. The Executive may expel a member from the Association if in its opinion, and following discussions with that member the member has been guilty of conduct detrimental to the interests of the Association.
- 18b. The member shall be notified by mail of his/her expulsion and the reason for it, the expulsion date to be effective 14 days after the dispatch of the mail.
- 18c. The member under notice of expulsion has the right of appeal to the Executive. To exercise this right the member must notify the President in writing within seven days and indicate the grounds for appeal in that letter.
- 18d. Subsequent to receiving the written appeal the Executive shall decide what action shall follow and notify the appellant in writing of its decision.

19. VACATION of OFFICE

Except for the normal annual expiry of office, the office of an Executive member is declared vacant if the Officer: dies; or becomes bankrupt; or becomes of unsound mind; or resigns the office (in writing addressed to the Secretary); or ceases to be a resident of the State; or fails to attend three consecutive meetings of the Executive without leave being granted by the Executive; or ceases to be a financial member of the Association for a period of one month

20. The ASSOCIATION'S OFFICE and ADDRESS

- 20a. The Association does not have a registered office, meetings are to be held at the places and times the President shall direct.
- 20b. The Association shall rent a Post Office Box at a location decided by the Executive and use it as the official address of the Association.

21. AMENDMENT of CONSTITUTION

An amendment of the Constitution requires the approval of a majority of members at an Annual General Meeting.

This Constitution with amendments has been approved at the Annual General Meeting held on 20/03/2007 and shall operate and replace all previous Constitutions of the Association

President

Secretary

(Reprinted 17/04/2007 to include amendments)