

Associations Incorporation Act 1985

Rules of the Music Broadcasting Society of South Australia Inc

As adopted at a Special General Meeting held on 7th August 2006 and amended at the 2007 Annual General Meeting.

1 NAME

The name of the Incorporated Association is the **Music Broadcasting Society of South Australia Incorporated**.

2 DEFINITIONS

In these Rules unless the context requires otherwise –

‘**Annual General Meeting**’ means the Annual General Meeting of the Association as described in Rule 15;

‘**Association**’ means the Music Broadcasting Society of South Australia Incorporated;

‘**Casual Vacancy**’ means a position on the Committee that is declared vacant pursuant to Rule 9 (15) and includes such a position at the next Annual General Meeting if relevant;

‘**Committee**’ means the Committee of Management of the Association;

‘**Committee Member**’ means a member of the Committee;

‘**CBAA**’ means the Community Broadcasting Association of Australia Limited (ACN 003 108 030);

‘**Financial Year**’ means the financial year of the Association as defined in Rule 11;

‘**Honorary Life Member**’ means an Honorary Life Member of the Association as set out in Rule 5;

‘**Life Member**’ means a Life Member of the Association as set out in Rule 5;

‘**Life Membership Fee**’ means the Life Membership Fee determined by the Committee in accordance with Rule 6;

‘**Meeting**’ means an Annual General Meeting or Special General Meeting of Members of the Association convened in accordance with these Rules;

‘**Member**’ means an Ordinary Member, a Life Member or an Honorary Life Member of the Association;

‘**Ordinary Member**’ means an Ordinary Member of the Association as set out in Rule 5;

‘**Ordinary Membership Fee**’ means the Ordinary Membership Fee determined by the Committee in accordance with Rule 6;

‘**Rules**’ means these Rules and ‘**Rule**’ means one of these Rules;

‘**Special Resolution**’ means a resolution at a Meeting dealing with changes to all or any of the Rules, or with the distribution of the assets of the Association, or with any other matter where the Act requires a Special Resolution and to be adopted shall require seventy five per cent of Members present at a Meeting in favour;

‘**Term of Office**’ and ‘**Term**’ mean two successive Years;

‘**the Act**’ means the Associations Incorporation Act, 1985;

‘**Year**’ means the period between two successive Annual General Meetings.

3 OBJECTS AND PURPOSES

- (1) To encourage the appreciation of classical music, jazz and other fine arts in South Australia through the establishment and operation of a community broadcasting station.
- (2) To raise funds to support the operation of such station.
- (3) To purchase, lease or rent property, equipment and materials necessary to operate the said station.
- (4) To maintain an appropriate community broadcasting licence from the relevant Australian Government authority.
- (5) To support and nurture the performance and broadcast of classical music, jazz and other fine arts in South Australia.
- (6) To subscribe to the Objects of Community Broadcasting (as set by the Community Broadcasting Association) and the Codes of Practice for community broadcasting.

4 POWERS

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

5 MEMBERSHIP:

- (1) Membership shall consist of the following categories: Ordinary Member, Life Member, and Honorary Life Member. Except as provided by these rules, the rights and responsibilities of membership shall be the same for all categories of membership.
- (2) Ordinary Membership shall be available to natural persons and to bodies corporate. Life Membership and Honorary Life Membership shall only be available to natural persons.
- (3) Ordinary Members and Life Members may:
 - (a) pay the Ordinary Membership Fee or Life Membership Fee as the case may be;
 - (b) in addition choose to make a donation to the Association when paying their Membership Fee in recognition of which their Membership may be given such distinguishing titles as the Committee may determine pursuant to Rule 6.
- (4) Application for Ordinary Membership or Life Membership shall be made in writing, signed by the applicant or in the case of a body corporate, by a relevant authorized officer, and shall be in such form as the Committee shall prescribe from time to time. Upon the receipt of the application, acceptance by the Committee and payment of the first annual subscription (in the case of Ordinary Membership) or the Life Membership Fee (in the case of Life Membership) the applicant shall be a member of the Association.
- (5) Where a Member is a body corporate it shall appoint a person (who need not be a member of the Association) to act on its behalf in respect of its Membership and may vary such appointment as it sees fit. Evidence of such appointment shall be under its seal or in such other form acceptable to the Committee.
- (6) A natural person who is an Ordinary Member may become a Life Member at any time by payment of the Life Membership Fee.
- (7) In recognition of exceptional service to the Association over a considerable period, an Annual General Meeting, upon receiving a recommendation from the Committee, may make a Member who is a natural person an Honorary Life Member of the Association.
- (8) A Register of Members shall be kept and contain:
 - 1) name and address of each Member
 - 2) each Member's category of membership, including any distinguishing title determined by the Committee pursuant to Rule 6
 - 3) the date on which each Member was admitted to the Association; and
 - 4) the date of and, if known, reason(s) for termination of membership
- (9) Membership shall confer the following benefits:
 - 1) The right to attend and vote at Meetings and in elections for the Committee
 - 2) The right to receive a Members' Newsletter or other like printed material as published by the Association from time to time.
 - 3) Except where the Member is a body corporate, the right to apply to be a Volunteer for the Association.

6 SUBSCRIPTIONS

- (1) The Ordinary Membership Fee and the Life Membership Fee (inclusive of GST) shall be as determined from time to time by the Committee provided that the Life Membership Fee shall be not less than 10 times the Ordinary Membership Fee.
- (2) In addition to determining the Ordinary Membership Fee and Life Membership Fee, the Committee may determine a scheme of distinguishing titles for recognising the contributions of those Members who make donations to the Association when paying their Membership Fees. Further, for the purpose of determining Ordinary Membership Fees, the Committee may establish categories of Ordinary Member and determine separate Ordinary Membership Fees for each such category.
- (3) The Ordinary Membership Fee shall be due from and payable by Ordinary Members annually.
- (4) The Life Membership Fee shall be due from and payable by Life Members once only.
- (5) Honorary Life Members shall not be required to pay membership fees.

- (6) Any Ordinary Member whose subscription is outstanding for more than three months after the due date for payment shall cease to be a member of the Association, provided always that the Committee may reinstate such a person's membership on such terms as it thinks fit.

7 RESIGNATION

A Member may resign from membership of the Association by giving written notice thereof to the Secretary or Public Officer of the Association. Any Member so resigning shall be liable for any outstanding subscriptions, which may be recovered as a debt due to the Association.

8 EXPULSION OF A MEMBER

- (1) Subject to giving a Member an opportunity to be heard or to make a written submission, the Committee may only resolve to expel a Member upon a charge of misconduct detrimental to the interests of the Association.
- (2) Particulars of the charge shall be communicated in writing to the Member at least one month before the meeting of the Committee at which the matter will be determined.
- (3) The determination of the Committee and the grounds on which it is based shall be communicated in writing to the Member, and in the event of an adverse determination the Member shall subject to Sub-Rule (4) cease to be a Member one week after the Committee has communicated its determination to him/her.
- (4) It shall be open to a Member to appeal to the Association in general meeting against the expulsion. The intention to appeal shall be communicated to the Secretary or Public Officer of the Association within one week after the determination of the Committee has been communicated to a Member.
- (5) In the event of an appeal under Sub-Rule (4) the appellant's membership of the Association shall not be terminated unless the determination of the Committee to expel the Member is upheld by the members of the Association in general meeting after the appellant has been heard, and in such event membership will be terminated at the date of the general meeting at which the determination of the Committee is upheld.

9 THE COMMITTEE OF MANAGEMENT

- (1) The affairs of the Association shall be managed and controlled exclusively by a Committee of Management.

Powers of the Committee

- (2) In addition to any powers and authorities conferred by these Rules, the Committee may exercise all such powers and do all such things as are within the Objects of the Association, and are not by the Act or by these Rules required to be done by the Association in general meeting.
- (3) Without limiting the generality of Sub-Rule (2), the Committee:
 - (1) shall appoint a Public Officer as required by the Act;
 - (2) shall, each year, appoint a Returning Officer, who shall then not be eligible to be a candidate in such elections, to conduct the annual elections for the Committee
 - (3) shall have the power to appoint such officers (whether in a voluntary or employed capacity) as are required to carry out the Objects of the Association and may delegate any of its powers to such officers;
 - (4) shall decide the conditions of volunteering and may vary them from time to time;
 - (5) may consult with Volunteers on the operation of the Association in whatever way it sees fit;
 - (6) may determine appropriate means of recognising the contributions of Volunteers individually and collectively to the operation of the Association;
 - (7) has the power to make standing orders that will operate at all meetings.

Constitution of the Committee

- (4) The Committee shall comprise eight members, namely a President, Vice-President, Secretary and Treasurer and four Ordinary Committee Members all of whom shall be members of the Association.

Term of Office of Committee Members

- (5) At the Annual General Meeting held in even numbered years, the positions of Vice-President, Secretary and of the two Ordinary Committee Members whose last election was earliest shall be declared vacant and replacements elected to serve for a Term of two Years.
- (6) At the Annual General Meeting held in odd numbered years, the positions of President, Treasurer and of the two Ordinary Committee Members whose last election was earliest shall be declared vacant and replacements elected to serve for a Term of two Years.

- (7) Subject to Sub-Rule (8) a Committee Member whose position is declared vacant at an Annual General Meeting is eligible to stand for re-election to either the same or another position.
- (8) Except as provided by sub-rule (9), a Member who has served as a Committee Member in any capacity for more than five successive Years shall not be eligible to stand for election to the Committee. A Member who is disqualified from eligibility for election to the Committee by this Sub-Rule shall be eligible for election after one year.
- (9) If at an Annual General Meeting there are insufficient nominations to fill all vacant positions on the Committee, the meeting may, at its sole discretion, decide to allow a Member who, by virtue of Sub-Rule (8), would not be eligible for election to the Committee to be so elected for one further Term. Nothing in this Sub-Rule should be construed to imply that any Member may serve on the Committee (in whatever capacity) for more than four consecutive Terms.

Election of Committee Members

- (10) Nominations for election to the Committee shall be on the form prescribed by the Committee, shall be signed by two Members (other than the Member standing for election), and shall specify the position for which the Member is standing. The Member standing for election may also include a brief statement, not exceeding 100 words, in support of their candidacy.
- (11) A Member may only nominate for one position namely President, Vice-President, Secretary, Treasurer (as relevant) or Ordinary Committee Member.
- (12) The Returning Officer shall call for nominations by written notice to all Members given not less than 28 days before the date on which nominations will close.
- (13) Except in cases where there are Casual Vacancies in the position of Ordinary Committee Member (in which case Sub-Rule (18) applies), if, at the close of nominations, there are no more nominations than required to fill any relevant vacancy or vacancies (including any Casual Vacancy or Vacancies), the Returning Officer shall report accordingly in notices convening the Annual General Meeting and the Member presiding at that meeting shall declare such persons duly elected to the positions for which they have nominated. If, at the close of nominations, there are insufficient nominations to fill any relevant vacancy or vacancies (including any Casual Vacancy or Vacancies), the Returning Officer shall report accordingly in notices convening the Annual General Meeting and those present at the Annual General Meeting shall elect eligible members to fill those vacancies. If, after the Annual General Meeting there are still vacancies then such vacancies shall be treated by the Committee as Casual Vacancies as if they had arisen by virtue of Sub-Rule (15).
- (14) If, at the close of nominations, there are more nominations than are required to fill any relevant vacancy or vacancies (including any Casual Vacancy or Vacancies) then a postal ballot shall be conducted to fill those vacancies subject to the following:
 - (1) ballots shall be conducted by the Returning Officer;
 - (2) any candidate shall be entitled to appoint another Member as a scrutineer who shall be entitled to be present to observe the counting of votes;
 - (3) the ballot shall be completed so that the results can be announced at the Annual General Meeting and the successful candidates formally appointed to the Committee;
 - (4) ballot papers shall be provided by ordinary mail to all Members at least 14 days before the closing date for voting;
 - (5) any statements provided by candidates pursuant to sub-rule (10) shall be included with the ballot papers;
 - (6) for each position, Members shall rank all or as many as they wish of the candidates for that position according to their preference;
 - (7) votes shall be opened on a date specified after the closing date for voting in the presence of any scrutineers appointed by candidates and, for each position, shall be counted as follows in the presence of scrutineers:
 - (a) all first preference votes shall be counted;
 - (b) the candidate with the least number of votes shall be eliminated and his or her votes allocated to other candidates according to the next preference indicated or, if that next preferred candidate is no longer in the election, the next preferred candidate and so on;
 - (c) step (b) shall be repeated until the number of candidates remaining in the election is equal to the number of positions;

- (d) if at any time in step (b) there are two or more candidates with the least number of votes the Returning Officer shall draw lots to determine which candidate shall be eliminated.

Casual Vacancies

- (15) The office of a Committee Member shall become vacant if a Committee Member
 - (1) dies;
 - (2) resigns in writing to the Secretary or, in the case of the Secretary, to the President;
 - (3) is disqualified by the Act;
 - (4) is expelled under these Rules;
 - (5) is permanently incapacitated by ill health;
 - (6) is absent without apology or leave of absence from more than three consecutive Committee meetings, or more than three Committee meetings in a Financial Year
- (16) Where a Casual Vacancy occurs in a position of Committee Member by virtue of the operation of Sub-Rule (15), the Committee may appoint any Member, except a Member who has been disqualified by virtue of Sub-Rule (8), to serve in that capacity until the Annual General Meeting next occurring.
- (17) Where, in accordance with Sub-Rule (16), a Casual Vacancy is being filled at an Annual General Meeting in a position that would not ordinarily have been vacant due to the operation of either Sub-Rule (5) or Sub-Rule (6), then the Member elected to that position shall hold office in that position for a Term of one Year only.
- (18) Where one or more Casual Vacancies in a position of Ordinary Committee Member are being filled during an election the following process shall be adopted for determining which candidates will fill those Casual Vacancies and which will fill ordinary vacancies:
 - (1) Where the number of candidates does not exceed the total number of vacancies for Ordinary Committee Member:
 - (i) If the number of candidates is two or less then those candidates will be elected to fill ordinary vacancies;
 - (ii) If there are more than two candidates then the Returning Officer shall conduct an election in accordance with Sub-Rule (14) and the Members elected to fill the Casual Vacancies shall be those candidates who, at the end of counting in accordance with Sub-Rule (14)(7) have the least number of votes, provided that if there is a need to discriminate between candidates with equal numbers of votes for the purpose of this paragraph the Returning Officer shall do so by drawing lots
 - (2) Where the number of candidates exceeds the total number of vacancies for Ordinary Committee Member the Members elected to fill the Casual Vacancies shall be those candidates who, at the end of counting in accordance with Sub-Rule (14)(7) have the least number of votes, provided that if there is a need to discriminate between candidates with equal numbers of votes for the purpose of this paragraph the Returning Officer shall do so by drawing lots.

10 PROCEEDINGS OF COMMITTEE

- (1) The Committee shall meet together for the dispatch of business at least monthly.
- (2) Motions proposed at any meeting shall be decided by a majority of votes of those present, and in the event of equality of votes the motion shall be resolved as not carried.
- (3) A quorum for a meeting of the Committee shall be four Committee Members present.
- (4) A Committee Member having a pecuniary or other interest in any matter under consideration by the Committee must disclose that interest to the Committee, and shall absent himself or herself from that part of any Committee meeting where that matter is discussed:
 - (1) if required by the Act; and
 - (2) in other cases, unless the Committee otherwise decides.

11 FINANCIAL YEAR

The Financial Year of the Association shall end on 30th June each year.

12 BORROWING POWERS

- (1) The Association may borrow money from banks or other financial institutions upon such terms and conditions as the Committee sees fit, and may secure the repayment thereof by charging the property of the Association.

- (2) Subject to section 53 of the Act the Association may invite and accept deposits of money from any person on such terms and conditions as may be determined by the Committee from time to time.

13 RULES

- (1) Once registered as required by the Act these Rules and any amendments thereto shall bind the Association and every Member to the same extent as if they had respectively signed and sealed them, and agreed to be bound by all the provisions thereof.
- (2) These Rules may be altered (including an alteration to the name of the Association) or rescinded and replaced by substituted rules through the adoption of a Special Resolution at any Meeting.

14 THE SEAL

- (1) The Association shall have a common seal upon which its corporate name shall appear in legible characters.
- (2) The seal shall not be used without the express authorisation of the Committee, and every use of the seal shall be recorded in the minute book of the Association. The affixing of the seal shall be witnessed by the President or their nominee.
- (3) The seal shall be kept in the custody of the Secretary or such other person as the Committee may from time to time decide.

15 MEETINGS

- (1) The Annual General Meeting of the Association shall be held no more than five months after the end of each Financial Year.
- (2) The purposes of the Annual General Meeting shall be:
 - (1) to consider a report from the Committee on the operations of the Association during the Financial Year just ended;
 - (2) to consider the audited financial statements of the Association for the Financial Year just ended;
 - (3) to ratify the election of Members to fill positions on the Committee becoming vacant in accordance with these Rules;
 - (4) to appoint auditors as specified by the Act;
 - (5) to deal with other business of which proper notice has been given in the notice calling the Annual General Meeting.
- (3) A Special General Meeting of the Association may be called by the Committee at any time and shall be called within 28 days of a written requisition setting out the purposes of the meeting and signed by at least 40 Members or 10 per cent of the total number of Members (whichever is the lesser).
- (4) Where the Committee fails to convene a Special General Meeting in response to a requisition as required by Sub-Rule (3):
 - (1) those signing the requisition, or any subset thereof, may convene the meeting in accordance with this Rule and at the expense of the Association;
 - (2) for this purpose the Committee shall make available the names and addresses of all Members.
- (5) At least twenty-eight days' notice, and in the case of a Special General Meeting requisitioned by Members not more than 42 days' notice, of any Meeting shall be given to Members. The notice shall set out the time and place of the Meeting and the nature and order of the business to be transacted.
- (6) Except as provided by Sub-Rule (7) any notice required to be given to Members pursuant to this Rule shall be by ordinary post to the address appearing in the Register of Members and shall be deemed to have been received on the second business day after the date of posting.
- (7) If offered by the Committee, a Member may elect to receive notices of meetings by electronic mail. Notices sent by electronic mail shall be deemed to have been received on the next business day following transmission.
- (8) All Members are entitled to attend meetings. Non-members may only attend when permitted by the Meeting.

16 PROCEEDINGS AT MEETINGS

- (1) Fifteen Members present shall constitute a quorum at any Meeting and no business shall be transacted unless a quorum is present.

- (2) If within thirty minutes after the time appointed for the Meeting a quorum is not present, a meeting convened upon requisition of Members (pursuant to Sub-Rules 16(3) or 16(4)) shall lapse. In any other case, the Meeting shall stand adjourned to the same day in the next week, at the same time and place and if at such adjourned meeting a quorum is not present within 30 minutes of the time appointed for the Meeting the Members present shall form a quorum.
- (3) The President or if the President is not present or declines to take or retires from the chair, then the Vice-President or if the Vice-President is not present or declines to take or retires from the Chair, a Member chosen by Meeting shall preside at every Meeting.
- (4) The Member presiding at a Meeting at which a quorum is present may with the consent of the Meeting, and shall if so directed by the meeting, adjourn from time to time and from place to place, but no business shall be transacted at any adjourned Meeting other than the business left unfinished at the Meeting from which the adjournment took place.
- (5) When a Meeting is adjourned for 30 days or more, notice of the adjourned Meeting shall be given as if that meeting were an original Meeting of Members.
- (6) A majority of Members present, or in the case of a Special Resolution, seventy five per cent of Members present, in favour of a resolution shall be required for the resolution to be adopted.
- (7) A resolution put to a vote shall be decided on a show of hands, and a declaration by the Member presiding at the Meeting that a resolution has been carried or lost, shall, unless a poll is demanded, be conclusive evidence of the fact, without proof of the number or proportions of the votes recorded in favour of, or against, the resolution.
- (8) If a poll is demanded by the Member presiding at the Meeting or by three or more Members, it shall be taken in such manner as the Member presiding directs. The result of such poll shall be the resolution of the Meeting.
- (9) A poll demanded on the election of a Member presiding at a meeting or on any question of an adjournment, shall be taken at the Meeting and without adjournment.
- (10) Except for procedural matters, only business the nature of which has been included in the notice of the Meeting shall be transacted.

17 MINUTES

- (1) Proper minutes of all proceedings of Meetings of the Association and of meetings of the Committee, shall be entered within one month after the relevant meeting in minute books kept for the purpose.
- (2) The minutes kept pursuant to this rule shall be signed by the Member presiding at the Meeting at which the proceedings took place or by the Member presiding at the next succeeding Meeting.
- (3) Where minutes are entered and signed they shall, until the contrary is proved, be evidence that the Meeting was convened and duly held, that all proceedings held at the Meeting shall be deemed to have been duly held, and that all appointments made at a Meeting shall be deemed to be valid.

18 VOTING RIGHTS

Subject to these Rules each Member present shall be entitled to one vote.

19 ACCOUNTS

The Association shall keep such bank accounts and accounting records as are necessary to record accurately and explain correctly the financial transactions and financial position of the Association and the Committee shall cause these accounts to be audited annually.

20 PUBLIC FUND

The Association shall establish an account under the title '5MBS Public Fund' for the purpose of seeking and receiving donations from members of the public, such fund to be administered by the Committee or nominees thereof. Donations to the Public Fund may only be used to further the objects and purposes of the Association.

21 WINDING UP

The Association may be wound up in the manner provided for in the Act.

22 APPLICATION OF SURPLUS ASSETS

- (1) If after the winding up of the Association there remain 'surplus assets' as defined in the Act, such surplus assets shall not be paid to or distributed among the Members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association,

and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under the Act and these rules.

- (2) For the purposes of Sub-Rule (1) the institution or institutions to which surplus assets shall be distributed and the amounts to be distributed to each such institution or institutions shall be determined by Special Resolution at a Meeting of the Association.
- (3) If upon the winding-up or dissolution of the public fund listed on the Register of Cultural Organisations, there remains after satisfaction of all its debts and liabilities, any property or funds, the property or funds shall not be paid to or distributed among its Members, but shall be given or transferred to some other fund, authority or institution having objects similar to the objects of this public fund, and whose rules shall prohibit the distribution of its or their income among its or their members, such fund, authority or institution to be eligible for tax deductibility of donations under Subdivision 30-B, section 30-100, of the Income Assessment Act 1997 (the Act) and listed on the Register of Cultural Organisations maintained under the Act
- (4) For the purposes of Sub-Rule (3) the fund, authority or institution to which the remaining property or funds is to be transferred shall be determined by Special Resolution at a Meeting of the Association.

23 NON-PROFIT

The income and property of the Association, however derived, shall be applied solely towards the promotion of the objects and purposes of the Association and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus or otherwise, to any present or past Member of the Association. Nothing in this Rule shall prevent the reimbursement of expenses incurred with the authority of and on behalf of the Association.