



**JERRABOMBERRA RESIDENTS ASSOCIATION INCORPORATED**

**RULES AND OBJECTIVES**

**2006  
Revised**

# **JERRABOMBERRA RESIDENTS' ASSOCIATION INC.**

## **Objectives of the Association**

The objectives of the Jerrabomberra Residents' Association (Association) are:

- (a) represent the Jerrabomberra Community in community matters which pertaining the Jerrabomberra area with the:
  - 1. Queanbeyan City Council,
  - 2. Government bodies; and
  - 3. Other community organisations and corporate organisations.
- (b) inculcate a community spirit and create a sense of unity;
- (c) develop and promote interaction within the Jerrabomberra community;
- (d) develop, co-ordinate, encourage and support community and sporting clubs and facilities in the Jerrabomberra area,
- (e) endeavour to protect, maintain and enhance the natural environs of Jerrabomberra.

## **PART I PRELIMINARY**

### **Definitions**

1. (1) In these rules,
  - “Commissioner” means the Commissioner of the Office.
  - “ordinary member” means a member of the committee who is not an office-bearer of the association, as referred to in rule 14(2).
  - “secretary” means -
    - (a) the person holding office under these rules as secretary of the association, or
    - (b) if no such person holds that office – the public officer of the association.
  - “Special general meeting” means a general meeting of the association other than an annual general meeting.
  - “the Act” means the *Associations Incorporation Act 1984*.
  - “the regulation” means the *Associations Incorporation Regulation 1999*.
- (2) In these rules:
  - (a) a reference to a function includes a reference to a power, authority and duty, and
  - (b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.
- (3) The provisions of the *Interpretation Act 1987* apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

## **PART II MEMBERSHIP**

### **Membership Qualifications**

2. (1) A person is qualified to be a member of the association if, and only if the person is:
  - a) a resident of Jerrabomberra, 2619, or
  - b) has purchased a property and intends to reside in Jerrabomberra, 2619.
- (2) It is incumbent on the secretary to satisfy themselves that the eligibility criteria are met.

### **Nomination For Membership**

3. (1) An application of a person for membership of the association -
  - a) shall be made in writing in the form set out in Appendix 1 to these rules; and
  - b) shall be lodged with the secretary of the association, together with the payment of the annual membership fee.
- (2) The secretary shall, on payment of the annual membership fee by the applicant, enter the applicant's name in the register of members and, upon the name being so entered, the applicant becomes a member of the association.
- (3)
  - a) Where a member is a resident of Jerrabomberra, all other adults residing with the member are entitled to be members of the association with the payment of the family annual membership fee.
  - b) If the secretary is satisfied that a person resides with a member, the secretary shall enter that person's name in the register of members.

### **Cessation Of Membership**

4. A person ceases to be a member of the association on 30 June each year or if the person:
  - a) dies; or
  - b) resigns membership; or
  - c) is expelled from the association; or
  - d) having become a member because he or she resided in Jerrabomberra the person ceases to reside in Jerrabomberra.

### **Membership Entitlements Not Transferable**

5. A right, privilege or obligation which a person has by reason of being a member of the association -
  - a) is not capable of being transferred or transmitted to another person, and
  - b) terminates on cessation of the person's membership.

### **Resignation Of Membership**

6. (1) A member of the association may resign from membership of the association by giving notice in writing to the secretary.
- (2) If a member of the association ceases to be a member under clause (1), and in every other case where a member ceases to hold membership, the secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

### **Register Of Members**

7. (1) The public officer of the association shall establish and maintain a register of members of the association specifying the name and address of each person who is a member of the association together with the date on which the person became a member.
- (2) The register of members shall be kept at the principal place of administration of the association and shall be open for inspection, free of charge, by any member of the association at any reasonable hour.
- (3) A member of the association may obtain a copy of any part of the register on payment of a fee of \$10 for the first page and \$1 for each subsequent page copied or, if some other amount is determined by the committee, that other amount.

### **Fees, Subscriptions, etc.**

8. A member of the association shall, on admission to membership, pay to the association a fee of \$10 for family membership or \$5 for single membership or, where some other amount is determined by the committee, that other amount -
  - a) except as provided by Rule 8(b), before 1 July in each calendar year, or
  - b) where the member becomes a member on or after 1 July in any calendar year – upon becoming a member and before 1 July in each succeeding calendar year.

### **Members' Liabilities**

9. The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by Rule 8.

### **Resolution Of Internal Disputes**

10. (1) Disputes between members (in their capacity as members) of the association, and disputes between members and the association, are to be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.
- (2) At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

## **Disciplining Of Members**

11. (1) Where the committee is of the opinion that a member of the association -
  - a) has persistently refused or neglected to comply with a provision or provisions of these rules, or
  - b) has persistently and wilfully acted in a manner prejudicial to the interests of the association.The committee may, by resolution -
  - c) by resolution, expel the member from the association, or
  - d) suspend the member from membership of the association for a specified period.
- (2) A resolution of the committee under clause (1) is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under clause (3), confirms the resolution in accordance with this rule.
- (3) Where the committee passes a resolution under clause (1), the secretary shall, as soon as practicable, cause a notice in writing to be served on the member -
  - a) Setting out the resolution of the committee and the grounds on which it is based;
  - b) Stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
  - c) Stating the date, place and time of that meeting; and
  - d) Informing the member that the member may do either or both of the following: -
    - i) Attend and speak at that meeting;
    - ii) submit to the committee at or prior to the date of that meeting written representations relating to the resolution.
- (4) At the meeting of the committee held as referred to in clause (3), the committee shall -
  - a) Give to the members an opportunity to make oral representations;
  - b) Give due consideration to any written representations submitted to the committee by the member at or prior to the meeting; and
  - c) By resolution determine whether to confirm or to revoke the resolution.
- (5) Where the committee confirms a resolution under clause (4), the secretary shall, within 7 days after that confirmation, by notice in writing inform the member of the fact and of the member's right of appeal under Rule 11.
- (6) A resolution confirmed by the committee under clause (4) does not take effect -
  - a) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within the period; or
  - b) where within that period the member exercises the right of appeal, unless and until the association confirms the resolution pursuant to Rule 11(4).

**Right of appeal of disciplined member**

12. (1) A member may appeal to the association in general meeting against a resolution of the committee which is confirmed under Rule 11(4), within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) Upon receipt of a notice from a member under clause (1), the secretary shall notify the committee which shall convene a general meeting of the association to be held within 21 days after the date on which the secretary received the notice.
- (3) At a general meeting of the association convened under clause (2):
  - a) no business other than the question of the appeal shall be transacted;
  - b) the committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
  - c) the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (4) If at the general meeting the association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

## **PART III THE COMMITTEE**

### **Powers Of The Committee**

13. The committee shall be called the committee of management of the association and, subject to the Act, the Regulation and these rules and to any resolution passed by the association in general meeting -
- a) shall control and manage the affairs of the association;
  - b) may exercise all such functions as may be exercised by the association, other than those functions that are required by these rules to be exercised by a general meeting of members of the association; and
  - c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

### **Constitution And Membership**

14. (1) Subject in the case of the first members of the committee to section 21 of the Act, the committee shall consist of -
- a) the office-bearers of the association, refer clause (2);
  - b) 5 ordinary members,
- each of whom shall be elected at the annual members meeting of the association pursuant to Rule 15.
- (2) The office-bearers of the association are to be:
- a) the president;
  - b) the vice-president;
  - c) the secretary;
  - d) the treasurer;
  - e) the public officer.
- (3) Each member of the committee shall, subject to these rules, hold office until the conclusion of the annual members meeting following the date of the member's election, and be eligible for re-election.
- (4) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual members meeting next following the date of the appointment.

### **Election Of Office-Bearers and Committee Members**

15. (1) Nominations of candidates for election as office-bearers of the association or as ordinary members of the committee shall be made in the form of oral nominations from the floor at the Annual General Meeting.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and any vacant positions remaining on the committee shall be deemed to be casual vacancies.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (4) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (5) The ballot for the election of office-bearers and ordinary members of the committee shall be conducted at the Annual General Meeting in such usual and proper manner as the committee may direct.
- (6) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for election to another office at the same election.

### **Conduct of Elections**

16. (1) The Chairman shall act as the returning officer and conduct the elections of Committee members:
  - a) The President will first call for nominations for the position of President;
  - b) If there is more than one nomination and the President is a nomination, the Vice-President will conduct the ballot;
  - c) Upon completion of the ballot, the newly elected President will conduct the remaining elections; and
  - d) New Office-bearers will hold office from the end of the Annual General Meeting.
- (2) Pursuant to rule 15(5) – ballots shall be conducted in the following manner:
  - a) members eligible to vote will be issued with a blank voting slip;
  - b) if there is one position to be filled, members will write the name of one candidate only on the voting slip;
  - c) the candidate with the greatest number of votes will be declared elected;
  - d) if there is tied vote, the tied candidates names will be placed in an appropriate receptacle and the name drawn will be the successful candidate;
  - e) if there is more than one position to be filled, members will write the names of the number of candidates to be elected.

### **President**

17. (1) The President of the association shall, after being appointed as President, also act as the public spokesperson for the Association.

**Secretary**

18. (1) The Secretary of the association shall, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- (2) It is the duty of the secretary to keep minutes of -
- a) all appointments of office-bearers and members of the committee;
  - b) the names of members of the committee present at a committee meeting or a general meeting; and
  - c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting shall be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

**Treasurer**

19. It is the duty of the treasurer of the association to ensure that -
- a) that all money due to the association is collected and received and that all payments authorised by the association are made; and
  - b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association. These books and accounts shall be checked annually by a person nominated by the committee.

**Casual Vacancies**

20. For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member:
- a) dies; or
  - b) ceases to be a member of the association; or
  - c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth; or
  - d) resigns office by notice in writing given to the secretary; or
  - e) is removed from office under rule 21; or
  - f) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
  - g) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

### **Removal Of Member**

21. (1) The association in a general meeting may by resolution remove any member of the committee except for the 2nd vice-president from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the committee to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representation be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

### **Meetings And Quorum**

22. (1) The committee shall meet at least 3 times in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee shall be given by the secretary to each member of the committee at least 48 hours (or such other period as many be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under clause (3) shall specify the general nature of the business (Agenda) shall be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) The president, secretary or vice-president plus any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business shall be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- (8) At a meeting of the committee:
  - a) the president or, in the president's absence, either of the elected vice-president or secretary shall preside, or
  - b) if the president, vice-president and secretary are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside

### **Delegation By Committee To Sub-Committee**

23. (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than -
- a) this power of delegation; and
  - b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Notwithstanding any delegation under this rule, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn, as it thinks proper.

### **Voting And Decisions**

24. (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee shall be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to rule 22(5), the committee may act notwithstanding any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

## **PART IV GENERAL MEETING**

### **Annual General Meetings – Holding Of**

25. (1) The association shall, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the association, convene an Annual General Meeting of its members.
- (2) Clause (1) has effect subject to any extension or permission granted by the Commissioner under section 26(3) of the Act.

### **Annual General Meetings – Calling Of And Business At**

26. (1) The Annual General Meeting of the association shall, subject to the Act and to rule 25, be convened each year at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual members meeting, the business of an annual members meeting shall include the following -
- a) to confirm the minutes of the last preceding Annual General Meeting and of any special general meeting held since that meeting;
  - b) to receive from the committee reports on the activities of the association during the last preceding financial year;
  - c) to elect office-bearers of the association and ordinary members of the committee; and
  - d) to receive and consider the statement which is required to be submitted to members under section 26(6) of the Act.
- (3) An Annual General Meeting shall be specified as such in the notice convening it.

### **Special General Meetings – Calling Of**

27. (1) The committee may, whenever it thinks fit, convene a Special General Meeting of the association.
- (2) The committee shall, on the requisition in writing of not less than 5 per cent of the total number of members, convene a Special General Meeting of the association.
- (3) A requisition of members for a Special General Meeting:
- a) shall state the purpose or purposes of the meeting, and
  - b) shall be signed by the members making the requisition, and
  - c) shall be lodged with the secretary, and
  - d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a Special General Meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a Special General Meeting to be held not later than 3 months after that date.
- (5) A Special General Meeting convened by a member or members as referred to in clause (4) shall be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who consequently incurs expenses is entitled to be reimbursed by the association for any expense so incurred.

## **Notice**

28. (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary shall, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under rule 26(2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.
- (5) Any general meeting may discuss any business raised during the meeting and either:
- a) Refer it to the committee of management, or
  - b) Refer it to the next general meeting for decision.

## **Procedure**

29. (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) The quorum of committee as stated in rule 2(5) plus two members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
- a) if convened on the requisition of members, is to be dissolved, and
  - b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) is to constitute a quorum.

## **Presiding Member**

30. (1) The president or, in the president's absence, the vice-president or secretary, is to preside as chairperson at each general meeting of the association.
- (2) If the president, vice-president and secretary are absent or unwilling to act, the members present shall elect one of their numbers to preside as chairperson at the meeting.

### **Adjournment**

31. (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary shall give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

### **Making Of Decisions**

32. (1) A question arising at a general meeting of the association is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the association, a poll may be demanded by the chairperson or by at least 3 members present in person or by proxy at the meeting.
- (3) If a poll is demanded at a general meeting, the poll shall be taken;
- a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
- b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

### **Special Resolution**

33. A resolution of the association is a special resolution:
- a) if it is passed by a majority which comprises at least three-quarters of such members of the association as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which at least 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or
- b) where it is made to appear to the Commissioner that it is not practicable for the resolution to be passed in the manner specified in paragraph (a) if the resolution is passed in a manner specified by the Commissioner.

**Voting**

34. (1) On any question arising at a general meeting of the association a member has one vote only.
- (2) All votes shall be given personally or by proxy but no member may hold more than 2 proxies.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member and/or proxy to the association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

**Appointment Of Proxies**

35. (1) Each member is to be entitled to appoint another member as proxy by notice given to the secretary before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy is to be in the form set out in Appendix 2 to these rules.

## **PART V MISCELLANEOUS**

### **Insurance**

36. The association shall effect and maintain insurance. The treasurer is tasked with the responsibility of ensuring insurance is paid and up to date.

### **Funds – Source**

37. (1) The funds of the association are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- (2) All money received by the association shall be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- (3) The association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

### **Funds – Management**

38. (1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in pursuance of the objects of the association in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 members of the committee or employees of the association, being members or employees authorised to do so by the committee.

### **Alteration Of Objects And Rules**

39. The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the association.

### **Common Seal**

40. (1) The common seal of the association shall be kept in the custody of the public officer.
- (2) The common seal shall not be affixed to any instrument except by the authority of the committee and the affixing of the common seal shall be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the public officer or secretary.

### **Custody Of Books**

41. Except as otherwise provided by these rules, the public officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the association.

### **Inspection Of Books**

42. The records, books and other documents of the association shall be open to inspection, free of charge, by a member of the association at any reasonable hour.

### **Service Of Notices**

43. (1) For the purpose of these rules, a notice may be served on or given to a person:
- a) by delivering it to the member personally; or
  - b) by sending it by pre-paid post to the address of the person; or
  - c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the member for giving or serving the notice.
- (2) For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
- a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
  - b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
  - c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

# Appendix 1

(Rule 3 (1))



## *Jerrabomberra Residents Association Inc.*

PO Box 132  
Jerrabomberra NSW 2619

### **Application for Membership**

Family Membership      \$10  
Individual                      \$ 5

Post to:      JRA  
                  PO Box 132  
                  JERRABOMBERRA  
                  NSW 2619

Drop In:      JRA Mailbox  
                  outside Woolies next  
                  to JRA Notice Board

#### Applicants Details

Surname/Family name.....Given Name.....

Address.....

Telephone (W).....(H).....(M).....

E-mail.....

#### **Others residing at the same address:**

Surname.....Given Name.....

Surname.....Given Name.....

Surname.....Given Name.....

Signature of Applicant.....Date.....

**Membership Conditions:** An individual or family is/are eligible to be a member/s if they: (a) reside, or (b) have purchased land with the intention of residing in Jerrabomberra, postcode 2619.

**Receipt Number.....(JRA use only)**

# Appendix 2

(Rule 33 (2))

## FORM OF APPOINTMENT OF PROXY

I,.....of .....  
*(full name)* *(address)*

being a member of the Jerrabomberra Residents Association

hereby appoint ..... of .....  
*(full name of proxy)* *(address)*

being a member of the Jerrabomberra Residents Association, as my proxy to vote for me on my behalf at the general meeting of the association (Annual General Meeting or Special General Meeting, as the case may be) to be held on the

.....day of.....  
*(month and year)*

and at any adjournment of that meeting.

\*My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details); or

\*My proxy is authorised to vote as he/she sees fit in respect to any matter brought before the above meeting.

\* to be inserted if desired.

.....  
*Signature of member appointing proxy*

Date.....

NOTE: A proxy vote may not be given to a person who is not a member of the association.