



Families, Friends, Fun

# Playgroup NSW Inc.

# Constitution

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# PLAYGROUP NSW INC

## OBJECTS & RULES

### 1. Name and Description

The name of this organisation shall be Playgroup NSW Inc. (hereafter referred to as “the Association”). The Association is the association of Playgroups throughout NSW.

### 2. Objects

- 2.1 To promote and encourage the development of Playgroups throughout NSW.
- 2.2 To provide the opportunity for parents to develop support networks and gain more enjoyment, confidence and skills in their role as parents.
- 2.3 To ensure that all Playgroups encourage increased adult/child interaction and provide a stimulating environment in which children can develop creatively, socially, mentally and physically at their own rate.
- 2.4 To bring to parents, knowledge of child development, education and emotional needs.
- 2.5 To make available to parents/carers of children from birth to six years opportunities to develop through involving themselves with full responsibility and running of all and any aspects of each Playgroup.
- 2.6 To advise, assist and encourage the activities of existing and new Playgroups and ensure that new Playgroups are established according to the Association’s requirements.
- 2.7 To develop public awareness of the Playgroup movement and develop conscience concerning the welfare of younger children.
- 2.8 To liaise with parents, interpret their needs and represent their views to organisations and Government Departments with purposes and responsibilities related to Playgroups.
- 2.9 To work in close co-operation with other organisations interested in the welfare of young children and families.
- 2.10 To hold funds derived from the fees of members and affiliates, donations, grants, payments, subsidies and other such sources as may be approved by the Association.
- 2.11 To disburse funds in order to settle debts, purchase equipment and/or property and in any other manner so as to further these objects.
- 2.12 To employ, instruct or dismiss such staff as from time to time may be required.
- 2.13 Generally, to do each and every act necessary and proper for the accomplishment of the foregoing objects.
- 2.14 To provide direct relief of disability, poverty or helplessness for children and their families during their child’s formative years.

### 3. Definitions

- 3.1 In these rules, except in so far as the context of subject matter otherwise requires:
  - 3.1.1 “ordinary member” means a member of the Association, as referred to in 4.3;
  - 3.1.2 “Board” means the Board of Management as defined in Section 12;
  - 3.1.3 “Special General Meeting” means a General Meeting of the Association other than the Annual General Meeting;
  - 3.1.4 “the Act” means the Association Incorporation Act (1984);
  - 3.1.5 “the Regulation” means the Association Incorporation Regulations (1985);
  - 3.1.6 “Public Officer” means that person nominated as responsible for ensuring accurate and timely exchange of information takes place between the Association and the relevant Government Department.
- 3.2 In these rules:
  - 3.2.1 A reference to a function includes a reference to a power, authority and duty;
  - 3.2.2 A reference to the exercise of a function includes where the function is a duty, a reference to the performance of the duty.
- 3.3 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 instruments made under the Act.

#### 4. Membership Qualifications

- 4.1 There shall be the following classes of member: Ordinary Member, Associate Member, Honorary Member and Honorary Life Member.
- 4.2 An individual or family who participates in a Playgroup affiliated with the Association, and who is nominated for membership by that Playgroup, may be granted Ordinary Member of the Association by the Board.
- 4.3 In addition to Ordinary Membership, the Board may also grant Associate Membership, Honorary Membership and Honorary Life Membership.
- 4.4 Associate members shall be individuals, Corporations or Incorporated bodies interested in the work of the Association, but who do not belong to any Playgroup. They shall pay an annual fee to the Association, this fee to be determined by the Board. An Associate Member may resign at any time, but shall remain liable for the fee for the then current year and any previous years during the whole, or part thereof they were an Associate member. An Associate Member shall have the same rights and responsibilities as an ordinary member.
- 4.5 Honorary Members shall be individuals designated to perform a specific function that promotes the public image of the Association. The Board shall nominate, accept and/or terminate an Honorary Member. Honorary Members do not have voting rights and may not hold Executive Committee positions.
- 4.6 Honorary Life Members nominated by the Board shall be individuals who have made outstanding contributions to the Association. Acceptance shall be conditional upon approval at General Meetings of the Association. Honorary Life Members shall have the same rights and responsibilities as Ordinary Members.
- 4.7 Individuals and organisations wishing to become members of the Association shall apply to the Board for membership, on such terms and conditions and pay such fees as may from time to time be determined by the Board.
- 4.8 The Board shall determine whether or not to accept any application for membership. The Board is not required to supply reasons for accepting or rejecting any application for membership. Membership shall become effective on the date on which the application is approved.
- 4.9 Every member, by their attendance at Playgroup, accepts the principles of The Playgroup NSW Inc. and agrees to comply with and be bound by these Rules and the Constitution of a Playgroup. No member shall be absolved from observance of the Rules of the Association and of the Constitution of the Playgroup on the plea that they have not read a copy of it.
- 4.10 Every member of a Playgroup shall be a member of the Association, provided that the member is a parent/carer of a child attending a Playgroup recognised by the Association. (Refer also to Section 5 of these Rules).
- 4.11 Every group recognised by the Association as a Playgroup prior to incorporation shall be eligible to be affiliated to the Association. Any other group wishing to be affiliated must apply to the Board in the manner set down in these Rules. No group may be affiliated with the Association until the individual membership fees are paid.
- 4.12 Each member shall be liable to pay fees to the Association as determined by the Board and may be liable to pay a Zone fee as determined at a Zone General Meeting. Fees shall be payable to the Association at such times as are determined by the Board. The Board may grant an extension of time for payment of fees when emergency conditions make such action advisable.
- 4.13 Any increase in the amount payable as fees by members shall not become operative until the first day of January following the change.
- 4.14 Fees are non-refundable and non-transferable from one member to another.
- 4.15 Evidence of membership shall be the official receipt for fees issued on the behalf of the Association. Evidence of these receipts shall be forwarded to the Association office as required by the Board.
- 4.16 A register of members shall be kept by the Association, showing name, address and date of commencement of each member. Provisions for noting the date of cessation of membership shall also be contained in the register.
- 4.17 Membership shall cease upon resignation, expulsion or failure to pay outstanding membership fees within three months of the due date.
- 4.18 The Playgroup Association of NSW accepts as members (for the current membership year) financial members of any Playgroup Association which is a member of the Playgroup Council of Australia, upon presentation of proof of membership.

## 5. **Affiliation of Playgroups**

- 5.1 A Playgroup which desires to be affiliated with the Association may apply to the Board. The application shall be signed by three (3) members of the Playgroup committee, and shall be accompanied by a fee, such amount as shall from time to time be decided by the Board. The Board is authorised to approve or reject such applications. Affiliation shall become effective on the date on which the application is approved.
- 5.2 Special Needs Playgroups and Special Status Playgroups may be affiliated at the discretion of the Board.
- 5.3 Playgroups affiliated with the Association will be bound by these Rules and the Standard Constitution of a Playgroup adopted by the Playgroup NSW Inc.
- 5.4 The Standard Playgroup Constitution may be amended in the manner prescribed for the amendment of these Rules. Such amendments shall automatically become a part of the Constitution of each Playgroup.
- 5.5 If a Playgroup for any reason disbands, fails to meet regularly, or otherwise fails to function, the Board may terminate the affiliation of such Playgroup.
- 5.6 If a Playgroup whose affiliation has been terminated is re-organised in the same community, the Board in granting affiliation to the re-organised Playgroup, shall have discretionary powers to determine whether or not it will require payment of an application fee for affiliation, or demand payment of any debts due to the Association from the Playgroup.
- 5.7 Upon termination of its affiliation with the Association, the former Playgroup has or shall have no proprietary rights in the property of the Association and shall cease to refer to itself as a Playgroup. Any rights afforded to a Playgroup under Section 24.2 of these Rules shall cease upon termination of affiliation of the Playgroup. Such groups shall then not in any way imply connection with the Association.
- 5.8 Every Playgroup granted affiliation with the Association and accepting the same, thereby accepts, ratifies and agrees to be bound in all things, not contrary to law, by the rules of the Playgroup NSW Inc. and to faithfully observe the provisions thereof.

## 6. **Members' Liability**

- 6.1 The members of the Association shall have no liability to contribute towards payment of debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association, except to the amount of any unpaid membership fees.

## 7. **Members' Grievances**

- 7.1 The Board sets the procedures that must be followed if a grievance is received relating to the Association's members, staff or policies from a member, nominating member, affiliated Playgroup, Playgroup applying to affiliate or a Zone. For a grievance to be considered, the complaints procedure, as determined by the Board, must be followed.

## 8. **Disciplining of Members, Playgroups and Zones**

- 8.1 The Association may, for cause and after a hearing, by majority vote of the Association, or unanimous vote of the Board, expel, suspend or discipline a member, members or Playgroup or Zone, provided that a copy of the charges and notice of the time and place of hearing thereon, shall have been mailed to the member/s or members representing that Playgroup or Zone at least thirty (30) days before such hearing. Any member/s or Playgroup or Zone who wishes to appeal against a decision refusing membership, expelling them from membership or otherwise disciplining them, may do so at the next General Meeting of the Association.

## 9. **Powers and Responsibilities of the Board**

- 9.1 The Association shall be governed by a Board of Management which shall be subject to these rules and to any resolution passed by the Association.
- 9.2 The Board has responsibility to establish the organisational purpose and strategic direction, develop and monitor policies, work closely with employed staff to ensure that the Association's objectives are met and to ensure the survival of the Association over time.
- 9.3 The Board ensures that the organisation supports members appropriately, and meets the responsibilities of all legal, financial and contractual obligations.

- 9.4 The Board shall control and manage the affairs of the Association. In exercising such control and management, the Board may, as fixed by the annual budget, approved by the Board, expend in any fiscal year the current income and such amount from the general surplus fund as may be necessary to accomplish the purposes of the Association. The Board shall report to the Annual General Meeting as to the special conditions under which expenditures have been made from the surplus. The Board shall at no time incur an indebtedness in excess of the then net assets of the Association, except for the purchase of property to be used as State Office premises.
- 9.5 The Board may, at its discretion, appoint Patrons and/or Ambassadors to assist in furtherance of the objects of the Association.
- 9.6 The Board has the power to appoint an Auditor where:
- 9.6.1 the current auditor submits their resignation or notifies the Secretary of their intention not to seek re-election as auditor; or
- 9.6.2 it is evident to the Board that the Auditor has been negligent in their duties
- 9.7 The Board may exercise all functions as may be exercised by the Association other than those functions that are required to be exercised by a General Meeting of the members of the Association.
- 9.8 The Board has power to perform all such acts and do all such things as appear to the Board to be necessary or desirable for the proper management of the affairs of the Association.
- 9.9 The Board shall constitute the administrative body of the Association, and its action shall be subject only to appeal to any General Meeting of the Association.

## 10. Constitution and Membership of the Board of Management

- 10.1 The Board shall consist of:
- 10.1.1 the Office Bearers of the Association; and
- 10.1.2 seven Board members, at least one of whom shall be from an area designated as a country area;
- each of whom shall be elected at each Annual General Meeting of the Association. Any casual vacancy on the Board may be filled by a member appointed by the Board. Any position so filled, will fall vacant at the next General Meeting of the Association.
- 10.2 The Office Bearers (Executive Committee) of the Association shall be:
- 10.2.1 the President;
- 10.2.2 the Vice-President;
- 10.2.3 the Secretary; and
- 10.2.4 the Treasurer.
- 10.3 Each member of the Board shall hold office for a term, being from 1 October in the year of the Annual General Meeting at which they are elected until 30 September of the following year.
- 10.4 The maximum number of full consecutive terms in any Executive position shall be:
- 10.4.1 The President may hold office for no more than three (3) consecutive terms;
- 10.4.2 The Vice President, Secretary, Treasurer may hold office for no more than two (2) consecutive terms.
- 10.5 With the exception of the President, who may serve for a maximum of five (5) consecutive terms in all positions on the Board, where the five (5) terms include three (3) terms as President, no Board member shall hold office on the Board for a period of more than four (4) consecutive terms. Extensions may be granted with the approval of the majority of the Board.
- 10.6 With respect to Rule 10.3 and 10.5, any period served greater than six (6) months, shall be deemed to be a full term.
- 10.7 The Board shall meet as often as necessary to conduct the business of the Association but on at least ten (10) occasions per year. Notice of meetings shall be given by the Secretary to all members of the Board at least fourteen (14) days preceding the day of the meeting unless such notice shall have been waived by the entire Board.
- 10.8 The quorum for meetings of the Board shall be six (6) Board members, provided always that at least two (2) present shall be Office Bearers of the Association.
- 10.9 No business shall be transacted by the Board unless a quorum is present. If within one (1) hour of the time appointed for the meeting, the quorum is not present, the meeting shall adjourn to the same place and at the same hour of the same day in the following week. If the quorum is not present at the adjourned meeting within one (1) hour of the time appointed for the meeting, the meeting shall be abandoned.

- 10.10 A member of the Board shall cease to hold office upon resignation in writing, removal as a member of the Association, or absence from four (4) Board meetings.
- 10.11 The Board may function validly provided its number is not reduced below the quorum. Should Board numbers fall below the quorum, the Board may act only to increase Board membership or call a General Meeting of the Association.
- 10.12 Questions arising at any meeting of the Board shall be decided by the simple majority of votes, and a determination by a majority of members of the Board present shall, for all purposes, be a determination of the Board. Each Board member shall be entitled to one vote. In case of an equality of votes, the Chairman of the meeting shall have a second or casting vote, provided that the Chairman is a member of the Board.
- 10.13 Additional meetings of the Board may be convened by the President or any two (2) members of the Board.
- 10.14 At any meeting of the Board, the President shall act as Chairman. In the absence of the President, the Vice President shall act as Chairman. If both the President and Vice President are absent or unwilling to act, the members present at the meeting shall choose the Chairman for that meeting.
- 10.15 A member of the Board shall not be appointed to any salaried office of the Association, or any office of the Association paid by fees and no remuneration or other benefit in money or money's worth shall be given by the Association to any member of the Board except:
  - 10.15.1 repayment of out-of-pocket expenses; or
  - 10.15.2 advance payment of anticipated expenses where such advance is agreed upon by the Board; or
  - 10.15.3 interest at a rate not exceeding the current applicable rate for money which is or may be lent to the Association; or
  - 10.15.4 reasonable and proper rent for premises let to the Association;
- 10.16 Where a matter being considered by the Board concerns a Board member or the family of a Board member, the Board member concerned will declare their interest and abstain from voting on the specific matter to be determined.

## 11. Election of Board

- 11.1 Any candidate for a position on the Board shall be an Ordinary member in good standing who has been a member of the Association for a minimum period of twelve (12) months.
- 11.2 Nominations of candidates for election as Board members must be made in writing signed by two (2) members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form).
- 11.3 Nominations must be received by the Secretary no less than two (2) calendar months before the Annual General Meeting of the Association.
- 11.4 If insufficient nominations are received, by the notified closing date, to fill all vacancies on the Board, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- 11.5 If insufficient further nominations are received, at the Annual General Meeting, any vacant positions remaining on the Board shall be deemed to be casual vacancies and may be filled by the appointment of an appropriate member by the Board.
- 11.6 If the number of nominations received by the notified closing date is equal to the number of vacancies to be filled, the members nominated shall be deemed to be elected.
- 11.7 If the number of nominations received by the notified closing date exceeds the number of vacancies to be filled, a ballot shall be held at the Annual General Meeting.
- 11.8 The ballot for the election of Board members shall be:
  - 11.8.1 in the case where nominations are received prior to the notified closing date, voting shall be by postal vote only;
  - 11.8.2 in the case where nominations are received after the notified closing date, or at the Annual General Meeting, voting shall be in person or by proxy.
- 11.9 The ballot for the election of Board members shall be conducted in such usual and proper manner as the Board may direct, as per Rule 19.

## 12. Roles of Office Bearers

### 12.1 President

The President shall preside at all General Meetings and all meetings of the Board of the Association. As Chief Executive, the President shall supervise the work and activities of the Association and perform other duties as pertaining to the office, including reporting to the Annual General Meetings. The President is an ex-officio member of all Sub-committees of the Association.

### 12.2 Vice President

The Vice President acts in the absence of the President and assists the President to fulfil the responsibilities of the position.

### 12.3 Secretary

The Secretary shall ensure that records of the business of the Association, including the rules, register of members, minutes of all General and Board meetings and a file of correspondence is kept. These records shall be available for inspection by any member at the Association office during normal business hours.

### 12.4 Treasurer

The Treasurer shall ensure that all money due to the Association is collected and that all payments authorised by the Association are made, as well as ensuring that correct books and accounts are kept showing financial affairs of the Association, including full details of all receipts and expenditure. The records shall be available for inspection by any member at the Association office during normal business hours.

## 13. Casual Vacancies on the Board

### 13.1 A casual vacancy in the office of a member of the Board occurs if the member:

- 13.1.1 dies; or
- 13.1.2 ceases to be a member of the Association; or
- 13.1.3 becomes insolvent or under administration within the meaning of the Companies (New South Wales) Code, or becomes bankrupt; or
- 13.1.4 resigns office by notice in writing given to the Secretary; or
- 13.1.5 is removed from office in accordance with Rules 13.2 & 13.3; or
- 13.1.6 becomes of unsound mind or a person whose estate is liable to be dealt with in any way under the law relating to mental health; or
- 13.1.7 is absent from four (4) Board meetings.

### 13.2 A Special General Meeting of the Association may by resolution remove any member of the Board from office, before the expiration of the member's term of office and may, by resolution, appoint another member to hold office, until the expiration of the term of office of the member so removed. At least 75% of votes received must be in favour of the resolution.

### 13.3 Where a member of the Board to whom a proposed resolution referred to in the previous clause relates, makes representations in writing to the Secretary or President, and requests that the representations be notified to the members, the Secretary or the President may send a copy of the representations to each member. If they 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.

## 14. Delegations

### 14.1 The Board may, in writing, delegate to one or more Sub-committees (consisting of such a member or members of the Association or other suitable person or persons as it sees fit), the exercise of such of the functions of the Board as are specified, other than:

- 14.1.1 this power of delegation; and
- 14.1.2 a function which is a duty imposed on the Board by the Associations Incorporation act, 1984, or by any other law.

- 14.2 The Sub-Committee may continue to perform the delegated function until the authority is revoked in writing by the Board.
- 14.3 Notwithstanding any delegation under this section, the Board may continue to exercise any function delegated.
- 14.4 Any act carried out by a Sub-committee acting in the exercise of a delegation, under this section has the same force and effect as if it had been done or carried out by the Board.
- 14.5 A Sub-committee may meet and adjourn as it thinks proper.
- 15. Calling of General Meetings**
- 15.1 There will be at least one General Meeting per year, of the Association. This will be the Annual General Meeting.
- 15.2 Special General Meetings may be called by the Board.
- 15.3 A Special General Meeting must be convened by the Board within three months of receiving a written request to do so from:
- 15.3.1 at least 1% of the membership of the Association; or
- 15.3.2 at least twenty percent (10%) of Zones.
- 15.4 A request for a Special General Meeting:
- (a) must state the purpose or purposes of the meeting; and
- (b) must be signed by the members making the request; and
- (c) must be lodged with the Secretary;
- (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition; and
- (e) in the case of 15.3.2, a record of the meetings at which the decision was made to put forward the request.
- 15.5 Annual General Meetings must be held within three (3) months from the end of each financial year.
- 15.6 At least fourteen (14) days notice of all General Meetings and notices of motion shall be given to members. In the case of General Meetings where a Special Resolution is to be proposed, notice of the resolution shall be given to members at least fourteen (14) days before the meeting. Written notice of all General Meetings shall be given to members either personally, or by post.
- 16. Business at Annual General Meetings**
- The following business shall be transacted:
- 16.1 Confirmation of the minutes of the last Annual General Meeting and any recent Special General Meeting;
- 16.2 Receipt of the President's report upon the activities of the Association in the last financial year;
- 16.3 Receipt and consideration of an audited annual financial statement from the Board that complies with approved accounting standards;
- 16.4 Elections of Office Bearers and other members of the Board;
- 16.5 Election of the Auditor;
- 16.6 Other business deemed necessary by the Board.
- 17. Business at Special General Meetings**
- 17.1 No business other than that specified in the notice convening a Special General Meeting is to be transacted at that meeting.
- 18. General Meeting Quorum**
- 18.1 The quorum for a General Meeting shall be 0.1% of members present in person.
- 18.2 If within one (1) hour of the time appointed for the General Meeting a quorum is not present the meeting shall be adjourned to a time and place set thereat but within one (1) month.
- 18.3 Should a quorum not be present at the adjourned meeting, the members present within one (1) hour of the time set for the commencement of the meeting shall constitute a quorum.

## 19. **General Meeting Voting**

In the case of all business other than the election of the Board:

- 19.1 Each member is entitled to one vote. This vote may be cast by post, in person, or by proxy.
- 19.2 Voting shall be by a show of hands, unless the Chairman or three (3) members present demand a secret ballot. Where a secret ballot is conducted, the result, in numerical format, shall be recorded in the minutes of the meeting. Where a secret ballot is not conducted, the minutes of that meeting shall indicate whether a motion was carried, carried unanimously, or by a particular majority. The demand for a secret ballot may be withdrawn.
- 19.3 Voting by proxy and by post is permitted. Proxies must be in writing and delivered to the Secretary before the meeting to which they relate. The notice appointing the proxy is to be in the form set out in Appendix 1 to these Rules.
- 19.4 In the case of an equality of votes, the President shall have a casting vote.

## 20. **Special Resolutions**

- 20.1 A Special Resolution must be passed by a General Meeting of the Association to effect the following changes:
  - 20.1.1 a change of the Association's name; or
  - 20.1.2 a change of the Association's rules; or
  - 20.1.3 a change of the Association's objects; or
  - 20.1.4 an amalgamation with another Incorporated Association; or
  - 20.1.5 to voluntarily wind up the Association and distribute its property; or
  - 20.1.6 to apply for registration as a Company or Co-operative;
- 20.2 A quorum must be present at the meeting. Rule 18.3 does not apply.
- 20.3 At least 75% of votes received must be in favour of the resolution.
- 20.4 In situations where it is not possible or practicable for the resolution to be passed as described above, a request may be made to the Corporate Affairs Commissioner for permission to pass the resolution in some other way.
- 20.5 Any motion to amend these Rules may be proposed in writing by the Board or by 0.1% of members entitled to vote.
- 20.6 Any motion to amend these Rules shall be delivered to the Secretary not later than two (2) calendar months prior to the General Meeting at which it is to be considered. The Secretary shall mail a copy thereof to each member at least fourteen (14) days before the date of the General Meeting.

## 21. **Financial Matters**

- 21.1 The funds of the Association shall be derived from the fees of members, donations, grants and other sources approved by the Board.
- 21.2 The financial year of the Association shall begin on the first day of July and end at midnight on the thirtieth day of June, or other such period as may be determined by the Board.
- 21.3 All monies received by the Association shall be deposited intact at the earliest possible date, into the Association's account at its bankers. Receipt for monies received shall be issued promptly.
- 21.4 All payments in excess of an amount determined by the Board shall be paid by cheque signed by any two of the President, Secretary, Treasurer and Executive Officer.
- 21.5 The auditor shall not be a member or closely related to a member of the Board.
- 21.6 Subject to paragraph 9.6 hereof, notice of the intention to nominate an auditor to replace the current auditor shall be given to the Secretary at least twenty one (21) days before the Annual General Meeting. The Secretary shall send a copy of the nomination to the current auditor at least seven (7) days before the Annual General Meeting. The current auditor shall be entitled to attend the Annual General Meeting and, if they wish, to be heard at this meeting.

## 22. **Public Officer Appointment and Duties**

- 22.1 The Board may at any time remove the Public Officer and appoint a new Public Officer provided the person appointed is eighteen (18) years of age or older and a resident of New South Wales.
- 22.2 The Public Officer shall be deemed to have vacated the position in the following circumstances:
- 22.2.1 death; or
  - 22.2.2 resignation; or
  - 22.2.3 removal by the Board or at a General Meeting; or
  - 22.2.4 bankruptcy or financial insolvency; or
  - 22.2.5 becomes of unsound mind or a person whose estate is liable to be dealt with in any way under the law relating to mental health; or
  - 22.2.6 Residency outside New South Wales.
- 22.3 When a vacancy occurs in the position of the Public Officer, the Board shall within fourteen (14) days notify the Corporate Affairs Commission by the prescribed form and appoint a new Public Officer.
- 22.4 The Public Officer is required to notify the Corporate Affairs Commission and the Minister of the Department administering the Charitable Fundraising Act at the time, by the prescribed form in the following circumstances;
- 22.4.1 appointment as the Public Officer within fourteen (14) days; or
  - 22.4.2 a change in the Public Officer's residential address within fourteen (14) days; or
  - 22.4.3 a change in the Association's objects or rules within one (1) month; or
  - 22.4.4 a change in the membership of the Board within fourteen (14) days; or
  - 22.4.5 a change of the Association's financial affairs within one (1) month of the Annual General Meeting; or
  - 22.4.6 a change in the Association's name within one (1) month.

## 23. **Insurance**

The Association shall effect and maintain insurance as is required under the Associations Incorporation Act (1984) together with any other insurance which may be required by law, or regarded as necessary by the Association.

## 24. **Name and Emblem**

- 24.1 In fulfilment of the purposes and objects of the Association, the Board shall maintain and preserve an emblem, badge or other insignia of the Playgroup NSW Inc. for the exclusive use and benefit of all members.
- 24.2 The name, emblem, badge or insignia of the Association or any Playgroup or Zone may only be used for commercial purposes with the prior written approval of the Board.

## 25. **Common Seal**

The Common Seal of the Association shall be kept in the custody of the Secretary and shall only be affixed to a document with the approval of the Board. The stamping of the Common Seal shall be witnessed by the signatures of two (2) members of the Board.

## 26. **Distribution of Surplus Property**

The Association may at times, pass a Special Resolution determining how surplus property is to be distributed in the event of the Association being wound up. The distribution of surplus property shall be in accordance with Section 53 of the Associations Incorporation Act (1984). All surplus assets/funds of the Association will be dispersed on its dissolution to a registered/exempt charity in New South Wales.

## 27. **Service of Notice**

- 27.1 For the purpose of these rules, a notice may be served by or on behalf of the Association on any member either personally or by sending it by post to the member at the member's address shown in the register of members.
- 27.2 If a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document is taken for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

28. **Charitable Fundraising Act, 1991**

- 28.1 The Association shall comply with the provisions of the Charitable Fundraising Act 1991 and the regulations thereunder as are applicable to it.
- 28.2 In accordance with 28.1, the Association, its Zones and Playgroups may only donate funds to other organisations if the following rules are observed:
  - 28.2.1 These funds shall be raised separately to the general funds raised from membership fees, Zone fees and Playgroup session fees, except where 28.3 applies; and
  - 28.2.2 It is to be clearly stated when these funds are raised that the proceeds are for a particular purpose and what that purpose is; and
  - 28.2.3 The purpose of the donation is to be in accordance with and bear some relationship to the objects of the Association.
- 28.3 Small donations, not exceeding \$100.00, are permitted from Association, Zone or Playgroup general funds for the purposes of public relations, provided that a majority vote at a General Meeting of Board, Zone or Playgroup respectively so rules.

28A. **Playgroup NSW Inc. Public Fund**

- 28A.1 The Association shall establish and maintain a fund known as the Playgroup NSW Inc Public Fund ("the Fund"). The Fund shall be maintained and used for the purpose of carrying out the objects of the Association as described in Clause 2.
- 28A.2 An account will be established to receive all gifts received by the Association. This account must only include any money or property which is a gift to the Association or which is received because of such gifts including, without limitation, interest received on any monies in the account.
- 28A.3 All receipts for gifts made to the Association must be issued in the name of the Fund.
- 28A.4 The Association will invite the general public to make gifts to the Fund for the purpose of carrying out the objects of the Fund.
- 28A.5 The Fund is to be managed by a Management Committee of not less than three committee members. The Board must ensure that the majority of those charged with the administration of the Fund are persons having a degree of responsibility to the general community by reason of their occupation or standing in the community.
- 28A.6 The assets and income of the Fund shall be applied solely in furtherance of its objects and no portion shall be distributed directly or indirectly to the Management Committee or Association Members or any other persons acting for the Management Committee or Association Members except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.
- 28A.7 In the event of the Fund being wound up, any surplus assets remaining after the payment of liabilities of the Fund shall be transferred to another organisation or Fund with similar purposes to which income tax deductible gifts can be made.
- 28A.8 The Australian Taxation Office must be notified of any alterations made to the public fund rules.

## **STANDARD CONSTITUTION OF A ZONE AS DETERMINED BY THE BOARD**

### **29. Name and how Constituted**

- 29.1 A Zone shall be so-named as approved by the Board.
- 29.2 A Zone shall be a number of Playgroups in the same geographical area.
- 29.3 The Board shall define Zone boundaries, in consultation with Playgroups involved.
- 29.4 Playgroups in the Sydney Metropolitan area are required to join a Zone.
- 29.5 Playgroups outside the Sydney Metropolitan areas but lying within the boundaries of a constituted Zone, are required to join that Zone unless special exemption is given by the Board.
- 29.6 Honorary Life membership of the Zone may be given to individuals who have made outstanding contributions to the Zone and the Playgroup movement. Nomination must be by an ordinary member of a Playgroup within the Zone and elected at a General Meeting of the Zone where at least 75% of votes received must be in favour of the nomination. Notification in writing must be forwarded to the Association of any such Honorary Life Member.

### **30. Objects of a Zone**

The objects of a Zone shall be:

- 30.1 to represent the Association within the Zone area;
- 30.2 to receive and deal with inquiries regarding local Playgroups
- 30.3 to assist new and existing Playgroups;
- 30.4 to increase awareness of the Playgroup movement;
- 30.5 to consider and act upon all matters submitted by the Board;
- 30.6 to do every other act deemed necessary by Playgroups subject to the terms and conditions of the Rules of the Association and in keeping with the spirit and principles of the Association;
- 30.7 to provide opportunities for members and Playgroups for networking events and general parent education; and
- 30.8 Generally, to do each and every act necessary and proper for the accomplishing of the foregoing objects.

### **31. Standing Orders**

Every Zone is responsible for the management of its day to day affairs. A General Meeting of the Zone may approve any Standing Orders that it deems applicable to its own management, provided that it does not conflict with the Objects and Rules of the Playgroup NSW Inc. or the Standard Constitution of a Zone.

### **32. Zone Meetings**

- 32.1 General Meetings of each Zone shall be held at a time and place to be decided by the Zone Committee. General Meetings shall be held as often as necessary to conduct the business of the Zone, but on at least three (3) occasions per year at intervals not exceeding four (4) calendar months.
- 32.2 Annual General Meetings shall be held between 1 June and 31 July in each year.
- 32.3 General Meetings may be called by the Zone Committee or by twenty percent (20%) of Playgroups within the Zone or by the Board
- 32.4 At least fourteen (14) days written notice of all Zone General Meetings shall be given to members via Playgroups within the Zone.
- 32.5 All extraordinary matters relating to finances shall be listed on a published agenda and circulated at least fourteen (14) days prior to the General Meeting. In addition, 75% of all votes received in relation to such motion must be in favour of that motion.
- 32.6 A quorum at any Zone General Meeting shall be members representing twenty percent (20%) of the Playgroups within the Zone.
- 32.7 If within one (1) hour of the time appointed for the General Meeting, a quorum is not present, the meeting shall be adjourned to a time and place set, but within two (2) weeks. Should a quorum not be present at the adjourned meeting, the members present within one hour of the time set for the commencement of the meeting shall constitute the quorum.

- 32.8 Each member is to be entitled to appoint another member as proxy by notice given to the Zone Secretary prior to the time of the meeting in respect of which the proxy is appointed. The notice appointing the proxy is to be in the form set out in Appendix 1 to these Rules.
- 32.9 All Playgroup members may attend and speak at Zone General Meetings. The voting at Zone General Meetings shall be restricted to one (1) vote per member.

### **33. Constitution and Membership of the Zone Committee**

- 33.1 At the Annual General Meeting of the Zone, a Committee comprising the following shall be elected: Co-ordinator, Secretary, Treasurer (Office Bearers/Executive Committee) and such other positions as deemed necessary by the Zone members for the adequate functioning of the Zone. The Office Bearers shall be signatories to the cheque account.
- 33.2 The Committee shall be responsible to the Playgroups within the Zone and to the Board and shall present a report including a financial report, to each General Meeting of the Zone. An Annual Report, including an audited financial report shall be presented at each Annual General Meeting. A copy of all reports shall be forwarded to the Board within fourteen (14) days.
- 33.3 The elected Zone Committee may incur expenditure on regular activities and events and must report on such expenditures to the Zone General Meeting.
- 33.4 Committee members, shall serve no more than two (2) consecutive years in the same position. Committee members shall serve no more than a total of four (4) consecutive years in Executive positions.
- 33.5 With respect to Rule 33.4, any period served greater than six (6) months, shall be deemed to be a full term.
- 33.6 The term of office is twelve (12) months. Changes in Zone Committee must be notified to the Board within fourteen (14) days.
- 33.7 The Co-ordinator shall preside as Chairman at every meeting. If the Co-ordinator is not present within thirty (30) minutes after the time appointed for the beginning of the meeting, or is unwilling to act, those present shall elect one (1) of their number to be Chairman of the meeting, a simple majority sufficing.
- 33.8 The Co-ordinator shall keep a list of Playgroups, showing name and address of the Playgroups and each Playgroup Contact, supervise the work and activities of the Zone and perform other duties pertaining to the office.
- 33.9 The Secretary shall assist the Co-ordinator, ensure that correct minutes are kept, and that all correspondence is dealt with promptly and perform other duties pertaining to the office.
- 33.10 The Treasurer shall disburse the funds as directed by Zone members, at a duly constituted meeting and shall perform other duties pertaining to the office. They shall make a financial report available at all Zone General Meetings. The Treasurer shall collect and forward membership fees to the Association as and when determined by the Board.
- 33.11 The General Meeting of a Zone may remove a Committee member from office where 75% of those votes received are in favour of the motion, and where at least three (3) weeks notice of the motion against the member is given, specifying the time and place of such meeting.

### **34. Nomination for and Election of the Zone Committee**

- 34.1 All nominees shall be members in good standing of Playgroups within the Zone.
- 34.2 Nominations of candidates for election as Zone Committee members should be made in writing signed by two (2) members of the Zone and accompanied by the written consent of the candidate (which may be endorsed on the nomination form).
- 34.3 Nominations must be received by the Secretary no less than one (1) week before the Annual General Meeting of the Zone.
- 34.4 Where only one nomination for a Committee position is received prior to the closing of nominations, the member nominated shall be deemed to be elected.
- 34.5 Nominations may be taken at the Annual General Meeting for any Zone Committee positions remaining vacant.
- 34.6 Where there are two (2) or more candidates, the election of all offices shall be by secret ballot. Each member shall be entitled to one vote. Voting shall be in person or by proxy.
- 34.7 Voting by proxy is permitted but in all cases where a proxy is appointed, such written appointment must be delivered to the Secretary before the meeting to which it relates. The notice appointing the proxy is to be in the form set out in Appendix 1 to these Rules.
- 34.8 Each candidate may hold only one (1) Executive position (ie. Co-ordinator, Secretary or Treasurer) on the Zone Committee.

- 34.9 The Zone Secretary shall advise the Association in writing within fourteen (14) days of the Annual General Meeting, the name, address and telephone number of all Zone Committee members elected, specifying the Zone Phone Contact.
- 34.10 If a vacancy occurs on the Zone Committee through any cause, the Zone Committee has the power to appoint a qualified member under the terms of these Rules to fill the vacancy until the next General Meeting. Any such appointment shall be notified to the Association within fourteen (14) days.
- 35. Zone Financial Matters**
- 35.1 The Zone shall operate only one (1) cheque account in its own name.
- 35.2 All monies received shall be deposited intact by the next banking day to the credit of the Zone's account. Receipts for monies shall be issued promptly.
- 35.3 All payments in excess of \$20 shall be paid by cheque. All cheques must be signed by two (2) Office Bearers.
- 35.4 Where membership fees payable to the Association are paid to a Zone, from a Playgroup, they shall be passed on to the Association as and when determined by the Board.
- 35.5 The Zone Committee shall have all accounts, vouchers, receipts, books and documents audited annually and furnish a report thereon to the members at a Zone Annual General Meeting. A copy shall be forwarded to the Board within fourteen (14) days from the date of the Annual General Meeting. The accounts must be audited by a qualified Accountant who shall not be a member or closely related to a member of the Executive Committee of the Zone. The Auditor must be willing to audit the Zone's books on an honorary basis.
- 35.6 The fiscal year of the Zone shall begin on the first day of June and end at midnight on the 31<sup>st</sup> day of May each year.
- 35.7 A Zone fee may be charged to assist in administration of the Zone. Each member may be liable to pay a Zone fee as determined at a Zone General Meeting. Any change in Zone fees will become effective at the start of the membership year.
- 35.8 A Zone may not impose fines in any form on Playgroups for not being represented at Zone meetings, events or activities.
- 35.9 The Zone will not enter into any Employer/Employee relationships.
- 35.10 The Zone will not borrow money for any purpose.
- 35.11 No remuneration or other benefit in money or monies worth, shall be given by the Zone to any member of the Zone Committee, except:
- 35.11.1 repayment of out of pocket expenses; or
- 35.11.2 advance payment of anticipated expenses where such advance is agreed to by a Zone General Meeting.
- 36. Use of Name and Emblem by Zone**
- 36.1 A constituted Zone shall have the right to use the emblem of the Playgroup NSW Inc provided it is not used for commercial purposes.
- 36.2 A constituted Zone shall have the right to use the words Playgroup NSW Inc before or after their Zone name, provided that it is not used for commercial purposes.
- 36.3 Without written consent of the Board, neither the name, emblem badge or other insignia of the Association, shall be used for any commercial purpose.
- 37. Dissolution of a Zone**
- 37.1 The Zone may be dissolved when the following applies:
- 37.1.1 a notice must be sent to all members, via their Playgroups, advising that a Special General Meeting is to be held to consider a Special Resolution; and
- 37.1.2 the notice must give details of the proposed Special Resolution and give at least fourteen (14) days notice of the meeting; and
- 37.1.3 a quorum must be present at the meeting. (Rule 32.7 does not apply); and
- 37.1.4 at least 75% of votes received must be in favour of the resolution; and
- 37.1.5 that the proposed dissolution is approved by the Board
- 37.2 When the dissolution is approved in accordance with 37.1, all assets and funds of the Zone on hand shall, after the payment of all expenses and liabilities, be disbursed to Playgroups affiliated with the Playgroup NSW Inc, or to a similar charity, provided that the disbursement is approved by the Board.

## **STANDARD CONSTITUTION OF A PLAYGROUP AFFILIATED WITH PLAYGROUP NSW INC.**

### **38 Playgroup Name**

The name of this organisation shall be the . . . . . Playgroup, hereinafter called The Playgroup.

### **39 Playgroup Objects**

The objects of a Playgroup are:

- 39.1 To apply for and maintain affiliation with the Playgroup NSW Inc.
- 39.2 To provide a regular informal gathering of children, parents/carers learning through play.
- 39.3 To make available to parents/carers of children not yet admitted to school, opportunities to involve themselves in the full responsibility and running of all aspects of Playgroup.
- 39.4 To develop public awareness of the Playgroup movement and to develop conscience concerning the welfare of young children.
- 39.5 To provide the opportunity for parents to develop support networks and gain more enjoyment, confidence and skills in their role as parents.
- 39.6 To encourage increased adult/child interaction and provide a stimulating environment in which children can develop creatively, socially, mentally and physically at their own rate.
- 39.7 To bring to parents/carers knowledge of child development, education and emotional needs.
- 39.8 To raise, receive, have, hold and administer monies in the form of fees, donations, legacies, bequests and other sources as may be approved by the Association.
- 39.9 To disburse funds in order to settle debts, purchase equipment and in any other manner so as to further these objects.
- 39.10 To obtain suitable premises for the use of a Playgroup.
- 39.11 Generally, to do each and every act necessary and proper for the accomplishing of the foregoing objects.

### **40. Constitution and Membership of the Playgroup**

- 40.1 Every ordinary member of every Playgroup will pay to the Association a membership fee as determined by the Board. No Playgroup may be affiliated with the Association until the individual membership fees are paid. Membership fees are non-refundable and non-transferable from one member to another.
- 40.2 Parents/carers of a child aged zero to six who pay fees decided by the Playgroup, are entitled to be an ordinary member of a Playgroup. Acceptance of membership by a Playgroup shall be conditional upon acceptance by the Board of the Association.
- 40.3 The Playgroup shall be non-denominational, non-political, non-profit making and shall comply with the appropriate Anti-Discrimination Legislation.
- 40.4 The Playgroup shall be autonomous and responsible for its own welfare, subject only to the Objects and Rules of the Playgroup NSW Inc.
- 40.5 Special Needs and Special Status Playgroups may be affiliated at the discretion of the Board. Special Needs and Special Status Playgroups are those deemed by the Board to have particular requirements, and may be exempted from other Rules in this Constitution at the discretion of the Board.
- 40.6 Honorary Life membership of the Playgroup may be given to individuals who have made outstanding contributions to the Playgroup and the Playgroup movement. Nomination must be by an ordinary member of the Playgroup and elected at a General Meeting of the Playgroup where at least 75% of votes received must be in favour of the nomination. Notification in writing must be forwarded to the Association of any such Honorary Life Member.

41. **Acceptance of Objects and Compliance with Rules**

Every member, by their attendance at Playgroup, accepts the principles of the Playgroup NSW Inc. and agrees to comply with and be bound by the Constitution of this Playgroup. No member shall be absolved from observance of the Objects and Rules of the Playgroup NSW Inc. and of the Standard Constitution of a Playgroup on the plea that they have not read a copy of it

42. **Standing Orders**

Every Playgroup is responsible for the management of its day to day affairs. A General Meeting of the Playgroup may approve any Standing Orders that it deems applicable to its own management, provided that it does not conflict with the Objects and Rules of the Playgroup NSW Inc. or the Standard Constitution of a Playgroup.

43. **Constitution and Membership of the Playgroup Committee**

- 43.1 At the Annual General Meeting of the Playgroup, a Committee comprising the following shall be elected: Co-ordinator, Secretary, Treasurer (Office Bearers/Executive Committee). The Office Bearers shall be signatories to the cheque account.
- 43.2 The term of an Executive Committee member shall be one (1) year. Executive Committee members shall serve no more than two (2) consecutive terms in the same position. Committee members shall serve no more than a total of four (4) consecutive years in Executive positions.
- 43.3 With respect to Rule 43.2, any period served greater than six (6) months, shall be deemed to be a full term.
- 43.4 Such other positions as deemed necessary by the Playgroup members for the adequate functioning of the Playgroup, including at least one day leader per session for multi-session Playgroups shall be elected throughout the year and advised at a General Meeting of the Playgroup.
- 43.5 Day Leaders, Day Treasurers and other non-Executive Committee members may hold office for up to a term of one (1) year, but may re-nominate for a further term.
- 43.6 Nominations of candidates for election as Playgroup Committee members should be made in writing signed by two (2) members of the Playgroup and accompanied by the written consent of the candidate (which may be endorsed on the nomination form);
- 43.7 Nominations must be received by the Secretary no less than one (1) week before the Annual General Meeting of the Playgroup.
- 43.8 Where only one nomination for a Committee position is received prior to the closing of nominations, the member nominated shall be deemed to be elected.
- 43.9 If nominations have not been received for any office/s, nominations may be taken from the floor at the Annual General Meeting of the Playgroup for those positions only.
- 43.10 Each Playgroup member shall be entitled to one vote. Voting by proxy and by post is permitted but in all cases where a proxy is appointed, such written appointment must be delivered to the Secretary before the meeting to which it relates. The notice appointing the proxy is to be in the form set out in Appendix 1 to these Rules.
- 43.11 The General Meeting of a Playgroup may remove a Committee member from office where 75% of those votes received are in favour of the motion, and where at least two (2) weeks' notice of the motion against the member is given, specifying the time and place of such meeting.
- 43.12 A vacancy on the Committee shall be filled by election at the next General Meeting following the occurrence of the vacancy.

44. **Roles and Responsibilities of the Playgroup Committee**

- 44.1 At each General Meeting of the Playgroup, the Committee shall make available:
  - 44.1.1 a report of the decisions made at the previous meeting; and business transacted since the previous meeting; and
  - 44.1.2 a current financial statement of the Playgroup.
- 44.2 After each General Meeting the Committee shall make available to the Playgroup members a written report of the meeting.

- 44.3 The Co-ordinator shall preside as Chairman at every meeting. The Co-ordinator shall keep accurate and up to date lists of members' names and addresses, and perform other duties pertaining to the office.
- 44.4 The Secretary shall assist the Co-ordinator, ensure that correct minutes are kept, all correspondence is dealt with promptly, and perform other duties pertaining to the office.
- 44.5 The Treasurer shall disburse the funds as directed by the members at a duly constituted meeting, shall make a financial report available at all Playgroup General Meetings and perform other duties pertaining to the office.
- 44.6 Day Leaders (or Day Treasurers where applicable) are responsible for the banking of monies in accordance of Clause 48.2 of this Constitution.
- 44.7 Notification of new and renewing members, together with forms and fees received, must be forwarded to the Zone (or to the Association) as and when directed by the Board.
- 44.8 The Playgroup should send representatives to all Zone meetings.

#### 45. **Isolated Playgroups**

Isolated Playgroups are those Playgroups which are not part of a Zone. The Board shall determine which Playgroups may be isolated Playgroups. In respect of all clauses in this Playgroup Constitution, all communication shall be directly between the Playgroup and the Association.

#### 46. **General Meetings of Playgroups**

- 46.1 General Meetings of the Playgroup shall be held as often as the Playgroup determines, but at least four (4) times per year.
- 46.2 General Meetings may be called by two (2) members of the Playgroup.
- 46.3 Two (2) weeks notice shall be given to members for all General Meetings of the Playgroup.
- 46.4 The Annual General Meeting of the Playgroup shall be held between 1 October and 15 November in each calendar year, at which time election of officers to serve for the ensuing year shall take place.
- 46.5 The Co-ordinator shall chair General Meetings of the Playgroup. If the Co-ordinator is not present within 15 minutes after the time appointed for the beginning of the meeting or is unwilling to act, those present shall elect a member to be Chairman, a simple majority sufficing.
- 46.6 Quorum for General Meetings of Playgroup shall be:
  - 46.6.1 for a multi session Playgroup – at least four members, representing at least 60% of sessions; or
  - 46.6.2 for a single session Playgroup – at least three members or 25% of the membership, whichever is the lesser.
  - 46.6.3 If within thirty (30) minutes of the time appointed for the General Meeting, a quorum is not present, the meeting shall be adjourned to a time and place set thereat but within two (2) weeks. Should a quorum not be present at the adjourned meeting, the members present within thirty (30) minutes of the time set for the commencement of the meeting shall constitute the quorum.
  - 46.6.4 Any member of the Playgroup unable to attend a General Meeting is entitled to send a proxy vote. All proxy votes must be in writing and must be received by the Secretary prior to the commencement of the meeting to which they apply.

#### 47. **Playgroup Fees**

Each member shall pay to the Playgroup such fees as shall be decided from time to time by a General Meeting of the Playgroup.

#### 48. **Financial Matters**

- 48.1 The Playgroup shall operate only one cheque account in its own name.
- 48.2 All monies shall be deposited intact by next banking day to the credit of the Playgroup's account. Receipts for monies received shall be issued promptly.
- 48.3 All payments in excess of \$20 shall be paid by cheque. All cheques must be signed by any two (2) of Co-ordinator, Secretary and Treasurer.

- 48.4 The Playgroup Committee shall have all accounts, vouchers, receipts, books and documents audited annually and furnish a report thereon to the members at the Annual General Meeting. A copy shall be forwarded to the Zone within fourteen (14) days from the date of the Annual General Meeting. The Auditor shall not be a member or closely related to a member of the Playgroup Executive Committee.
- 48.5 The fiscal year of the Playgroup shall begin on the first day of October and end at midnight on the last day of September in each year.
- 48.6 The Playgroup will not enter into any Employer/Employee relationships.
- 48.7 The Playgroup will not borrow money for any purpose.
- 48.8 No remuneration or other benefit in money or monies worth, shall be given by the Playgroup to any member of the Playgroup Committee, except:
  - 48.8.1 repayment of out of pocket expenses; or
  - 48.8.2 advance payment of anticipated expenses where such advance is agreed to by a Playgroup General Meeting..

**49. Splitting of Playgroups**

- 49.1 A Playgroup may split into two or more Playgroups when a resolution is put to a General Meeting of the Playgroup convened for that purpose and at least 75% of votes received must be in favour of the resolution. Members eligible to vote must have each been members of the original Playgroup for at least twelve (12) months.
- 49.2 Disposal of assets shall be in accordance with the policy determined by the Board.
- 49.3 Each Playgroup shall have a different name. The name of the original Playgroup may be retained by the group remaining in the original premises, or, where both or all groups are moving premises, by the group with the most members.

**50. Dissolution of Playgroups**

- 50.1 A Playgroup may be dissolved when a resolution is put to a General Meeting of the Playgroup convened for that purpose and at least 75% of votes received must be in favour of the resolution.
- 50.2 When the Playgroup is dissolved, all assets and funds after payment of expenses and liabilities, shall be disbursed as determined by the relevant Zone Committee.
- 50.3 In the case of Isolated Playgroups, all assets and funds after payment of expenses and liabilities, shall be disbursed to other affiliated Playgroups in the designated region.

**Appendix 1**

**FORM OF APPOINTMENT OF PROXY**

I, .....(name) of .....  
 ..... being a member of the Playgroup NSW Inc. hereby appoint  
 .....(name) of .....  
 .....(address) being a member of that incorporated  
 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  
 ..... 19 ..... and at any adjournment of that meeting.

.....  
 Signature of member appointing proxy

.....  
 Date

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