

Tasmanian Association of State Superannuants Inc. (TASS)

CONSTITUTION

(Revised 2013)

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TASMANIAN ASSOCIATION OF STATE SUPERANNUANTS Inc. (TASS)

CONSTITUTION

(Revised 2013)

1. NAME OF THE ASSOCIATION

The name of the Association shall be the Tasmanian Association of State Superannuants, hereinafter called the Association.

2. ASSOCIATION ADDRESS

2a. Meetings of the Association are to be held at the places and times the President shall direct.

2b. 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.

3. OBJECTS AND PURPOSES

The basic object of the Association shall be to monitor and improve the retirement benefits of present and future state superannuants who receive, or will receive a superannuation pension from the defined benefits contributory scheme administered by the Retirement Benefits Fund Board of Tasmania.

Other objects and purposes shall be as follows:

3a. To promote actively services and improved living standards for RBF pensioners.

3b. To determine, and where practicable, support the reasonable concerns of members.

3c. To develop and implement policies that will attain the objects of the Association.

3d. To purchase, lease and hire or otherwise acquire any property necessary or convenient for any of the objects or purposes of the Association.

3e. To purchase, sell or supply any goods, or to accept any gift for any of the objects or purposes of the Association.

3f. To publish and distribute to members regular newsletters and other material that will promote the interests of the Association and contribute to the wellbeing of members, and to maintain the website www.tass.org.au.

3g. To support, where deemed appropriate, other organisations which can assist in achieving the objects and purposes of the Association.

3h. To undertake any lawful act incidental to the attainment of the objects and purposes of the Association.

4. MEMBERSHIP of the ASSOCIATION

The following persons shall be eligible for membership of the Association.

4a. A person who is receiving or will be eligible to receive a superannuation pension from the contributory defined benefit scheme administered by the Retirement Benefits Fund Board of Tasmania.

4b. The partner of a person eligible for membership.

4c. The partner of a member who has died.

Honorary Life Membership may be granted to members who, in the opinion of the Executive, made an outstanding contribution to the Association. Approval for granting Life Membership can only be given at an Annual General Meeting of the Association on the vote of a majority of members present.

The Public Officer (Ref. 10c) shall be responsible for keeping a current register of financial members of the Association.

5. ASSETS and INCOME of the ASSOCIATION

5a. The income of the Association is by way of annual subscriptions, donations, and interest from accounts and investments.

5b. The assets and income of the Association are to be applied solely towards the promotion of the objects and purposes of the Association.

6. ACCOUNTS of RECEIPTS and EXPENDITURE

6a. The Treasurer, on behalf of the Association, is to receive all monies paid to the Association, immediately issue receipts for them and deposit these monies as soon as possible in Association accounts approved by the Executive.

6b. The Association may pay a servant or member remuneration in return for out-of-pocket expenses or services conducive to the objects and purposes of the Association.

6c. 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 the Auditor and the Executive. 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.

6d. Signatories on cheques drawn on the Association's accounts shall be the Treasurer, the President, the Secretary and the Public Officer. At least one of these officers is required to sign any cheque issued.

6e. After the end of each Association financial year the Treasurer shall present at the following Annual General Meeting an audited report of the Association's financial position.

6f. Electronic banking arrangements, as specified and approved by the Executive from time to time, can be utilised by the Treasurer and any other nominated member of the Executive.

7. APPOINTMENT of AUDITOR and LEGAL ADVISOR

7a. An Auditor and a Legal Advisor for the ensuing year shall be appointed at the Annual General Meeting.

7b. The Auditor is to examine the accounts of the Association at least once each financial year and submit a report to the Annual General Meeting certifying the correctness or otherwise of the accounts of the Association.

7c. The Auditor shall include in the report 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.

8. ANNUAL GENERAL MEETING

8a. The Association is to hold an Annual General Meeting (AGM) each year on a date to be decided by the Executive, but within three months of the close of the financial year (Ref.10c) of the Association. Members shall be notified through the Association's newsletter *Super-News* and Tasmania's three major newspapers.

8b. The quorum for an AGM shall be twelve financial members of the Association.

8c. The ordinary business of an AGM shall be to confirm the minutes of the preceding AGM; to receive from the President and the Auditor reports on the transactions of the Association during the preceding financial year of the Association; to elect the officers of the Association – President, Vice-President, Treasurer, Secretary, Newsletter Editor, Membership Officer and six Executive members; and to appoint an Auditor and a Legal Advisor.

8d. The office of President may not be held by the same person for more than four consecutive years. A person who holds the office of President for four consecutive years may not nominate for that office again until a period of two years has elapsed.

8e. A nomination for election as an officer of the Association is to be made in writing, signed by two members of the Association, accompanied by the written consent of the candidate, and delivered to the Public Officer of the Association before the AGM. Nominations, made and seconded by two members, may also be accepted at the AGM.

8f. For all matters at the AGM voting shall be by show of hands and a simple majority will determine the outcome of a motion. In the case of equal voting on a motion the President has a casting vote.

9. GENERAL MEETINGS and SPECIAL GENERAL MEETINGS

Special General Meetings shall be called in the following circumstances or for the following purposes.

9a. Dissolution of the Association.

If it is decided at the meeting to dissolve the Association the assets remaining after the satisfaction of all debts and liabilities shall be transferred to any Association or Associations with similar purposes. Should the meeting be unable to decide on an appropriate recipient or recipients, the Premier of Tasmania shall be asked to nominate a charity supporting the living and social needs of retired people to which the assets will be transferred.

9b. Dealing with any special matters normally dealt with at an Annual General Meeting.

9c. Whenever requested in writing to the Public Officer by twenty members of the Association.

9d. Whenever resolved by the Executive.

For Special General Meetings members shall be notified by an advertisement in Tasmania's three major newspapers by the Public Officer. The quorum for a Special General Meeting shall be seven members, and voting shall be as per that for the AGM (Ref.8f).

9e. General Meetings may be called at any time by the Executive. Members shall be notified of a General Meeting by a notice in "*Super-News*". The quorum for a General Meeting shall be seven members, and voting shall be as per that for the Annual General Meeting (Ref.8f).

10. MANAGEMENT of the ASSOCIATION by the EXECUTIVE

10a. The Executive shall consist of the officers of the Association elected at the Annual General Meeting under Clause 8c, one of whom shall be elected as Public Officer by the Executive under the terms of the Associations Incorporation Act 1964.

10b. The Executive may exercise all the powers and perform all the functions of the Association that are required by this Constitution, other than those that are required to be exercised by a General Meeting, and has the power to do anything it considers essential or appropriate for the proper management of the business and affairs of the Association.

10c. The Executive shall meet at least six times a year.

10d. The Executive may make an appointment effective until the next Annual General Meeting to fill any vacancy.

10e. The Executive may co-opt a member or members to assist with a special project.

10f. Members shall be notified through *Super-News* of the dates and venues of Executive meetings.

10g. Any member may attend any Executive meeting as an observer.

10h. The quorum for an Executive meeting shall be five members of the Executive, including two of the President, Vice President, Secretary and Treasurer.

11. SUB-COMMITTEES

11a. The Executive may appoint subcommittees, which may include persons other than members of the Executive for any task or project.

11b. The powers and functions of subcommittees shall be as prescribed by the Executive.

12. MEMBERS ANNUAL SUBSCRIPTION

12a. The Financial Year for membership of the Association shall be from the first day of January to the last day of December each year.

12b. Annual subscription rates shall be set at the Annual General Meeting and shall be effective from the beginning of the next Association financial year.

12c. Subscriptions are due and payable on or before the first day of the Association financial year.

12d. The names of members who have not paid their subscriptions by the end of March may be removed from membership of the Association.

12e. Subscriptions are not refundable.

13. EXPULSION of MEMBERS

13a. 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.

13b. The member shall be notified by mail of his/her expulsion and the reason for it. The expulsion will be effective fourteen days after the dispatch of the mail.

13c. The member under notice of expulsion has the right of appeal to the Executive. To exercise this right the member must notify the Public Officer in writing within seven days of receipt of the notification and indicate the grounds for appeal in that letter.

13d. Subsequent to receiving the appeal the Executive shall decide what action shall follow. It shall notify the appellant in writing of its decision within seven days after the date of the regularly scheduled Executive meeting or a special Executive meeting to be held no later than six weeks after receipt of the appeal by the Public Officer.

14. VACATION of OFFICE

Except for the normal expiry of office, the office of an Executive member is declared vacant if the officer dies; becomes bankrupt; becomes of unsound mind; resigns the office (in writing to the Secretary); ceases to be a resident of Tasmania; 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 three months.

15. AMENDMENT of CONSTITUTION

An amendment of this Constitution must be consistent with the Associations Incorporation Act 1964 and requires the approval of a majority of members at an Annual General Meeting.