



**COME
- OUT CAMPING -
OLDER ADULTS INC

CONSTITUTION**

**REVISED
JULY 2024**

COME-OUT CAMPING-OLDER ADULTS: - CONSTITUTION

SECTION 1 NAME

The name of this organization shall be, “Come-Out Camping-Older Adults Inc”

SECTION 2 OBJECT

The object of COCOA shall be:

- a To provide low-cost recreational camps exclusively for older adults.
- b To provide older adults with the opportunity to meet and enjoy the company of other people in the same age group.
- c To promote and maintain both physical and mental health among older adults by the provision of carefully planned activities in camps, day outings and Australian and overseas trips.

SECTION 3 POWERS

For the purpose of achieving or furthering these objects COCOA shall have the power:

- a To purchase, sell, hold, lease or rent real personal property.
- b To borrow, raise or secure the payment of money to secure the payment of money to secure the repayment or performance of any debts, liability, contract or guarantee incurred or to be entered into by COCOA.

- c To enter into any arrangements with any government or local government authority or instrumentality.
- d To employ, hire or engage persons to serve the needs of COCOA.
- e To invest the monies of COCOA
- f To make gifts or give prizes.
- g To amalgamate or associate with any other association having similar objects.
- h To do all such other things as are incidental or conducive to the objects of COCOA.

SECTION 4 INCOME AND PROPERTY

The income and property of COCOA shall be applied solely towards the promotion of the objects of COCOA and no portion of the income or property shall be paid, transferred or distributed directly or indirectly to the members of COCOA, provided that nothing shall prevent the payment in good faith or remuneration to any officer or employee of COCOA or to any person other than a member, in return for services actually rendered to COCOA.

This can only occur if the payment is authorized by a resolution of the Organization.

SECTION 5 MEMBERSHIP

- a Membership of COCOA shall be available to all persons having reached the age of 55 years, with no regard to disability, gender, race, religion or political allegiance.

- b Eligible persons shall gain membership on application, together with the payment of joining fee and an annual subscription. A register of members showing names, addresses, email & phone numbers shall be held by the Registrar. Should any member other than a committee member request a copy of the Register, they must provide a statutory declaration setting out the purpose for which the copy of registered members is required. If any member so requests such a copy, the Committee at their discretion may impose a reasonable charge on said member.
- c The joining fee and annual subscription shall be determined at the Annual General Meeting and reviewed annually. The annual subscription should be paid by the 31st March each year.
- d The joining fee and subscription once paid, shall not be refunded to any member who for any reason discontinues membership.
- e Applicants for membership shall be given a copy of the COCOA “Conditions of Membership”.
- f The Committee of Management, by majority, vote shall have the right to cancel any membership.
- g A member may resign by letter or email addressed to the Secretary.
- h A member whose annual subscription is more than six months in arrears is deemed to have resigned.

SECTION 6 COMMITTEE OF MANAGEMENT

(Thereinafter referred to as “The Committee”)

- a The administration of COCOA shall be the responsibility of the Committee.
- b The Committee shall consist of at least seven (7) and up to ten (10) persons. The President, Vice President, Secretary, Treasurer, Registrar and up to five (5) other members. No member may hold any one position for longer than five (5) years. Should it be impossible to fill the position, then the standing member may continue but only with the approval of greater than fifty percent (50%) of those attending & eligible to vote at the AGM.
- c The Committee shall be nominated by and elected from the financial members of COCOA, and shall be elected annually at the Annual General Meeting and shall take office immediately after the meeting.
- d The Committee shall meet as often as required to conduct the business of COCOA.
- e Committee members shall be given at least three days notice of a Committee Meeting in any manner convenient to the Secretary.
- f A quorum shall consist of four (4) Committee Members.
- g The Committee shall have the power to introduce and amend the by-laws as considered necessary for the smooth functioning of COCOA.

- h The Committee shall have the power to fill any vacancy that occurs before the next Annual General Meeting.
- I The President shall have a deliberate vote at any Committee meeting and in the case of a tied vote, shall have a casting vote, but must keep the Status Quo.
- j Any COCOA member may request to attend a Committee meeting but must give the notice to the Secretary prior to the meeting.

SECTION 7 ANNUAL GENERAL MEETING

- a The Annual General Meeting shall be held no later than May each year, on a day, date, time and place to be arranged by the Committee.
- b The Annual General Meeting shall not take place during the course of an organized camp.
- c A minimum of fourteen (14) days notice shall be given of the Annual General Meeting to all members via The Bugle.
- d The quorum shall consist of 20% of the membership.
- e The business of the A G M shall include:
 - i Confirmation of minutes and matters arising.*
 - ii The President's report.*
 - iii The Treasurer's Report and Statement of Accounts for the preceding financial year*
 - iv Election of officers and Members of the Committee*

Should more than one person be nominated for any position, the decision shall be by secret ballot of members present.'

- v *The appointment of an auditor.*
- vi *Notices of motion other than alterations or amendments to the constitution must be in the hands of the Secretary at least seven (7) days prior to the meeting.*
- vii *General Business.*

SECTION 8 THE CHAIRPERSON: (GENERAL MEETING)

- a The President of the Committee shall preside at the Annual General Meeting and at any Extraordinary General Meeting.
- b In the absence of the President, the Meeting shall be chaired by the Vice President.
- c The President shall have a casting vote only.

SECTION 9 VOTING

- a Only financial members shall be eligible to vote at any general meeting.
- b At every general meeting a resolution put to the vote shall be decided by a show of hands by a simple majority. With the exception of voting for positions on the Committee as set out in Section 7e (4).
- c A financial member shall be allowed to lodge a Postal or Proxy vote at the Annual General Meeting or any Extraordinary General Meeting of the club. The Proxy or

Postal vote shall be on an approved form by the committee and signed by the member. The form shall be lodged with the Secretary prior to the meeting.

SECTION 10 EXTRAORDINARY GENERAL MEETING

a An Extraordinary General Meeting may be called in one of the following ways:

- i By resolution of the Committee*
- ii By petition in writing by at least ten percent (10%) of members.*
- iii By the President.*
- iv By resolution at a previous Annual General Meeting or Extraordinary General Meeting.*

b The quorum shall consist of 20% of the members.

c A minimum of fourteen (14) days notice shall be given of an Extraordinary General Meeting to all members.

SECTION 11 MINUTES OF MEETINGS

a The Secretary, or in their absence, another member, appointed by the meeting, shall keep minutes of all general meetings and Committee meetings.

b The minutes of all committee meetings shall be available to members on request.

c All records of COCOA's shall be held by the Secretary.

SECTION 12 DISPUTES, SUSPENSION AND EXPLULSION

- a Any member of COCOA whose conduct, in the opinion of the Committee is prejudicial to the interests of COCOA may be removed from membership by a majority of at least two-thirds of the Committee as shall be present and to vote at a Meeting of the Committee called for that purpose.
- b The member whom it is proposed to expel may attend such Meeting for the purpose of being heard.
- c An appeal shall lie to an Extraordinary General Meeting which shall be called by the Committee at the request in writing of the member who has been expelled within seven (7) days of the Committee's decision.
- d On appeal from a decision of the Committee at the Extraordinary General Meeting may make such resolution as it may see fit to allow or disallow the appeal.
- e Any member who is expelled shall not be entitled to any refund of their membership or any monies paid in relation to a COCOA activity
- f Any dispute between members or between members and the incorporated organization shall be dealt with by the Committee and if necessary a special Extraordinary meeting shall be called to settle such dispute.

SECTION 13 FINANCE

- a The Committee shall open an interest bearing account with a chosen approved financial institution, into which all COCOA income shall be paid.
- b All payments from COCOA funds shall be made by cheque or appropriate bank transfer, both to be signed or authorized by any two (2) of the following:
 - 1 The President.
 - 2 The Vice President.
 - 3 The Secretary.
 - 4 The Treasurer.
- c For the purpose of accounting, one set of accounts shall be kept into which all revenue from joining fees, subscriptions, donations, grants, camp fees and any miscellaneous fundraising shall be paid. Funds shall be used for the purpose of the efficient running of COCOA as approved by the Committee. 'Each financial year of COCOA shall begin on 1st April each year.
- d A balance sheet containing a summary of the assets and liabilities of COCOA together with a statement of profit & loss for the year ended 31st March shall be audited and submitted to the Annual General Meeting each year.
- e The accounts shall be audited by the Auditor who shall make a report on the accounts.

- f The accounts shall be open to inspection by any member upon giving reasonable notice to the Treasurer at a time and place convenient to the Treasurer.

SECTION 14 AUDITOR

The Auditor shall be appointed by a resolution at the Annual General Meeting to audit the accounts. The Auditor shall not be a member of the Committee but may be a member of COCOA and may attend the Annual General Meeting to answer any questions in relation to the accounts.

SECTION 15 COMMON SEAL

COCOA shall have and use a common seal which shall be held in the custody of the President and shall be used or affixed to any document after authority has been given by the Committee. The affixation of the seal shall be witnessed by the President and any two members of the Committee.

SECTION 16 DISSOLUTION

- a COCOA may at any time, with the consent of three quarters (75%) of the current financial members present at a General Meeting called for the purpose, be dissolved.
- b If upon the dissolution or winding up of COCOA there remains, after a satisfaction of all its debts and liabilities, any property whatsoever the same shall be donated to a like

minded organization and any remaining funds donated to a charity as decided by the Committee.

SECTION 17 INSPECTION OF CONSTITUTION AND BY LAWS

A copy of the Constitution and By Laws of COCOA shall be available for any Member who so requests it.

SECTION 18 ALTERATION OF CONSTITUTION

No alteration, addition or amendments of the Constitution shall be made unless and until carried by a resolution at the Annual General Meeting and passed by a majority of two thirds of the members present and eligible to vote. Such an alteration or amendment must be given to all members at least fourteen days (14) prior to the AGM. Any member wishing to make an alteration, addition or amendment of the Constitution must present the motion signed by a seconded, to the Secretary Thirty days prior to the AGM.

SECTION 19 LIFE MEMBERSHIP

Instead of Life Membership a 'Certificate of Appreciation' with a Citation will be awarded at the AGM to any worthy club member as decided by the Committee.

L.T.