

# The Junction Community Centre Incorporated

ABN: 86 295 472 012  
2A May Terrace, Ottoway SA 5013



# Constitution

**Contents**

1. Name ..... 1

2. Objects ..... 1

3. Powers of the Association ..... 1

4. Membership ..... 1

5. Management ..... 2

6. General Meetings ..... 3

7. Voting ..... 4

8. Chairperson ..... 4

9. Deputy Chairperson ..... 4

10. Treasurer ..... 4

11. Secretary ..... 4

12. Amendment of Constitution and Rules ..... 5

13. Finances and Property ..... 5

14. Dissolution of the Association ..... 5

Attachment A ..... **Error! Bookmark not defined.**

## 1. Name

The name of the Association shall be 'The Junction Community Centre Incorporated' and herein after called 'the Association'.

## 2. Objects

The objects of the Association shall be:

- a) to provide counselling and encouragement and to assist people to access emergency support
- b) to assist and provide support for individuals and families on low income particularly those who are suffering because of misfortune, sickness or unemployment
- c) to provide and facilitate active recreation and community education programs which increases opportunities for self development for minority groups, the elderly, the young, the unemployed and those who are socially isolated or disadvantaged.
- d) to provide a facility where the residents of Ottoway, Rosewater, Pennington and neighbouring areas can access programs for self development, mutual assistance.
- e) to promote a sense of community pride by encouraging local people to respond to community needs

## 3. Powers of the Association

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

## 4. Membership

- a) Members shall be persons who have agreed to accept the above objects and who:
  - i) have been nominated for membership by an association member and who
  - ii) have been accepted as members by a majority vote of the Management Committee
  - iii) have been included in the Register of members
- b) Members may attend Management Committee Meetings as guests where they may participate fully in discussions, but will not have the right to vote.
- c) Membership shall cease on:
  - i) resignation in writing delivered to the premises of the Association

- ii) on the decision taken by the Management Committee or a General meeting by not less than two-thirds majority vote.

## 5. Management

- a) Management shall be vested in the Committee of not less than six members nor more than twelve members comprising:
  - i) minimum of four persons and maximum of six persons who shall be elected at the Annual General Meeting from the nominations received from groups using the Association facilities. No more than one nomination shall be accepted from any group.
  - ii) up to four other persons elected from the membership of the Association at the Annual General Meeting
  - iii) one person appointed by the Uniting Church in Australia
  - iv) one person invited from the Council of the City of Port Adelaide-Enfield
- b) Each elected Committee of Management member is to hold tenure for a period of two years with half of the members elected on alternate years.
- c) The office bearers shall be the Chairperson, Vice-Chairperson, Secretary and Treasurer, who shall be elected by the Committee from its members at a meeting held within 2 weeks following the Annual General Meeting. These positions shall be for a period of not less than one year and not more than three years.
- d) In the event of an extraordinary vacancy occurring, the Committee shall have the power to co-opt a member to that position for the unexpired remainder of the term.
- e) The quorum shall be one-half the number of Committee members including one office bearer.
- f) Notice of meetings shall be given at the previous Committee meeting or by 7 days written notice distributed to all Committee members.
- g) The Chairperson or two members of the Committee shall have the power to call a meeting of the Committee.
- h) An office bearer or member of the Committee shall cease to hold such position upon:
  - i) resignation in writing
  - ii) absence for 3 successive Committee meetings without explanation acceptable to the Committee
  - iii) death

- i) The Committee may function validly notwithstanding any vacancies so long as its number is not reduced below the quorum.
- j) The Committee shall meet as often as may be required to conduct the business of the Centre and not less than 6 times in each calendar year.
- k) The Committee may appoint sub-committees of members for specific purposes who shall meet as they see fit or as directed by the Committee and who shall report to the Committee.
- l) The Committee may appoint an executive of the Office Bearers who shall meet to carry out the day-to-day business delegated by the Committee and who shall report to the Committee.
- m) Persons appointed to the staff of the Association shall be ineligible to stand as Management Committee Members.

## 6. General Meetings

- a) An Annual General Meeting of the Centre of which 14 days written notice has been given, shall be held within five months of the end of the Centre's Financial Year.
- b) Specific General Meetings of the Centre shall be held on such occasions as the Committee shall deem necessary.
- c) Members shall each be entitled to one vote at any General Meeting at which they are present.
- d) A quorum at any General Meeting shall be 10 members, 5 of whom shall be non Committee Members.
- e) If at any General Meeting there is no quorum within 30 minutes of the time allowed for the meeting, then a majority of the members present may decide to adjourn the meeting for a period not exceeding 14 days. The quorum for such an adjourned meeting shall be reduced to 5 failing which the meeting will lapse altogether.
- f) The business of the Annual General Meeting shall be:
  - i) To confirm the minutes of the preceding Annual General Meeting.
  - ii) To receive the Chairperson's report for the previous year.
  - iii) To elect or re-elect the Committee Members who must consent in person or in writing.
  - iv) To receive the Treasurer's report.
  - v) To conduct any other business placed on the agenda before the commencement of the meeting.

## 7. Voting

- a) Voting shall be a show of hands except that:
  - i) any contested election at an Annual General Meeting or otherwise shall be by secret ballot.
  - ii) the meeting may by show of hands require any other vote to be by secret ballot,
- b) Resource persons with special interests or knowledge relevant to the Centre may be invited to attend any meeting and to speak at the discretion of the Chairperson but such persons may not vote.

## 8. Chairperson

- a) The Chairperson at any meeting shall have a personal deliberative vote and shall in addition have a casting vote if votes are equal.
- b) The Chairperson shall chair Committee and General Meetings except that in the absence of the Chairperson or at the request of the Chairperson or of a majority of the meeting, another member may be elected as Chairperson of the meeting.
- c) The Chairperson together with the secretary shall prepare the agenda for the Committee and General Meetings.

## 9. Deputy Chairperson

- a) The Deputy Chairperson shall act in the role and assume all duties of the Chairperson during any periods of their absence.

## 10. Treasurer

- a) The Treasurer shall cause monies received to be paid into an account authorised by the Committee in the name of the Centre. Payments shall be as petty cash or by cheque signed by 2 authorised signatories of whom there shall be no more than 5 appointed by the Committee. Major or unusual expenditures shall be authorised in advance by the Committee or a General Meeting.
- b) The Treasurer shall cause records to be kept of all receipts and payments and other financial transactions, which records shall be available for inspection by any member.
- c) The Treasurer shall cause to be prepared financial statements and shall submit a report on the finances to each Committee meeting.
- d) The Treasurer shall present audited accounts to the Annual General Meeting.

## 11. Secretary

- a) The Secretary shall call meetings in accordance with the provisions of this constitution.

- b) The Secretary shall cause records to be kept of the Centre including the constitution and policies, records of members, a register of minutes of the meetings and of notices, a file of correspondence, and records of submission or reports made by or on behalf of the Centre.
- c) In the absence of the Secretary another member shall be elected as minutes secretary.

## 12. Amendment of Constitution and Rules

- a) This constitution may be repealed, altered or amended by resolution of two-thirds of members present and voting at any General Meeting of which not less than 7 days written notice of proposed new rule or repeal, alteration amendment has been distributed to all members.
- b) A General Meeting may make, repeal, or amend Rules for the proper administration of meetings or business provided that not less than 7 days written notice including notice of the proposed new rule or repeal, alteration or amendment has been distributed to all members.

## 13. Finances and Property

- a) Persons who by authority accept or incur any pecuniary liability on behalf of the Centre shall be held indemnified against any personal loss in respect of such liability.
- b) The income property and funds of the Centre shall be used and applied solely towards the promotion of the objects and shall not be paid or transferred to the members or relative of members provided that:
  - i) nothing herein contained shall prevent any payment in good faith to any person in return for services actually rendered or to any person in furtherance of the objects of the Centre without undue preference
  - ii) an employee of the Centre shall, notwithstanding that employment, be entitled to be a member of the Association.

## 14. Dissolution of the Association

- a) Any decision to dissolve the Association shall be taken by a Special Resolution at a duly convened General Meeting of the members of the Association.
- b) The Association shall not be dissolved except by approval of not less than three-quarters of the membership at a meeting called for that purpose of which not less than 21 days written notice specifying the intention to propose the resolution as a Special Resolution has been given to all member of the Association.
- c) On dissolution all property whether real or personal remaining after the payment of all debts and legal liabilities shall be transferred to the Uniting Church in Australia for purposes consistent with the objects of this Constitution.

First adopted: July 1986

Amended: 2 August 1989

Amended: 21 May 2007

Amended: 2 May 2008

Amended: 20 March 2013

Amended: 26 October 2022 (Version 6)