



LAKESIDE RESIDENTS' ASSOCIATION INC.

BY LAWS

**Updated at the Lakeside Residents' Association AGM
on the 26th of October 2023**

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1 Information to Members

- 1.1 The Committee will ensure members are kept up to date with proceedings by submitting regular reports to the village monthly newsletter.
- 1.2 In addition, the Committee will hold three (3) quarterly “open & discussion meetings (Residents Meeting) for the purpose again of keeping Members up to date and to permit open discussion on any aspect of particular interest. These meetings will be held in January, April and July.
- 1.3 It must be noted however, that no motions will be accepted at these meetings. Responses to questions or issues raised will be given immediately where possible. Any issues not capable of immediate response or warranting further attention will be referred to the Committee for deliberation and, if appropriate, action as necessary.

2. Committee

- 2.1 Each Committee will be allocated a particular portfolio in order to ensure that all aspects of the Association’s ongoing responsibilities are fully covered.
- 2.2 In order to maintain the required level of confidentiality, Committee members will take particular care using electronic media including, but not limited to, computer messaging (eg emails) ensuring that this facility is restricted to non confidential material.
- 2.3 The Committee will invite the Village owner and the Village Manager to attend Each of its monthly meetings for the purpose of informing the Committee of current matters of interest concerning the Village, in person or by electronic media. Having passed on any relevant information, the owner and Village Manager will leave the meeting.

3. Sub Committees

- 3.1 The Association Committee may set up sub committees to assist with the work of the Committee.
- 3.2 All sub committees shall be accountable to the Committee and shall submit a report to the regular monthly Committee meeting. The Committee will arrange any action necessary as a consequence of the sub committee’s findings or recommendations.
- 3.3 The Committee will set terms of reference and a timetable of activities in consultation with members of the sub committee. The Committee will also appoint a convener of the sub committee who will not necessarily be a Committee member.

4. Responsibilities of the Returning Officer

- 4.1 Responsibility with respect to the election of Committee members (including Office Bearers) at an AGM or voting on motions at a General Meeting are to;

In the case of a ballot

- a. Receive and scrutinize nomination forms for all vacant Committee positions to ensure proper completion and duly signed by the proposer and seconder.
- b. Where there is more than the required number of nominations for any particular position, arrange for the preparation of the relevant ballot voting paper and distribution to all members.
- c. Arrange collection of sealed envelopes containing ballot voting papers from the Village office.
- d. Carry out the counting of ballot voting papers with any scrutineers attending.
- e. Arrange for report detailing the results of the ballot voting papers to be submitted to the Chairperson.

In the case of a voting at the General Meetings by show of hands

- a. Arrange counting of hands including registered proxies.
- b. Prepare a report for the Chairperson to announce the result.

5. Relationships with Residents' Sporting and Activity Groups

- 5.1 While recognising the importance and benefits of each group being able to conduct its own affairs in an autonomous manner, the Association, through its elected Committee, is required to keep abreast of the ongoing levels of activity and use of the Village facilities by each group and any finances associated with each group.
- 5.2 In order to meet this requirement, each group is required to provide the Association Secretary with;
- a. The name and house number of each of its current officers (Convenor, Secretary, and Treasurer) if applicable.
 - b. A situation report and summary of income and expenditure for the preceding year to the Association's Treasurer within one (1) month of the close of the financial year.

6. Residents' Association Committee limit on spending

- 6.1 Residents' Association Committee be limited to spending in respect of one transaction a maximum of \$3000 without approval from a General Residents' Meeting.
- 6.2 The Treasurer is authorised to approve expenditure up to \$100 subject to ratification of the decision at the next Residents' Association Committee meeting. All expenditure of Association funds, by any method, other than authorised in this clause is to be approved by the Committee prior to the expenditure being made.

7. Financial Authorisations

- 7.1 Whenever there are persons in signatory positions who are related, only one of those persons is to be an authorised signatory to banking transactions.

8. Distribution of the Association's Rules of Association

- 8.1 A copy of the Association's Rules of Association is to be given to every new resident as defined in Clause 6.1 of the Rules or upon formal request by a member.

9. Use of Recreation Centre Pool

- 9.1 The Village staff are permitted to use the swimming pool in the Recreation Centre after their work hours Monday to Friday.

10. Dog Run

- 10.1 A dog run has been established for the use of resident's pets. Dog owners may use this area to exercise their dog, but they must ensure that they collect and remove any of their pet's faeces and that their pet does not cause any disturbance to other pets in the run.