

## **RULES OF BAROSSA BROADCASTING BOARD Incorporated.**

The name of the incorporated association is Barossa Broadcasting Board Incorporated, referred to in these rules as "The Association".

### **DEFINITIONS:**

*Board* means the board of management of the Association.

*Meeting Of The Association* means a general meeting convened in accordance with these rules where all members may participate and includes General Meetings (GM), Annual General Meetings (AGM) and Extraordinary General Meetings (EGM).

*Member* means a natural person who is a member of the Association.

*Register Of Members* means the list held by the Secretary that contains the name, residential address, phone number, email address, the date of admission, and any other relevant information of every person who is a current Member of the Association.

*The Act* means the Associations Incorporation Act, 1985. (note that any reference in the Act to "the Committee" should be interpreted in these rules as "the Board" and also that these rules are not intended to be used by an association with employees or an association that is "prescribed association" under the Act).

*Simple Majority* means the sum of half the number of members present at a meeting plus one which is then rounded down to the nearest whole number.

*Written Notice* means a notice given to any member by sending it via any of the contact details listed in the Register Of Members. The notice shall be deemed to have been delivered if it has been correctly sent, with due allowance for the mode of delivery.

*Meetings Of The Board* are meetings where the Board members shall participate. Other members of the Association may attend, but have no automatic rights other than as silent observers and may be excluded from in-camera discussions.

*Policy* means a set of regulations or procedures approved by the Board that remain in force until replaced by an updated Policy.

*Financial Year* means the 12 month period ending on the last day of June each year.

## **1. OBJECT AND PURPOSES**

To do all things necessary to apply for and to hold a community radio broadcasting licence.

To establish and to operate a community broadcasting station and to build, furnish and equip studios and production facilities of broadcast standard for use by the community.

To broadcast programs focused on local issues, events, culture and activities relevant to the needs and interests of Barossa Broadcasting Board Incorporated's licence area & surrounds.

To promote the work of Australian, and in particular South Australian musicians and performers.

To provide the opportunity for groups, associations and individuals to produce and present original programs.

To foster the development and ideals of community broadcasting in such ways as the Association may determine, and in particular:

- To provide facilities for members to learn and practice the technical and aesthetic aspects of radio broadcasting and production,
- To abide by the Community Radio Codes of Practice,
- To provide programming of a type not adequately covered by pre-existing broadcasters, and in particular special programs directed to groups or sectors within the community whose interests, needs and problems are not adequately served by pre-existing broadcasters.

To inform members and other interested individuals about the aims and operations of the Association, about community broadcasting, and about the aims and activities of participating groups and individuals.

To support and to cooperate with any kindred body.

To not affiliate with any political group/party or any religious group.

## **2. POWERS**

The Association shall have all the powers conferred by section 25 of the Act.

## **3. MEMBERSHIP AND FEES**

3.1 Membership of the Association shall be open to any natural person upon submission to the Board of the completed form set out in the Policy determined by the Board and upon payment of the annual membership fee.

3.2 The annual membership fees shall be set by Policy determined by the Board.

3.3 A person shall not become a Member until their application is approved by the Board.

- 3.4 The Board may refuse an application for membership, according to the Policy determined by the Board, and must provide a reason for that refusal.
- 3.5 The Secretary is responsible for adding the details of the newly approved Member to the Register of Members.
- 3.6 A member shall have the right to one vote at any Meeting Of The Association on every issue that may arise.
- 3.7 A person whose application is rejected by the Board has the right to appeal that decision at the next Meeting Of The Association. If a Simple Majority of members present at that meeting support the appeal then the person shall become a member.
- 3.8 The Board may expel any member according to the Policy determined by the Board and it must provide a reason for that expulsion.
- 3.9 Any member who is expelled from Membership of the Association shall have the right to appeal that decision at the next Meeting Of The Association. If a Simple Majority of members present at that meeting support the appeal then the decision to expel the member shall be revoked.
- 3.10 Annual membership fees shall become due on the first day of May and the Secretary shall send Written Notice to all members before the first day of April. If a member does not pay the annual membership fee prior to the first day of June they shall cease to be a Member and their name shall be removed from the Register of Members.
- 3.11 The Board may not refuse to accept the payment of a membership fee from an existing Member.
- 3.12 A Member may only resign from The Association by advising the Board in writing. At its next meeting the Board will direct the Secretary to remove the name of that Member from the Register Of Members. Resignation by a member does not release them from any pre-existing obligations to the Association they had prior to their resignation.

#### 4. **THE BOARD**

- 4.1 The affairs of The Association shall be managed by the Board, which in addition to any powers and authorities conferred by these rules may exercise all such powers and do all such things as are within the objects of The Association, and are not by the Act or by these rules required to be done at a Meeting Of The Association.
- 4.2 The Board shall have the power to appoint officers and committees as required to carry out the objects of the Association and it may delegate any of its powers to these officers and committees. These delegations shall remain in force until altered by the Board.

- 4.3 The positions on the Board shall be the Chairperson, Vice-Chairperson, Secretary, Treasurer, and between 2 and 6 Ordinary Board members with the number being determined by the Board.
- 4.4 All positions on the Board shall be held by Members of the Association and a Member may not hold more than one Board position.
- 4.5 The Board shall develop Policy describing the additional roles and responsibilities for all positions that are not already described in these Rules or the Act.
- 4.6 The first Board shall hold office until the first AGM.
- 4.7 At every AGM held during an even numbered year the Chairperson, Treasurer, and the even numbered Ordinary Board positions shall be declared vacant and an election shall be held to fill those vacancies for a term that shall expire at the next AGM occurring during an even numbered year.
- 4.8 At every AGM held during an odd numbered year the Vice-Chairperson, Secretary, and the odd numbered Ordinary Board positions shall be declared vacant and an election shall be held to fill those vacancies for a term that shall expire at the next AGM occurring during an odd numbered year.
- 4.9 Nomination for a Board position vacancy shall be in writing and in compliance with the Policy determined by the Board.
- 4.10 If the number of nominations is equal to the number of Board positions available, the Secretary shall report this at the AGM, and the Chairperson shall declare such persons duly elected as Board members.

## **5. DISQUALIFICATION OF BOARD MEMBERS**

The office of a Board member shall become vacant if that board member is:

- (a) Disqualified by the Act, or
- (b) Expelled under these rules, or
- (c) Permanently incapacitated by ill health, or
- (d) Absent without apology from more than 3 consecutive Board meetings.

## **6. BOARD MEETINGS**

- 6.1 The Board shall meet at least 8 times every Financial Year.
- 6.2 Questions arising at any Board meeting shall be decided by a Simple Majority with all Board members present having one vote. In the event of a tied vote the status quo shall prevail.
- 6.3 The Board may not act unless it has a quorum. The quorum for any meeting of the Board shall be 5 members present.
- 6.4 In the event of a casual vacancy the Board shall use its best efforts to appoint a Member to fill that position for the remainder of its term.

- 6.5 In the event that casual vacancies result in the total number of Board members being less than 5, the remaining Board shall appoint Members temporarily to fill all vacancies and shall call a General Meeting within 90 days to resolve the situation.
- 6.6 A member of the Board who has a conflict of interest in any dealings with the Association must disclose that interest to the Board as required by the Act, must withdraw from the meeting if directed by the Board and shall not vote with respect to those dealings. A conflict of interest is not initiated where a majority of any members of the Association would have a similar interest.
- 6.7 Board members have a fiduciary duty to the Association and must always carry out their duties in the best interest of the Association.

## **7. PUBLIC OFFICER**

A Public Officer (as defined in the Act) shall be appointed from the membership and they shall remain the Public Officer until a successor is appointed by the Board and accepted by the Commission (as defined in the Act).

## **8. RULES**

- 8.1 These Rules shall bind the Association and every Member to the same extent as if they had respectively signed and agreed to be bound by them.
- 8.2 Subject to the approval by a Special Resolution (as defined in the Act) these Rules may be altered, or replaced by new rules. Any new rules shall come into force at the time they are passed by Special Resolution of the Members of the Association and shall be registered as required by the Act.

## **9. THE SEAL**

- 9.1 The Association shall have a common seal.
- 9.2 The Seal shall only be used with the authorisation of the Board and every use shall be recorded in the Board meeting minutes. The Public Officer and one other Board member shall witness the affixing of the Seal.
- 9.3 The Seal shall be kept in the custody of the Public Officer.

## **10. CALLING MEETINGS OF THE ASSOCIATION**

- 10.1 The AGM shall be held in September of each year after giving at least 14 days Written Notice to the members. The agenda for the meeting shall be; the consideration of the accounts, reports of the Board, Committees and Auditor (if required), the appointment of an Auditor (if required) and Board members, and any other business that would require consideration at a GM.

- 10.2 The Board may call a GM at any time after giving at least 14 days Written Notice to the members.
- 10.3 Upon a requisition in writing of not less than 20% of the total number of members of the Association, the Board shall, within 42 days of the receipt of the requisition, convene an EGM for the purpose specified in that requisition.
- 10.4 A requisition for an EGM shall be signed and dated by each Member making the request. The dates from the signatories shall fall within a 14 day period, otherwise the requisition shall have no effect.
- 10.5 If the EGM is not held within 42 days the requisitionists may call and hold the EGM. Such a meeting shall be called and held in the same manner as if called and held by the Board. The requisitionists shall be supplied with the details of the Members entitled to receive a Written Notice of the EGM. The reasonable expenses of calling and holding the EGM shall be covered.
- 10.6 Notice of a Meeting Of The Association at which a Special Resolution is to be proposed shall be given at least 42 days prior to the date of the meeting.

## **11. PROCEEDINGS AT MEETINGS OF THE ASSOCIATION**

- 11.1 A Meeting Of The Association may not act unless it has a quorum. The quorum shall be the lesser of 30% or 15 Members, unless the meeting is being held as a result of the rule in 11.2.
- 11.2 If 30 minutes have elapsed after the start time specified for the meeting and a quorum of Members are not present, the meeting shall stand adjourned to any other day, but the chosen day must comply with the requirements for giving notice for that type of meeting. If at the adjourned meeting a quorum is not present within 30 minutes of the time appointed for the meeting those members present shall form the quorum.
- 11.3 The Chairperson of the Board shall preside over every Meeting Of The Association. If the Chairperson is unable to preside then the Vice-Chairperson of the Board shall preside. If the Vice-Chairperson is unable to preside then those Members present may choose a Member to preside.
- 11.4 Questions arising at any Meeting Of The Association shall be decided by a Simple Majority on a show of hands and declared by the Chairperson.
- 11.5 If a division is then required by the Chairperson, or by 5 or more Members, it shall be taken in such manner as the Chairperson directs, providing that the names and voting decision of each person are recorded.
- 11.6 Any Meeting Of The Association may include attendance by Members in multiple locations using appropriate affordable means providing a reasonable chance to participate effectively in the meeting.
- 11.7 Proxy voting is not permitted at any Meeting Of The Association

## 12. MINUTES

- 12.1 Minutes of the proceedings of any meeting held at any level of the Association shall be made and kept in a permanent form.
- 12.2 Minutes shall show at least the date, time and locations of the meeting (any meetings may be held in multiple locations), those persons in attendance and any apologies, the name of the member presiding over the meeting, the name of the person taking the notes that become the minutes, any motions proposed and the outcome of the vote on those motions and any reasonable personal explanation a member requests to be recorded.
- 12.3 Notes made at a meeting that are intended to become the minutes must first be approved by a subsequent similar meeting. Any suggested corrections to those notes may only be put forward by those members who were at the meeting where those notes were taken. All members at the subsequent meeting may vote on whether to accept the notes to become the minutes of the previous meeting.
- 12.4 Notes made at a meeting may be approved at that same meeting if every member at the meeting is able to effectively read the notes and the last motion of the meeting is put by the member presiding over the meeting, seconded by the note taker, that shall state "the notes of this meeting, including this motion, be taken as a true and correct record of this meeting being held now and that the meeting is closed". If this motion is passed then this motion will form the final part of the minutes.
- 12.5 Minutes shall be signed, physically or electronically, by the member who presided at the meeting at which the proceedings took place or, if that is not possible, by the member who presided at the subsequent similar meeting.
- 12.6 Where minutes are approved and signed they shall, until the contrary is proven, held to be evidence that the meeting was properly convened and held and that all appointments made at that meeting are valid.
- 12.7 Minutes of all meetings shall be available to Members on request, but the release may be delayed by up to 21 days if the earlier release may not be in the best interests of the Association.
- 12.8 Any meeting may decide to hold part of the meeting discussion in-camera, but the outcomes and the voting on the outcomes of any such discussion must be recorded in the minutes.

## 13. ACCOUNTS

- 13.1 The Treasurer shall keep accounting records that correctly record and explain the financial transactions and financial position of the Association.
- 13.2 The accounting records shall be made available to every board meeting and every Meeting Of The Association.

14. **DISPUTE RESOLUTION**

14.1 Where the board or a committee exercises any power of adjudication that it may have in relation to a dispute between members or a dispute between itself and members the rules of natural justice will be observed.

14.2 The dispute resolution procedure shall be set out in the Policy determined by the Board.

15. **NOT FOR PROFIT**

The income and property of the Association, however derived, shall be applied solely towards the promotion of the objects and purposes of the Association and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus, or otherwise, to any present or past member of the Association, provided that nothing herein shall prevent the payment in good faith of remuneration or reimbursement for out of pocket expenses to any Member of the Association in return for services actually rendered to the Association.

16. **WINDING UP**

The Association shall be wound up in the manner provided for in the Act.

17. **APPLICATION OF SURPLUS ASSETS**

If after the winding up of the Association there remains "Surplus Assets" (as defined in the Act) such surplus assets shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as good as is imposed on the Association under the Act and these rules, such institution or institutions to be determined by the members of the Association.