

Note: By laws cover the day to day operation of the Association and must conform to the aims and intent of the RVRA Constitution.

By-Law 1 - Membership

- (1) If two ordinary members are joint members, then each member is entitled to the same membership rights, privileges and obligations of a single ordinary member. However, joint members shall receive only one copy of any material that is published or issued from time to time, by the Association.
- (2) Any member of the Association may obtain a copy of any part of the Register of members on payment of a fee for each page copied, the fee is as determined by the committee of the Association in January each year for that Calender Year (Constitution clause 7)
- (3) Associate Membership
 - (a) A nomination of a person for associate membership of the Association:
 - (i) must be made by a member of the Association in writing in the prescribed form
 - (ii) must be lodged with the secretary of the Association.
 - (b) As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which is to determine whether to approve or to reject the nomination.
 - (c) As soon as practicable after the committee makes that determination, the secretary must:
 - (i) Notify the nominee, in writing, that the committee approved or rejected the nomination (whichever is applicable), and
 - (ii) if the committee approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under the constitution by a single member as an annual subscription.
 - (d) The secretary must, on payment by the nominee of the amounts referred to in sub clause (c) (ii) within the period referred to in that provision, enter or cause to be entered the nominee's name in the register of members and, on the name being so entered, the nominee becomes an associate member of the association.

By-Law 2 – Committee

- (1) No more than two members of the same retirement village may hold committee membership.
- (2) The President shall
 - (a) chair all meetings of the Association. The Chairman, in the event of a tied vote at any of these meetings will be entitled to exercise a second or casting vote.
 - (b) rule on any procedural matters or queries as to the meaning of clauses of the Constitution raised at all meetings of the Association.
 - (c) seek clarification, where necessary, from the OFT and/or other resource bodies, regarding the rights and obligations of members under the Act and Regulation.
- (3) The Vice President will act as President in his/her absence.
- (4) The Secretary and/or President will authorise all external correspondence including ordinary mail, emails and any form of electronic correspondence.
- (5) The Secretary and/or President will authorise the content of the RVRA website
- (6) The Secretary and/or President will monitor and report on the calls to the 1300 number.
- (7) The Secretary will prepare a list of correspondence inwards and outwards in the form of ordinary mail, emails and any form of electronic correspondence for presentation at a meeting.
- (8) The Secretary and/or President will, at their discretion, allocate requests and enquiries from members and the public to committee members for response at their discretion.

- (9) On an occasion where the RVRA Committee is requested, and agrees, to provide a representative to attend a meeting with a body or persons external to the RVRA Committee, such committee member is to be accompanied by another member of the Committee or, where appropriate, an RVRA member who has been approved by the committee. Such meetings would include meetings with politicians and their staff, Fair Trading staff, Operator Groups and meetings with retirement village residents. The only exception to this requirement is where attendance at the meeting is restricted to one representative and the RVRA Committee is in agreement.

Responsibilities of Committee Members

Committee members are required to adhere to the undertakings they signed on nomination for the committee – namely:

- Attend a meeting once a month in Sydney or alternative location as determined;
- Undertake a commitment to, and be responsible for, a specific area of committee work as agreed;
- Regularly check emails for RVRA enquiries and committee communication and respond promptly;
- Carry out other committee duties as required.

Confidentiality of Committee Business

a) The committee will ensure that the confidentiality of the members who contact the RVRA for assistance, is upheld.

b) To assist in maintaining confidentiality, the call reports, attached to the minutes and provided to Fair Trading, will not identify the person who has made the enquiry, but will refer to his/her village only.

By-Law 3 - Fees, subscriptions

(1) In accordance with clause 8 of the constitution, the committee will review fees and subscriptions annually in January for the following financial year and advise changes, if any, to members in the March newsletter.

(2) Membership Fee for the year ending 30th June 2014 shall be:

- (a) \$15 for a single member, and
- (b) \$20 for joint membership
- (c) \$150 for a perpetual single membership
- (d) \$200 for a perpetual joint membership
- (e) Members joining in the last 3 months of the financial year are deemed to have also paid their subscription for the following year.

(3) A member appointed as a life member of the Association shall be exempt from payment of any annual membership fee.

By-Law 4 – Engagement of Consultants and contractors

(1) The committee may engage the services of any person being a member, or a person not being a member, including a firm, as a consultant or contractor, to carry out work beneficial to the Association.

(2) These services must be in accordance with clause 43 of the RVRA constitution where it must be a service rendered to the association in a professional or technical capacity other than in the capacity as a member of the association, where:

- (a) the provision of the service has the prior approval of the committee; and

- (b) the amount payable is not more than an amount which commercially would be reasonable payment for the service.
- (3) The terms of this engagement shall be set out in the instrument provided.
- (4) The consultant or contractor will be responsible to the committee through the Secretary

By-Law 5 -Village Contacts

The committee may authorise the Secretary to establish a list of contact persons across villages to assist from time to time in providing information covering issues which assist the furtherance of the objects of the Association.

By-Law - 6 Regional Groups

- (1) The Committee may:
 - (a) approve the formation of Regional Groups of the Association within defined geographical boundaries, and
 - (b) determine the rules governing the Regional Group
- (2) A Regional Group of the Association may be formed for the purpose of:
 - (a) developing and maintaining communications with residents of retirement villages,
 - (b) conveying decisions of the Association relating to residents,
 - (c) receiving reports of activities and items of interest to residents
 - (d) facilitating communications between residents and the Association about concerns or problems arising within individual retirement villages, and
 - (e) undertaking activities in the interest of residents that may be determined from time to time by the Committee.

By-Law 7 RVRA Expenses Policy

- (1) All members of RVRA travelling on RVRA business must be aware of the need to keep expenses low, without members being out of pocket.
- (2) RVRA committee members are asked to meet all costs of attending the meetings of one committee. If they are on two or more committees or sub-committees they shall be entitled to claim travelling expenses for other than the prime committee on which they serve. Lunchtime meals and other refreshments shall not be reimbursable for any committee meetings.
- (3) Whenever possible, all travel will be on public transport. Where this is not possible (eg: travelling from a residence to the nearest public transport), members can claim mileage and parking for their car, with the exception noted in (2) above.
- (4) On a trip where overnight accommodation is needed, members will first check the availability and suitability of rail, bus, or air travel before using their car. If a private car is needed, agreement should first be reached with one of the office bearers. All journeys should be made using economy travel. If, at arrival at the destination it is found that a hired car will be cheaper than a taxi or other public transport, then a small automatic hired car is acceptable. All members will be entitled to reasonable accommodation and meals. Alcoholic drinks will be to the member's account.
- (5) Level of expenses chargeable.
 - a. Home expenses
 - i. Telephone claims should be substantiated by a copy of the phone account
 - ii. Stationery and postal costs should have receipts and/or details when possible
 - iii. Use of home computer. Committee members may claim 25% of the costs of being on the internet to a maximum of \$10 per month. Members may claim the estimated cost of ink used, as per receipts.

- iv. All costs of using the dedicated RVRA computer will be refunded in full.
- b. Travelling Expenses.
 - i. Car mileage will be recompensed for its use on approved trips; the amount will be subject to annual review at the committee meeting following the Annual General Meeting.
 - ii. Trains, buses, and air travel should be claimed at the lowest available economy rate (eg: Seniors \$2.50 tickets on CityRail).
 - iii. As soon as possible after each AGM the Treasurer will assess the reasonable cost of mileage allowances. These rates will then be applicable for the next twelve months.

BY- LAW 8 Duties of Public Officer

- (1) The newly appointed public officer must notify the Director General within 28 days of taking office of his or her appointment. Notification must be in the approved form (Form A9) and will include the following details: his or her full name and date of birth, and address for service of notices, being either the residential address or some other address at which the person can generally be found, and confirmation that he or she is now the public officer.
- (2) The public officer must notify the Director General of any change in the association's official address within 28 days of it changing.
- (3) The official address of the association must be either the public officer's residential address or it may be the premises occupied by the association.
- (4) The public officer is responsible for receiving all documents, that belong to the association, from the former Committee member and delivering those documents to the members' successor.
- (5) When a vacancy in the public officer position occurs, the outgoing public officer must deliver all documents belonging to the association, that are in his or her possession, to a member of the Committee within 14 days.
- (6) The public officer must lodge with the Director General an annual statement in the approved form (Form A12) with the prescribed fee, within one month after the association's annual general meeting.
- (7) The public officer may receive documents on behalf of the association and must ensure the association is aware of the documents as soon as practicable.
- (8) The public officer is responsible for establishing and maintaining the register of members and, except where otherwise provided, keep or control all records, books and other documents relating to the association.