

## Liquor Accord name

The name of the Accord is Lake Macquarie Liquor Accord Incorporated.

## Liquor Accord area

The Lake Macquarie Liquor Accord covers the area bound by the Lake Macquarie LGA.

## Objectives

The objective of the Liquor Accord is to prevent or reduce alcohol-related harm / crime or anti-social behaviour on, and in the immediate vicinity of, licensed premises in the Lake Macquarie Liquor Accord Incorporated area by:

- encouraging the responsible service of alcohol
- addressing alcohol-related community and venue safety or security issues
- working with community, government and industry partners to improve local outcomes and the perception of the Lake Macquarie area, and
- developing, supporting and implementing agreed strategies and terms of the Lake Macquarie Liquor Accord Incorporated.

## Eligible parties

Those eligible to participate in the Lake Macquarie Liquor Accord Incorporated include:

- a licensee, defined under the *Liquor Act 2007*
- the Secretary of the NSW Department of Customer Service
- the NSW Police Force (represented by a police officer nominated by the Commissioner of Police)
- a local council
- a body or organisation (such as a Chamber of Commerce) representing commercial or business interests in the relevant local area
- a community or residents' group with an interest in alcohol-related harm or the amenity of the relevant local area
- any other person or body as considered eligible to join by the Liquor Accord.

Eligible participants may attend and contribute to the Liquor Accord meeting discussions and report on issues affecting the area.

## Eligible members

Representatives from the following licence categories are eligible for membership of the Accord:

- hotel licence
- club licence
- on-premises licence
- packaged liquor licence
- producer/wholesaler licence
- limited licence
- small bar licence
- any other licence type which may come into existence under the *Liquor Act 2007*.

## Definition of eligible members

The members of the Lake Macquarie Liquor Accord Incorporated are those who have been, or are admitted to membership of the Accord in accordance with this constitution.

The application for membership must be:

- on an application form
- be accompanied by evidence, where required, of eligibility of the particular class of membership.

On acceptance as a member, the Secretary of the Liquor Accord will give the applicant for membership a:

- written notice of acceptance
- copy of this constitution
- request to pay (within the period of 28 days after receipt by the applicant of the notification) the sum payable under this constitution by a member as entrance fee and annual subscription
- outline of the duration of time the membership will cover.

## Liquor Accord executive committee

The executive committee of the Accord group includes the following positions:

- Chairperson
- Secretary/Treasurer
- Committee Members x 3

## Voting eligibility

Only members are entitled to vote. Every member present in person will be entitled to one vote on a show of hands or as a poll. Members can send a representative to vote in proxy. All representatives voting in proxy must identify themselves, and who they are representing prior to a vote.

## Election of executive committee

The executive committee members are elected by members at the annual general meeting.

All members of the Accord group may nominate and second any eligible member to serve as the chairperson.

All members will be permitted to be nominated to the position of an executive committee member, and the nomination requires a proposer and a seconder to be eligible for consideration. However, the nominee is not eligible to hold more than one position on the executive committee at any one time.

## Appointment period of executive committee

Executive committee members of the Accord will hold their position for a period of one year commencing at the conclusion of the annual general meeting (AGM) at which they are elected. Individuals may seek re-election at the next AGM for the same or another position.

Executive committee members can resign from their positions at any meeting, but must submit their resignation in writing to the Secretary. A by-election will be held during the meeting in which the resignation was tendered to elect the new executive committee member.

## **Annual fees, membership and levies**

There will be an annual general fee schedule for all members determined by the executive committee.

## **Member register**

The Secretary must ensure that the Accord group maintains an appropriate register of all members including the name, address, telephone number and email address of each member of the Accord group. Every member must communicate in writing his or her change of address and other details required by the executive.

## **Sharing your member list with Liquor & Gaming NSW**

The Liquor Accord is encouraged to send its member list to the Liquor & Gaming NSW Liquor Accords team to ensure that Accord members are informed of important legislative updates, Liquor Accord initiatives, new resources and harm minimisation campaigns being implemented across NSW.

The member list should be emailed to [liquor.accords@liquorandgaming.nsw.gov.au](mailto:liquor.accords@liquorandgaming.nsw.gov.au)

## **General meetings**

General meetings will be held every April and October. At least two weeks' notice must be given for a meeting. Prior to the meeting, the Secretary will contact all members who may provide agenda items.

## **Annual general meetings**

An annual general meeting will be held every year in October at the commencement of the general meeting. Two weeks' notice must be given for an annual general meeting.

## **Special general meetings**

The executive committee may, whenever it thinks fit, convene a special general meeting of the Accord group.

The executive committee must also, on written request by least 5 per cent of the total number of members, convene a special general meeting of the Accord group.

## **Notice of meetings**

Notices must:

- set out the place, date and time for the meeting
- state the general nature of the business to be transacted at the meeting, and
- if a special resolution is to be proposed at the meeting, set out an intention to propose the special resolution and state the resolution.

## **Attending meetings**

Open to those eligible for membership to the Lake Macquarie Liquor Accord and invited guests.

## Proceedings at meetings

No business may be transacted and no resolution may be passed at any meeting unless a quorum of members is present at the time when the meeting proceeds to business. Five Accord members constitute a quorum.

If within 30 minutes from the time appointed by the general meeting a quorum is not present, the meeting stands adjourned until the next scheduled time and date.

The chairperson must chair every general meeting of the Accord group. If there is no chairperson, or if he or she is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act, the members present may elect one of their members to be chairperson of the meeting.

## Voting at meetings

The following protocols must be observed when voting at meetings:

- all questions arising at any meeting of the Accord will be decided by a majority of votes
- where the voting is tied, the chairperson will have a second or casting vote
- a member must vote in person
- each member is entitled to have one vote
- members can send a representative to meetings. The representative must identify themselves during the vote on whom they are representing.

## Minutes

Minutes of meetings and resolutions will be sent to all members and emailed to Liquor & Gaming NSW at [liquor.accords@liquorandgaming.nsw.gov.au](mailto:liquor.accords@liquorandgaming.nsw.gov.au) within 14 days of the last meeting date.

## Non-profit clause

The assets and income of the organisation shall be applied solely in maintaining the objectives of the Liquor Accord. No portion shall be distributed directly or indirectly to the members of the organisation except as actual compensation for services rendered or expenses incurred on behalf of the organisation.

## Members Liability

The liability of a member of the Lake Macquarie Liquor Accord Incorporated to contribute towards the payment of the debts and liabilities of the Lake Macquarie Liquor Accord Incorporated or the costs, charges and expenses of the winding up of the Lake Macquarie Liquor Accord Incorporated is limited to the amount that the member paid or is due as an annual fee.

## Penalties, expulsion and rights of appeal

The executive has power to inquire into any possible breach or non-observance of the constitution, and any other matter which may be prejudicial to or affect the well-being of the Accord group and its members.

Motions to penalise or expel members for such breaches or non-observances must be put to vote at a meeting in accordance with the above-mentioned meeting rules.

Members who are the subject of such proceedings must be notified at least 14 days in advance and have the right to make submissions in their defence.

Should a member be penalised or expelled by vote then they have the right to request a special meeting of the Accord group where they can appeal the decision. The meeting must be held within 28 days of the original decision.

## **Changes to constitution**

Changes to the constitution can be made at any Accord group meeting and must be adopted by vote of members.

## **Dissolution**

In the event of the Accord group being dissolved, any monetary amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with a similar purpose/s which is not carried on for the profit or gain of its individual member.