

BOROUGH OF RINGWOOD.

Town Hall,  
RINGWOOD.  
14th August, 1950.

CONSTITUTION OF THE EAST RINGWOOD RESERVE  
MANAGEMENT COMMITTEE.

NAME. 1. The name of the Committee shall be the "East Ringwood Reserve Management Committee."

OBJECTS. 2. The objects of this Committee is to act under the authority and subject to control of the Council of the Borough of Ringwood as the Local Board of Management and to act as an advisory consultive and operational Committee, to lay out, and effect improvements and works of beautification, ornamentation and use for the benefit and enjoyment of Citizens, and to keep and maintain such Reserve in good order and condition and to raise funds for such in lay out improving and maintaining such Reserve with any assistance required from the Council such as periodical mowing and harrowing of the Ground, including the use of Council plant etc.

COMPOSITION

OF COMMITTEE. The Committee shall consist of the following members:-

- 3. (a) Two Councillors and Town Clerk, the latter to be Auditor.
- (b) Two representatives from each:-  
Football Club, Cricket Club, Tennis Club, and Progress Association, 2 Citizens.

EXECUTIVE  
COMMITTEE.

4. Shall consist of the President, Vice President, Councillor, Secretary and Treasurer.

ELECTION  
OF MEMBERS.

5. (Members other than Borough Councillors and Town Clerk) Who shall be residents of the Borough of Ringwood shall be elected annually in the month of \_\_\_\_\_ at a General Meeting of the Club or Association referred to in Clause 3 (b) or at a Special Meeting called for the purpose.

POWER OF  
COMMITTEE.

6. The Committee shall have power by any lawful means to raise funds for the purpose and objects stated in Clause 2 and shall have power to make any rules for the conduct of its business, but none shall be in opposition to the then existing policy of the Council. The Council at any time may amend or cancel the Constitution by resolution of which notice has been given for "extra-ordinary business."

FINANCIAL.

7. All monies raised shall be used exclusively for such improvements to the Reserve as the Committee shall determine and monies so raised shall within 7 days be paid into a Trust A/c styled East Ringwood Reserve Management Committee and shall be operated by cheque bearing the signatures of the Treasurer together with one other president, Vice President or Secretary and countersigned by the Town Clerk or his nominees.

CHARGES.

8. The Committee is empowered to collect, charge, get in fees and charges for the use of the Reserve and admission thereto, and to pay same into the above Trust Account as Clause 7.

ACCOUNTS  
BOOKS ETC.

9. Books, statements and vouchers shall be produced by the Secretary to the Town Clerk who is hereby appointed to and return same within 14 days and after the completion of the Audit an Extract of the Audited accounts together with a report shall be forwarded to the Council by the Secretary.

PETTY EXPENSES.

10. The Committee is entirely Honorary, but the Secretary and Treasurer will be refunded out of pocket expenses for the postages, printing, Stationery or sundries subject to being passed at a Committee Meeting.

CONSTITUTION OF THE EAST RINGWOOD RESERVE  
MANAGEMENT COMMITTEE.  
=====

NAME. 1. The name of the Committee shall be the "East Ringwood Reserve Management Committee".

OBJECTS. 2. The objects of this Committee is to act under the authority and subject to control of the Council of the Borough of Ringwood as the local Board of Management and to act as an advisory consultive and operational Committee, to lay out, and effect improvements and works of beautification, ornamentation and use for the benefit and enjoyment of citizens, and to keep and maintain such Reserve in good order and condition and to raise funds for such in lay out improving and maintaining such Reserve with any assistance required from the Council such as periodical mowing and harrowing of the Ground, including the use of Council plant etc.

COMPOSITION OF COMMITTEE. 3. The Committee shall consist of the following members:-  
(a) Two Councillors and Town Clerk, the latter to be Auditor  
(b) Two representatives from each :-  
Football Club, Cricket Club, Tennis Club, and Progress Association, 2 Citizens.

*Min. 3. each*

EXECUTIVE COMMITTEE. 4. Shall consist of the President, Vice President, Councillor, Secretary and Treasurer.

ELECTION OF MEMBERS. 5. (Members other than Borough Councillors and Town Clerk) Who shall be residents of the Borough of Ringwood shall be elected annually in the month of \_\_\_\_\_ at a General Meeting of the Club or Association referred to in Clause 3 (b) or at a Special Meeting called for the purpose.

POWER OF COMMITTEE. 6. The Committee shall have power by any lawful means to raise funds for the purpose and objects stated in Clause 2 and shall have power to make any rules for the conduct of its business, but none shall be in opposition to the then existing policy of the Council. The Council at any time <sup>may</sup> vary, amend or cancel the Constitution by resolution of which notice has been given for "extra-ordinary business."

FINANCIAL. 7. All monies raised shall be used exclusively for such improvements to the Reserve as the Committee shall determine and monies so raised shall within 7 days be paid into a Trust A/c styled East Ringwood Reserve Management Committee and shall be operated by cheque bearing the signatures of the Treasurer together with one other president, Vice President or Secretary and countersigned by the Town Clerk or his nominees.

CHARGES. 8. The Committee is empowered to collect, charge, get in fees and charges for the use of the Reserve and admission thereto, and to pay same into the above Trust account as Clause 7.

ACCOUNTS BOOKS ETC. 9. Books, statements and Vouchers shall be produced by the Secretary to the Town Clerk who is hereby appointed to and return same within 14 days and after the completion of the Audit an Extract of the Audited accounts together with a report shall be forwarded to the Council by the Secretary.

PETTY EXPENSES. 10. The Committee is entirely Honorary, but the Secretary and Treasurer will be refunded out of pocket expenses for the postages, printing, Stationery or sundries subject to being passed at a Committee Meeting.

-----

## CHARGES continued.

The Committee shall be entitled to draw and be paid, in the manner aforesaid out of the said monies any reasonable amounts for Management and office expenses of the Committee agreed to by the Council.

ACCOUNTS 9. Books statements and vouchers shall be produced by the Secretary  
BOOKS to the Town Clerk who is hereby appointed to audit same within  
ETC., 14 days and after the completion of the Audit and Extract of  
the audited accounts together with a report shall be forwarded to  
the Council by the Secretary.

SPECIAL. 10. Nothing shall prejudice the right of the Council to grant the free use of the Reserve for Patriotic, Charitable and other purposes under the Council's supervision on any date or days, and the Council may carry on perform or effect any other works on its own initiative.

RULES OF THE EAST RINGWOOD RESERVE COMMITTEE

Management

Name 1. The name of the Committee shall be the "East Ringwood Reserve Committee".

Objects  
during the process

2. The object of the Committee shall be to act under the authority of and subject to the control of the Council of the Borough of Ringwood as a local board of management for such Council, of East Ringwood Reserve situate in Mt. Dandenong, Dabli and Mines Roads.

Powers and Duties  
as approved by Council  
Same to be submitted to Council for approval

3 (a) The Committee shall, subject as aforesaid, do or cause to be done such acts, matters and things in relation to forming, laying out, planting, improving, maintaining and controlling such park land as it shall determine *by the Council*

(b) Subject as aforesaid, the Committee may from time to time make such by-laws and regulations and issue such orders not inconsistent herewith as shall appear to it conducive to the good management and effective working of its affairs or of the park-land under its control.

Qualification for Committee

4. No person other than a ratepayer of, or a resident in the Borough of Ringwood shall be eligible for membership of this Committee, or entitled to vote at any annual, general or special meeting.

Constitution of Committee

5. The Committee shall consist of <sup>14</sup> eight elective members. At their first meeting, after each annual, general meeting, the Committee shall elect its chairman, Vice Chairman, Honorary Secretary and Honorary Treasurer.

First Elective Members

6. At each Annual Meeting 4 members (one each from the Cricket, Football and Tennis Clubs and one from the Progress Association) shall retire but will be eligible for re-election if the above bodies approve their nominations.

Future Elective Members

7. Future elective members of the Committee other than any elected to fill casual vacancies shall hold office for two years.

Casual Vacancies  
Absence from meetings.

8. Casual vacancies on the Committee may be filled up by the Committee at any meeting. If an elective member of the Committee be absent from 3 consecutive meetings of the Committee his seat may be declared vacant by the Committee.

9. Any person elected to fill a casual vacant seat on the Committee shall hold office only while the person in whose place he is elected would have held office.

Sub-Committees

10. The Committee may at any time appoint Committees out of its own members or otherwise for special purposes.

Meetings

11. The Committee shall meet monthly, or oftener if required, on such day and at such hour as the Committee shall determine.

Special Meetings

12. A special meeting of the Committee may at any time be convened by the Chairman or Vice Chairman, and shall be convened by the Honorary Secretary if and whenever not less than 4 members of the Committee make a requisition to that effect, stating the object of the meeting.

Notice of Special Meetings

13. Seven day's notice of any special meeting shall be given to every member of the Committee, stating the object of the meeting, and no business shall be transacted at such meeting except that for which it was convened.

Chairman and quorum

14. At every meeting of the Committee the chair shall be taken by the Chairman, or in his absence by the Vice Chairman, or in the absence of both, by a chairman to be nominated by the members of the Committee present, and four elective members shall be a quorum.

- Hon. Secretary 15. The Honorary Secretary shall have the custody of all books, papers and other property of the Committee and be responsible for the same to the Committee. He shall also keep all letters and documents properly filed for reference as well as all important papers connected with the affairs of the Committee. He shall call all meetings, attend same and keep correct minutes of the proceedings of such meetings.
- Hon. Treasurer 16. The Hon. Treasurer shall keep correct accounts of the receipts and expenditure of the Committee and all moneys received shall be forthwith lodged to the credit of the Committee with such Bank as the Committee from time to time may direct. All payments on behalf of the Committee shall be made by cheques signed Hon. Treasurer and countersigned by the President, Vice President or Secretary. No expenditure shall be incurred or money paid unless authorized by the Committee.
- Public Annual Report & Statement of Accounts 17. The Committee shall prepare an annual Report, which shall be signed by the Chairman, and which, with statement of accounts prepared by the Hon. Treasurer, shall be presented at the annual public general Meeting. *+ account*
- Public Annual Meeting 18. The Annual General Meeting shall be held in the month of February in each year and notice calling the same shall be given at least 14 days prior to the date thereof by public advertisement in the Kingwood Mail. The first will be in February 1948. *+ the date by T. Clerk*
- Public Annual Meeting Quorum 19. At such meeting 15 persons shall form a quorum and all matters relating to the affairs under the control of the Committee shall be open for discussion.
- Amendment of Rules 20. These rules may be altered or added to by:-  
 (a) The Council of the said Borough or  
 (b) An annual General or a special meeting called for the purpose, and in the latter case such additions or amendments shall be submitted to and be approved of by such Council before being incorporated in the Rules of this Committee. Notice in writing of any proposed alterations or additions must be given to the Honorary Secretary at least 14 days before such annual general or special meeting and no alterations or additions shall be made unless authorized by a two thirds majority of those present at the meeting at which it is proposed.