



CHIPPENDALE CREATIVE PRECINCT CONSTITUTION

ABN 20 217 660 442

PART 1 PRELIMINARY

1 DEFINITIONS & OBJECTIVES OF THE PRECINCT

PART 2 MEMBERSHIP

2 MEMBERSHIP QUALIFICATIONS
3 NOMINATION FOR MEMBERSHIP
4 CESSATION OF MEMBERSHIP
5 MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE
6 RESIGNATION OF MEMBERSHIP
7 REGISTER OF MEMBERS
8 FEES AND SUBSCRIPTIONS
9 MEMBERS' LIABILITIES
10 RESOLUTION OF INTERNAL DISPUTES
11 DISCIPLINING OF MEMBERS
12 RIGHT OF APPEAL OF DISCIPLINED MEMBER

PART 3 THE COMMITTEE

13 POWERS OF THE COMMITTEE
14 CONSTITUTION AND MEMBERSHIP
15 ELECTION OF MEMBERS
16 SECRETARY
17 TREASURER
18 CASUAL VACANCIES
19 REMOVAL OF MEMBER
20 MEETINGS AND QUORUM
21 DELEGATION BY COMMITTEE TO SUB-COMMITTEE
22 VOTING AND DECISIONS

PART 4 GENERAL MEETING

23 ANNUAL GENERAL MEETINGS – HOLDING OF
24 ANNUAL GENERAL MEETINGS – CALLING OF AND BUSINESS AT
25 SPECIAL GENERAL MEETINGS – CALLING OF
26 NOTICE
27 QUORUM FOR GENERAL MEETINGS
28 PRESIDING MEMBER
29 ADJOURNMENT
30 MAKING OF DECISIONS
31 SPECIAL RESOLUTION
32 VOTING
33 APPOINTMENT OF PROXIES

PART 5 MISCELLANEOUS

34 INSURANCE
35 FUNDS – SOURCE
36 FUNDS – MANAGEMENT
37 CHANGE OF NAME, OBJECTS AND CONSITUION
38 CUSTODY OF BOOKS
39 INSPECTION OF BOOKS
40 SERVICE OF NOTICES
41 FINANCIAL YEAR

Part 1 Preliminary

1 Definitions

(1) In this constitution:

Commissioner means the Commissioner of the Office of Fair Trading.

Ordinary member means a member of the Precinct who is not an office-bearer of the Precinct, as referred to in rule 14(2).

CCP or “The Precinct” means the Chippendale Creative Precinct.

The Chippendale geographical area is defined as;

- to the north by Broadway to the Devonshire Street Tunnel;
- to the south by Cleveland Street
- to the west by City Road;
- to the east by the boundary of the Railway Line and Prince Alfred Park.

Secretary means:

- (a) the person holding office under this constitution as secretary of the Precinct, or
- (b) if no such person holds that office – the public officer of the Precinct.

Special general meeting means a general meeting of the Precinct other than an annual general meeting.

(2) In this constitution:

- (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, if 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 this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

(1a) Objectives of the Precinct

- To protect, represent and assist in the commercial, social and economic development of our members
- To foster local creative business interactions and mutual economic benefits
- To host and participate in community events that promote members to each other and the broader public offering interaction and creative discourse
- To encourage more visitors and creative businesses to the area
- To broadly promote the area as a creative hub, a sustainable community, a diverse and unique cultural meeting place
- To provide input in to strategic community planning
- Lobby on behalf of members to all government, cultural and business agencies
- Fostering cultural education and professional development of members through relationships with local universities
- Be an efficient, effective and resourced organisation

Part 2 Membership

2 Membership qualifications

A person is qualified to be a member of the Precinct if, but only if:

A person or business that is a creative business or trains, supports or promotes creativity in Chippendale

(a) the person is a person referred to in section 15(1) (a), (b) or (c) of the Act and has not ceased to be a member of the Precinct at any time after incorporation of the Precinct under the Act, Or

(b) the person is a natural person:

- (i) who has been nominated for membership of the Precinct as provided by rule 3, and
 - (ii) who has been approved for membership of the Precinct by the committee of the Precinct.
- and

(c) is either

- (i) the designated representative of a business trading within the Precinct
- (ii) the owner of a commercial property located within the CCP
- (iii) a person who is has been invited to join the Precinct by the Executive Committee

3 Nomination for Membership

(1) A nomination of a person for membership of the Precinct:

- (a) must be made by a member of the Precinct in writing in the form set out in Appendix 1 to this constitution, and
- (b) must be lodged with the secretary of the Precinct.

(2) As soon as practicable after receiving a nomination for membership, the president will determine whether to approve or to reject the nomination.

(3) As soon as practicable after the president makes that determination, the president must:

- (a) notify the nominee, in writing, that the nomination has been approved and
- (b) request the nominee to pay, (within the period of 28 days after receipt by the nominee of the notification) the sum payable under this constitution by a member as entrance fee and annual subscription.

(4) the president must, on payment by the nominee of the amounts referred to in clause (3) (b) within the period referred to in that provision, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the Precinct.

4 Cessation of membership

A person ceases to be a member of the Precinct if the person:

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the Precinct,
- (d) fails to pay the annual membership fee under clause 8 (2) within three (3) months after the fee is due.

5 Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of the Precinct:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

6 Resignation of membership

(1) A member of the Precinct is not entitled to resign that membership except in accordance with this rule.

(2) A member of the Precinct who has paid all amounts payable by the member to the Precinct in respect of the member's membership may resign from membership of the Precinct by first giving to the secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.

(3) If a member of the Precinct ceases to be a member under clause (2), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

7 Register of members

(1) The public officer of the Precinct must establish and maintain a register of members of the Precinct specifying the name and address of each person who is a member of the Precinct together with the date on which the person became a member.

(2) The register of members must be kept at the principal place of administration of the Precinct and must be open for inspection, free of charge, by any member of the Precinct at any reasonable hour.

(3) A member must not use information about a person obtained from the register to contact or send material to the person for any personal or business advantage, other than for:

- (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
- (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

8 Fees and subscriptions

(1) A member of the Precinct may, on admission to membership, be required to the Precinct a joining fee of an amount to be determined by the committee.

(2) In addition to any amount payable by the member under clause 8 (1), a member of the Precinct must pay to the Precinct an annual membership fee of as determined by the committee.

9 Members' liabilities

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

10 Resolution of internal disputes

(1) Disputes between members (in their capacity as members) of the Precinct, and disputes between members and the Precinct, 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.

11 Disciplining of members

(1) A complaint may be made to the committee by any person that a member of the Precinct:

(a) has persistently refused or neglected to comply with a provision or provisions of this constitution, or

(b) has persistently and wilfully acted in a manner prejudicial to the interests of the Precinct.

(2) On receiving such a complaint, the committee:

(a) must cause notice of the complaint to be served on the member concerned; and

(b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and

(c) must take into consideration any submissions made by the member in connection with the complaint.

(3) The committee may, by resolution, expel the member from the Precinct or suspend the member from membership of the Precinct if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.

(4) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under rule 12.

(5) The expulsion or suspension does not take effect:

(a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or

(b) if within that period the member exercises the right of appeal, unless and until the Precinct confirms the resolution under rule 12(5), whichever is the latter.

12 Right of appeal of disciplined member

(1) A member may appeal to the Precinct in general meeting against a resolution of the committee under rule 11, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.

(2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.

(3) On receipt of a notice from a member under clause (1), the secretary must notify the committee which is to convene a general meeting of the Precinct to be held within 28 days after the date on which the secretary received the notice.

(4) At a general meeting of the Precinct convened under clause (3):

(a) no business other than the question of the appeal is to be transacted, and

(b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and

(c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

(5) If at the general meeting the Precinct passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

Part 3 The committee

13 Powers of the committee

The committee is to be called the committee of management of the Precinct and, subject to the Act, the Regulation and this constitution and to any resolution passed by the Precinct in general meeting:

- (a) is to control and manage the affairs of the Precinct, and
- (b) may exercise all such functions as may be exercised by the Precinct, other than those functions that are required by this constitution to be exercised by a general meeting of members of the Precinct, 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 Precinct.

14 Composition and membership of committee

(1) Subject in the case of the first members of the committee to section 21 of the Act, the committee is to consist of:

- (a) the office-bearers of the Precinct, and
- (b) 2 ordinary members, each of whom is to be elected at the annual general meeting of the Precinct under rule 15.

(2) The total number of committee members is to be 8.

(3) The office-bearers of the Precinct are to be:

- (a) the president
- (b) the vice-president
- (c) the treasurer, and
- (d) the secretary

(4) Each member of the committee is, subject to this constitution, to hold office for a period of two (2) years and until the conclusion of the annual general meeting two (2) years following the date of the member's election, but is eligible for re-election.

(5) A committee member may hold up to 2 offices (other than both the president and vice president offices).

(6) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Precinct to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.

15 Election of committee members

(1) Nominations of candidates for election as office-bearers of the Precinct or as ordinary members of the committee:

- (a) must be made in writing, signed by 2 members of the Precinct and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
- (b) must be delivered to the secretary of the Precinct at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.

(2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.

(3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.

(4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.

(5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.

(6) The ballot for the election of office-bearers and ordinary members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

(7) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the association must be a member of the association.

16 Secretary

(1) the secretary of the Precinct must, as soon as practicable after being appointed as secretary, lodge notice with the Precinct 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 must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

17 Treasurer

It is the duty of the treasurer of the Precinct to ensure:

(a) that all money due to the Precinct is collected and received and that all payments authorised by the Precinct are made, and

(b) that correct books and accounts are kept showing the financial affairs of the Precinct, including full details of all receipts and expenditure connected with the activities of the Precinct.

18 Casual vacancies

(1) 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 is to hold office, subject to the constitution, until the conclusion of the annual general meeting next following the date of the appointment.

(2) For the purposes of this constitution, 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 Precinct, 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 19, or
- (f) becomes a mentally incapacitated person, or
- (g) is absent from three (3) consecutive meetings of the committee during a period of 6 months, unless acknowledged in writing and approved by the committee.

19 Removal of committee members

(1) The Precinct in general meeting may by resolution remove any member of the committee 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 Precinct, the secretary or the president may send a copy of the representations to each member of the Precinct 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.

20 Meetings and quorum

(1) The committee must 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 must be given by the secretary to each member of the committee at least 48 hours (or such other period as many be unanimously agreed on 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) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.

(5) Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.

(6) No business is to 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 is to stand 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 is to be dissolved.

(8) At a meeting of the committee:

(a) the president or, in the president's absence, the vice-president is to preside, or

(b) if the president and the vice-president 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.

21 Delegation by committee to sub-committee

(1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Precinct 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, or as to time or circumstances, as may be specified in the instrument of delegation.

(4) Despite 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.

22 Voting and decisions

(1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to 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 20(5), the committee may act despite 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 despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or subcommittee.

Part 4 General meeting

23 Annual general meetings – holding of

(1) With the exception of the first annual general meeting of the Precinct, the Precinct must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the Precinct, convene an annual general meeting of its members.

(2) The Precinct must hold its first annual general meeting:

- (a) within the period of 18 months after its incorporation under the Act, and
- (b) within the period of 6 months after the expiration of the first financial year of the Precinct.

(3) Clauses (1) and (2) have effect subject to any extension or permission granted by the Commissioner under section 26(3) of the Act.

24 Annual general meetings – calling of and business at

(1) The annual general meeting of the Precinct is, subject to the Act and to rule 23, to be convened on such date and at such place and time as the committee thinks fit.

(2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to 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 Precinct during the last preceding financial year,
- (c) to elect office-bearers of the Precinct and ordinary members of the committee,
- (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 must be specified as such in the notice convening it.

25 Special general meetings – calling of

(1) The committee may, whenever it thinks fit, convene a special general meeting of the Precinct.

(2) The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of the Precinct.

(3) A requisition of members 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 requisition, and
- (c) must 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) must 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 Precinct for any expense so incurred.

26 Notice

(1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Precinct, the secretary must, 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 Precinct, the secretary must, 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 24(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 must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

27 Quorum for general Meetings

(1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.

(2) Five members present in person (being members entitled under this constitution 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.

28 Presiding member

(1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the Precinct.

(2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

29 Adjournment

(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 must give written or oral notice of the adjourned meeting to each member of the Precinct 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.

30 Making of decisions

(1) A question arising at a general meeting of the Precinct 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 Precinct, 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 Precinct, 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 must 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.

31 Special resolution

A resolution of the Precinct is a special resolution:

(a) if it is passed by a majority which comprises at least three-quarters of such members of the Precinct as, being entitled under this constitution 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 this constitution, 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.

32 Voting

(1) On any question arising at a general meeting of the Precinct a member has one vote only.

(2) All votes must be given personally or by proxy but no member may hold more than 5 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 Precinct unless all money due and payable by the member or proxy to the Precinct has been paid, other than the amount of the annual subscription payable in respect of the then current year.

33 Appointment of proxies

(1) Each member is to be entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours 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 this constitution.

Part 5 Miscellaneous

34 Insurance

The Precinct may effect and maintain insurance.

35 Funds – source

(1) The funds of the Precinct are to be derived from funding received from the City of Sydney, entrance fees and annual subscriptions of members, sponsorships, donations and, subject to any resolution passed by the Precinct in general meeting, such other sources as the committee determines.

(2) All money received by the Precinct must be deposited as soon as practicable and without deduction to the credit of the Precinct's bank account.

(3) The Precinct must, as soon as practicable after receiving any money, issue an appropriate receipt.

36 Funds – management

(1) Subject to any resolution passed by the Precinct in general meeting, the funds of the Precinct are to be used in pursuance of the objects of the Precinct in such manner as the committee determines.

(2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the Precinct, being members or employees authorised to do so by the committee.

37 Change of name, objects and constitution

An application to the Director-General for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.

38 Custody of books

Except as otherwise provided by this constitution, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the Precinct.

39 Inspection of books

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

40 Service of notices

(1) For the purpose of this constitution, a notice may be served on or given to a person:

- (a) by delivering it to the person 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 person for giving or serving the notice.

(2) for the purpose of this constitution, 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.

41 Financial year

The financial year of the association is:

(a) the period of time commencing on the date of incorporation of the association and ending on the following 30 June, and

(b) each period of 12 months after the expiration of the previous financial year of the association, commencing on 1 July and ending on the following 30 June.

Appendix 1

(Rule 3 (1))

Appendix 2 (Rule 3 (1)) FORM OF APPOINTMENT OF PROXY



CHIPPENDALE CREATIVE PRECINCT FORM OF APPOINTMENT OF PROXY

I _____ (full name)

of _____ (address)

being a member of Chippendale Creative Precinct

hereby appoint _____ (full name of proxy)

of _____ (address)

being a member of Chippendale Creative Precinct, 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 any resolution or as specified below (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. Proxies are to be deposited with the Secretary not later than twenty-four (24) hours before the time of holding of the meeting. Member can hold more than 5 proxies. Only one representative of any firm or company who is a member in its corporate capacity can vote at any one time.