



Piggabeen & Cobaki Community Association Incorporated

Addendum to the Model Constitution

AMMENDMENT RECORD

DATE	AMMENDMENT
10/03/2023	Version 0 for approval by Association members. Insurance details TBC

ABOUT THIS DOCUMENT:

The Piggabeen & Cobaki Community Association Incorporated (Association) adopts and adheres to the Model Constitution (Constitution) published by the NSW Department of Fair Trading under the Associations Incorporated Act 2009. The Constitution of an incorporated association is a contract between the Association and its members, who agree to adhere to the provisions outlined in the Model Constitution.

This 'Addendum to the Model Constitution' (Addendum) formally outlines specific differences in key areas required to customise the Constitution to meet the specific needs of the Association.

ASSOCIATION DETAILS:

Address: Piggabeen Hall, 525 Piggabeen Road, PIGGABEEN NSW 2486

ABN Number: 93 311 463 688

Piggabeen & Cobaki Community Association Incorporated - Y2135444

Heritage Item ID: 2520464 in Tweed Shire Council listing LEP 85

PREAMBLE

MISSION STATEMENT:

"Fostering Community Connectedness".

VALUES:

The Committee will operate with the following 'ACTOR' values:

- | | |
|-----------------------|---|
| Accountability | - delivering on commitments. |
| Collaboration | - collaborating internally. Operating as a unified Committee with one voice. |
| Transparency | - engaging openly and honestly with the Community on all major decisions. |
| Openness | - being receptive to new ideas/community input and conveying decisions in a timely, respectful and honest manner. |
| Respect | - at all times behaving respectfully both within the Committee and the Community. |

AIMS:

The Association aims to serve the Piggabeen, Cobaki Lakes and Cobaki (Valley) communities in four distinct ways, hereafter referred to as the "Pillars". These are:

- Advocacy- Speaking with one voice.
- Enrichment- Engendering a vibrant community.
- Resilience- Building a stronger community.
- Preservation- Nurturing our heritage.

The key elements of the Pillars are tabulated below.

ADVOCACY Speaking with One Voice	ENRICHMENT Engendering a Vibrant Community	RESILIENCE Building a Stronger Community	PRESERVATION Nurturing Our Heritage
INITIATIVES:	INITIATIVES:	INITIATIVES:	INITIATIVES:
Campaign for Infrastructure <ul style="list-style-type: none"> Road flooding/Markers Electronic Indicators/Flood Cameras Causeways Bridge approaches Potholes Raise Valley Awareness <ul style="list-style-type: none"> Local, State, Federal Governments Grants Monitor Development <ul style="list-style-type: none"> Cobaki Lakes Terranora Lakes Council rezoning Host Awareness Nights	Facilitate Events <ul style="list-style-type: none"> Social/Educational events at the Hall <ul style="list-style-type: none"> Trivia nights, Bushies Ball, Art Exhibitions, Talent Shows Markets, Workshops Events away from the Hall <ul style="list-style-type: none"> Picnics, Holiday Festivities Provide Effective Communication <ul style="list-style-type: none"> Newsletters and Social Media Notice Boards Association Website Encourage Association membership and participation	Form Community Resilience Teams (CRT) <ul style="list-style-type: none"> Meet your Neighbours & Street Coordinators Inform and empower residents to deal with natural disasters & threats <ul style="list-style-type: none"> Fire, Floods Thieves, rubbish dumping, neighbourhood watch Medical emergencies Evacuations 'Welcome Pack' for new residents to our Valleys	Act As Custodians for the Hall <ul style="list-style-type: none"> Council liaison, maintenance Generate Revenue <ul style="list-style-type: none"> Hire and promote the Hall Grants Refurbish Hall and Grounds <ul style="list-style-type: none"> Create an inviting space for community use Raise revenue from third party hire to fund community events and Association initiatives Acknowledge Our Heritage Remember Our ANZAC's

Each calendar year, a Strategic Plan will be developed outlining specific initiatives to advance these Pillars.

SUPPLEMENT TO SPECIFIC MODEL CONSTITUTION CLAUSES

MEMBERS OF ASSOCIATION: (Part 2)

An individual is eligible to be:

- A **FULL MEMBER** of the Association if they reside in Piggabeen, Cobaki Lakes or Cobaki.
- An **ASSOCIATE MEMBER** of the Association if they live in surrounding suburbs identified by postcodes 2485 and 2486.

Note: For the avoidance of any doubt, this clause refers to membership of the Association and not of the Association Facebook page, which is open to friends and family of Members.

MEMBERSHIP APPLICATIONS: (Clause 3)

A person applying for membership must complete the Membership Application Form located on the website.

FEES AND SUBSCRIPTIONS: (Clause 5)

A person applying for membership of the Association must pay to the association their annual fee of \$5 (one year) or \$20 (five years) when submitting their Membership Application Form.

The financial year for membership is from 1 st January until 31 st December. No pro rata applies. Applications received after 1 November are valid for the next calendar year.

THE COMMITTEE: (Part 3)

FUNCTIONS OF COMMITTEE (Clause 13)

The Committee provides review, guidance and management for the overall operations of the Association, as well as ensuring the Association adheres to the Model Constitution requirements, and the Mission and Aims as set out in this Addendum.

The Committee is the custodian of the Piggabeen Hall and its active manager.

It is the responsibility of all Committee Members to:

- respect, review and adhere to the Model Constitution and this Addendum.
- ensure that all Association documents in their possession are delivered to the Public Officer within 14 days of vacating office.
- attend all committee meetings, or apologise in advance for absence, and arrive at meetings on time.
- undertake and complete tasks allocated, and submit reports when required.
- represent the Association with integrity.
- support all other Committee Members conducting their responsibilities.
- support, assist with and/or coordinate Committee events and fundraising efforts.
- avoid making any improper use of a Committee position that may gain any material advantage for themselves, or for any other person, or to the detriment of the Association. Inform the Committee if there is a real or perceived conflict of interest, and if necessary, step aside from decision making.

COMPOSITION OF COMMITTEE (Clause 14)

The committee will have 7 members consisting of the following office-bearers:

- the President,
- the Vice-President,
- the Secretary,
- the Treasurer (including Public Officer),
- the Booking Officer, and
- two Ordinary Committee Members,

Each of whom are to be elected at the Annual General Meeting (AGM).

ELECTION OF COMMITTEE MEMBERS (Clause 15)

Full information on **Nominating for the Committee** is on the Association website.

TREASURER (Clause 19)

Additionally, the Treasurer is to lodge:

- The Association summary of financial affairs annually with the Department of Fair Trading (DOFT). Form A12 - Tier 2 is required to be lodged and penalties apply if it is not lodged each year.
- A change of Chief Financial Officer form with the DOFT if a new Treasurer is elected.

COMMITTEE MEETINGS: (Clause 21)

The committee will generally hold meetings at the Piggabeen Hall and shall set a meeting schedule at the start of the year.

GENERAL MEETINGS OF ASSOCIATION: (Part 4)

ANNUAL GENERAL MEETINGS: (Clause 28)

Full information on **Voting at an AGM** is on the Association website.

ADMINISTRATION: (Part 5)

FUNDS: (Clause 38)

The funds of the association are derived and sourced from application/annual fees of members, external Hall Hire, fundraising activities/events, and any other sources determined by the Committee.

All money received by the Association is deposited, without deduction, to the credit of the Association's bank account and a receipt is issued for the amount of money received to the person from whom the money was received.

Proposed expenditure is to be authorised by the Committee before the expense is incurred.

The Associations' bank details are as follows:

Bank of Queensland

Piggabeen & Cobaki Community Association

BSB: 124-063

Account Number: 23370471

Signatories are the President, Secretary and Treasurer.

INSURANCE: (Clause 39)

The Association holds insurance with **TBC once hall licence agreement finalised**

The policy number is **TBC**.

CUSTODY OF RECORDS AND BOOKS: (Clause 42)

All Association records, books and other documents are to be kept in New South Wales at the Piggabeen Hall in the Committee cupboard, which is to be kept locked. The President, Public Officer and Secretary are the custodians of the key.

The Association is to keep the following records:

- a register of Committee and Association members
- a record of any disclosure of interest by a Committee member
- a record of the association's financial transactions and position
- minutes of the proceedings of Committee and general meetings
- a record of its authorised signatories, and bank account details
- a record of its current public officer and official address
- ABN and Incorporated certificate

- An asset register.

PIGGABEEN HALL:

The Association is the custodian of the historic Piggabeen Hall, which is a Local Council heritage listing, LEP listing number 85 as identified in a study by Ainsworth Heritage.

<https://dpc-hms-nsw-web-prd-webapp.azurewebsites.net/App/Item/ViewItem?itemId=2520464>

The Hall is made available for the exclusive use of the Association under a Licence Agreement from Council, which is renewable annually on 1 February.

PIGGABEEN HALL HIRE:

The Piggabeen Hall is available for rental to third parties to cover Hall running expenses and provide a revenue stream to the Association. Hall Hire procedures, agreement and rates are listed on the Association Website, and enquiries can be directed to the Booking Officer on 0439 613 414 or booking@piggabeencobaki.com.au.

Association members enjoy a **10% discount** when they hire the Hall as well as discounted security bond rates.

Hall facilities are listed on the Hall Hire Agreement.

Valley Community Events run under the umbrella of the Association, may be entitled to Association endorsement, promotion and free Hall hire/security bond waiver, provided:

1. The event benefits the Community at large and is in keeping with the Pillars of the strategic plan
2. The scope of the event is agreed in advance
3. A Committee member is on the organising team
4. The profits and takings from fund raising are returned to the Association
5. The organiser is a Full Member of the Association
6. Normal Hall booking procedures and guidelines apply.

In the first instance, Applicants should contact secretary@piggabeencobaki.com.au with a proposed scope of the event for Committee approval.