

adjudication or ruling shall be binding on the Club and effective until the next AGM or until dealt with at an Extraordinary General Meeting called to consider such decision, adjudication or ruling
(Underlined wording added 31st July 2010)

Change the number of the following section. (wording ratified and added 15th October 2011)

18. DISSOLUTION OF THE CLUB:

Remove the current paragraph and replace with the following

(wording ratified and added 15th October 2011)

18.1 A Special General meeting must be called to put a Special Resolution to the members for the dissolution of the Club. All financial members shall receive 21 days notice and an agenda.

Remove the current paragraph and replace with the following (wording ratified and added 15th October 2011)

18.2 The Special Resolution shall only be passed on approval of 75% of those financial members present.

18.3 All property of the Club shall be sold after public advertising.

Remove the current paragraph and replace with the following (wording ratified and added 15th October 2011)

18.4 If upon the winding up or dissolution of the Club there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. the surplus property must be transferred to another association incorporated under the (Associations Incorporation Act 1987) which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by resolution of the members.

Change the number of the following section.

19. MATTERS NOT COVERED IN THIS CONSTITUTION:

Where any subject or dispute or matter not covered by this Constitution shall be brought before the Club the Committee shall have the power to adjudicate on the matter or make a decision or ruling thereon and such decision, adjudication or ruling shall be binding on the Club and effective until the next AGM or until dealt with at an Extraordinary General Meeting called to consider such decision, adjudication or ruling.*(Underlined wording added 31st July 2010)*

CONSTITUTION

OF

LIDDELOW HOMESTEAD ARTS AND CRAFTS CLUB INCORPORATED

CONSTITUTION

LIDDELOW HOMESTEAD ARTS AND CRAFTS CLUB INCORPORATED

Ratified at Extraordinary General Meeting held on 31st July 2010

Additional underlined changes ratified at AGM held on 15th October 2011

1. **NAME:** *(underlined wording added 31st July 2010)*

The Name of the Club shall be Liddelow Homestead Arts and Crafts Club Incorporated. Hereafter referred to as the Club.

2. **The AIMS of the Club shall be:**

- 2.1 To promote, encourage and practice the arts and crafts.
- 2.2 To hold lectures, demonstrations, workshops, classes and external activities for Club members and members of the community.
- 2.3 To hold exhibitions and sales of work for members.
- 2.4 To hold events for visiting craftsperson's and artists.
- 2.5 To supply equipment and facilities for members in terms of Club activities.
- 2.6 To affiliate with other groups to the mutual benefit of members.
- 2.7 To actively promote Australia's cultural and social diversity through the Club's practices of arts and crafts.
(Underlined wording added 31st July 2010)
- 2.8 To make the Club's services and facilities accessible to the widest possible cross-section of the community.
(Underlined wording added 31st July 2010)

The Club must abide within the By-Laws as set down by the City of Gosnells which is subject to change from time to time.

The property and income of the Club shall be applied solely towards the promotion of the objects of the Club and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.

3. **MEMBERSHIP of the Club.**

- 3.1 Any member of the community may be a member of the Club once all appropriate fees are paid, and so long as the rules as laid down by the Committee and Constitution are adhered to.
- 3.2 Members may use the Club facilities and equipment provided they have the required knowledge as determined by the Committee.

currred must first be passed for payment the Committee at their regular meeting.

Change the number of the following section. (wording ratified and added 15th October 2011)

14. FINANCE:

- 14.1 The Accounting year shall end on the 30th June each year.
- 14.2 All cheques shall be signed by any two (2) of the following: President, Vice President, Secretary or Treasurer, or as nominated by the Committee.
- 14.3 A full set of accounts stating receipts and payments shall be maintained by the Treasurer who shall present a monthly report to Committee meetings of expenses and receipts.

15. **COMMON SEAL:**

The Common Seal of the Club engraved with the name of the Club shall be kept in the care of the President. The seal shall not be used or affixed to any deed or other document except pursuant to a resolution of the Committee and in the presence of the President and two (2) members of the Committee, both of whom shall subscribe their names as witnesses.

Change the number of the following section. (wording ratified and added 15th October 2011)

16. CONSTITUTION:

Remove the current paragraph and replace with the following

(wording ratified and added 15th October 2011)

- 16.1 Any alterations to the Constitution must be put to a vote at a **Special General meeting or an Annual General meeting.** The alterations shall be accepted on approval of 75% of those financial members present in person and any proxy votes.
- 16.2 The Secretary shall give all members not less than 21 days written notice of the wording of the proposed alterations together with an explanation of the purpose of the alterations.
- 16.3 The numbered section in which the alteration has occurred shall be deleted and the new section inserted, with the date of the general meeting approving the alteration being included.
- 16.4 A copy of the new section must be forwarded to all financial members.
- 16.5 A copy of the current constitution shall be on display at the Club premises.

17. MATTERS NOT COVERED IN THIS CONSTITUTION:

Where any subject or dispute or matter not covered by this Constitution shall be brought before the Club the Committee shall have the power to adjudicate on the matter or make a decision or ruling thereon and such decision.

shall any By-Law conflict with any of the provisions of this Constitution. Any such By-Law may be rescinded, varied or added to from time to time.

The Secretary shall ensure that copies of the By-Laws are readily available for inspection by members and further that one copy thereof shall at all times be displayed inside the Club premises in a place available for inspection by all members and visitors.
(Underlined wording added 31st July 2010)

Change the number of the following section. (wording ratified and added 15th October 2011)

13. DUTIES OF OFFICE BEARERS:

- 13.1** PRESIDENT shall preside over all meetings and have deciding vote when deadlocked.
- 13.2** VICE PRESIDENT to act as Presidential assistant and preside in Presidents absence.
- 13.3** SECRETARY shall
- (a) keep a proper account of all Minuets of meetings, a register of member's names and addresses and financial status.
 - (b) make all books and correspondence available to Club members.
 - (c) in conjunction with the Office Administrator be responsible for organizing the writing and forwarding of newsletters on a regular basis to all members and associates. These newsletters must be checked by another member of the Committee.
 - (d) at times if necessary be assisted by a member of the Committee or a Club member as appointed by the Committee.
 - (e) unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Association, including those referred to in paragraph (a) but other than those required by Clause 13.4 to be kept and maintained by, or in custody of the Treasurer.
- 13.4** TREASURER shall,
- (a) be responsible for processing of all accounts as passed at a Committee meeting and collection of fees and payments.
 - (b) be empowered to delegate to Committee members the power to issue receipts and collect funds.
 - (c) unless the members resolve otherwise at a general meeting, have custody of all securities, books and documents of a financial nature and accounting records of the Association.
- 13.5** PUBLIC RELATIONS OFFICER shall be responsible for all advertising and arranging of lectures and workshops. All expenses in-

- 3.3** All tutors of classes must be financial members.
- 3.4** Membership shall be within one of the following categories.
- 3.4.1** Individual Membership.
 - 3.4.2** Family Membership: i.e. one/two parents or guardians and dependent children.
 - 3.4.3** Pensioner and/or Senior Membership (Individual & Family) on proof of status.
 - 3.4.4** Life Membership as appointed by the Committee.
 - 3.4.5** Honorary Membership
- 3.5** All members are entitled to:
- 3.5.1** Receive each newsletter
 - 3.5.2** A membership card
 - 3.5.3** A copy of the Constitution and all amendments
 - 3.5.4** Join any classes, demonstrations, lectures, workshops etc after payment of required fees.
 - 3.5.5** A deliberative vote at a General meeting either by being present in person or by proxy.
A member exercising a proxy vote must appoint, in writing another member to be their proxy and to attend and vote on their behalf.
 - 3.5.6** A member may at any reasonable time inspect without charge the books, documents, records and securities of the Association.

4. REGISTER OF MEMBERSHIP: (underlined wording added 31st July 2010)

The Secretary shall keep a register of members in which shall appear the names, addresses and particulars of the member's financial status.

5. FEES

- 5.1** Fees shall be determined by the Committee for acceptance at the Annual General Meeting (hereafter referred to as the AGM). They will be due and payable on the 1st January, each year.
- 5.2** Any member being un-financial after three (3) months will cease to be a member.
- 5.3** A member may resign at any time by informing the Secretary in writing, no fees will be refunded.

6. EXPULSION OF MEMBERS.

- 6.1** The Committee has the right at any time to consider the expulsion of

any member whose conduct is such as to disrupt the aims, ideals or harmony of the Club. A general meeting shall be called with 21 days notice to members and an agenda attached.

6.1 (a) Any group/class shall have the right, if a concerted effort has first been made to resolve any disagreements but has failed and if the majority of the members of the group/class agree, to ask that a member leave their group/class, if the said member is conducting themselves in such a manner as to disrupt the aims, ideals and harmony of the group/class. (Underlined wording added 31st July 2010)

6.1 (b) the member in question may join any other group/class that they wish if there are any vacancies.

(Underlined wording added 31st July 2010)

6.1 (c) should the said member continue to conduct themselves in the same manner they can be expelled from the Club as per paragraph 6.1. (underlined wording added 31st July 2010)

6.2 The member shall be expelled by a vote of two thirds of the members present. The member facing expulsion will be given the right to speak on his/her behalf, and have anyone else attend to speak on his/her behalf.

6.2 (a) any member facing expulsion shall be informed in writing of the reason(s) why their expulsion is being considered prior to the general meeting.

(Underlined wording added 31st July 2010)

7. COMMITTEE OF MANAGEMENT.

7.1 The Committee shall consist of no less than nine (9) and no more than fifteen (15) members as shall be determined by the Club at the AGM.

The Executive Committee: consisting of President, one or two Vice Presidents, Secretary and Treasurer and a Public Relations officer. Members of the Executive Committee are to be normally elected for a two (2) year term of office. The commencement of the terms of office of two of the Executive Committee members may be staggered, as the Executive Committee determines.

Only the Treasurer & the Secretary may be re-elected to stay on the Executive Committee for longer than two years.

The General Committee: consisting of no less than four (4) members. Members of the General Committee are elected for a one (1) year term of office.

7.2 For "a term of office" a year is defined as the period between the previous AGM and the next.

7.3 A Quorum at a Committee meeting shall consist of one more than

shall be presented at the Annual General meeting.

11.5 Only financial members may vote, nominate or hold office.

11.6 The agenda for the Annual General meeting should be as follows:

(a) Minutes of previous AGM

(b) Balance sheet and accounts for past accounting year and auditor's report.

(c) Presidents report.

(d) Reports from art and craft groups.

(e) Nominations and election of new Management Committee and any honorary members.

(f) General Business (list of known items)

Change the number of the following section.

(wording ratified and added 15th October 2011)

12. POWERS: The Committee shall have the power to:

12.1 Form sub groups and sub-committees to run any activity. Where a sub group or sub-committee has been formed, the Executive Committee shall have the power if it wishes, to declare a representative of the sub group or sub-committee, a voting member of the General Committee.

12.2 Invite any distinguished citizens to become patrons.

12.3 Appoint any Club member to Committee in a non-voting capacity.

12.4 Subscribe to or assist in any artistic, educational or public purpose.

12.5 Employ or suspend, at the end of term, any tutor of classes held by the Club. Notice and reasons for intention to suspend must be given to the tutor in writing, 14 days prior to the end of term. The tutor may appeal at a committee meeting prior to the date of suspension.

(Underlined wording added 31st July 2010)

12.6 Employ a qualified Accountant to audit the Club books for the end of the accounting year or as deemed necessary.

12.7 Acquire by means of purchase, lease, loan, gift or exchange such property and equipment as deemed necessary.

12.8 Hire or loan any Club equipment.

12.9 Raise any monies necessary for the working of the Club.

12.10 Sell arts or crafts that have not been claimed by any member or student within a three (3) month period. The term may be extended at the discretion of the Committee.

12.11 The Committee may from time to time make By-Laws relating to the conduct of Arts and Crafts activities on the premises of the Club, and also in respect of all functions of the Club, and the behavior of its members in respect thereof provided that under no circumstances

- (i) when and where the meeting concerned is to be held, and
(ii) particulars of the business to be transacted at the meeting concerned and of the order in which the business is to be transacted.

10.2 The Committee may call a special general meeting for a specific resolution to-

- (a) elect a member to the executive Committee or-
(b) propose additions or alterations to the Constitution prior to the AGM all members are to be given 21 days notice and an agenda that is to detail all issues that are to be discussed. All action must be passed by 75% of members present.

10.3 A Quorum for all Special General meetings shall be 15% of financial members or a minimum of 25.

ADD NEW SECTION. Replaces Section 13. (wording ratified and added 15th October 2011)

11. ANNUAL GENERAL MEETINGS:

11.1 The Committee must convene an Annual General meetings within the time limits provided for the holding of such meetings, that is

- (a) within four months of the end of the Clubs financial year.
(b) to inform all members the particulars of the business to be transacted at the meeting concerned and of the order in which the business is to be transacted.

11.2 All members shall be given 21 days notice of an Annual General meeting and that notice must specify-

- (a) when and where the Annual General meeting is to be held;
(b) the particulars and order in which business is to be transacted, as follows-
(i) first, the considerations of the accounts and reports of the Committee;
(ii) second, the election of Committee members to replace outgoing Committee members; and
(iii) third, any other business requiring consideration by the Club at the Annual General meeting.

11.3 A Quorum for a Annual General meeting shall be 15% of financial members or a minimum of 25.

11.4 The audited Treasurer's report for the past accounting year

half of the voting members appointed to the Committee.
7.4 Members of the Committee shall be elected at the AGM, except where:

7.4.1 A member of the General Committee has resigned or forfeited his/her seat, in which case the Committee may elect a new member to fill the vacancy for the remainder of the term of office.

7.4.2 A member of the Executive Committee has resigned or forfeited his/her seat, in which case the Committee shall elect a temporary replacement until the next AGM.

7.5 Any member of the Committee may resign at any time by supplying a written resignation to the Committee.

7.6 Any member of the Committee missing three (3) consecutive meetings without reasonable justification shall forfeit his/her seat.

8. NOMINATIONS: for Committee shall be:

8.1 In writing and shall be signed by proposer and nominee.

8.2 In the hands of the Secretary not less than seven (7) days prior to the general meeting, except as agreed by the Committee.

8.3 Called for 21 days prior to general meeting.

8.4 In the case of more nominations than necessary, a written vote shall take place.

ADD NEW PARAGRAPH. (wording ratified and added 15th October 2011)

8.5 Should there be no written nominations received prior to the general meeting, nominations may be called for from those financial members present at the meeting.

REMOVE THE CURRENT SECTION 9 'MEETINGS'. AND REPLACE WITH THE FOLLOWING; (wording ratified and added 15th October 2011)

9. GENERAL MEETINGS and PROCEEDINGS of COMMITTEE.

9.1 The Committee must meet together to dispatch business not less than 12 times in each year and the President, or at least half the members of the Committee, may at any time convene a meeting of the Committee, giving all Committee members 7 days notice.

9.2 A quorum at a Committee meeting shall be one more than half of the voting members appointed to the Committee.

9.3 The procedure and order of business to be followed at a Committee meeting shall be determined by the Committee.

9.4 If within 30 minutes after the time specified for the holding of a general meeting, a quorum is not present the general meeting stands adjourned to the same time on the same day in the following week and to the same venue.

- 9.5 If within 30 minutes of the time appointed by sub-rule (9.2) (a) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person or by proxy may nevertheless proceed with the business of that general meeting as if a quorum were present.
- 9.6 The Chairperson may, with the consent of a general meeting at which a quorum is present, and must, if so directed by such a general meeting, adjourn that general meeting from time to time and from place to place.
- 9.7 There must not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
- 9.8 When a general meeting is adjourned for a period of 30 days or more, the Secretary must give notice of the adjourned general meeting as if that general meeting were a fresh general meeting.
- 9.9 At a general meeting- Each Committee member has a deliberative vote
(a) an ordinary resolution put to the vote will be decided by a majority of votes cast on a show of hands, and
(b) a special resolution put to the vote will be decided by there being a 75% affirmative from those present.
- 9.10 A question arising at a General meeting must be decided by a majority vote, but, if there is no majority, the person presiding at the General meeting will have a casting vote in addition to his/her deliberative vote.
- 9.11 A declaration by the Chairperson of a general meeting that a resolution has been passed as an ordinary resolution at the meeting will be evidence of that fact unless, during the general meeting at which the resolution is submitted, a poll is demanded in accordance with sub-rule (9.9) (a).
- 9.12 At a general meeting, a poll may be demanded by the Chairperson or by three or more members present in person or by proxy and, if so demanded, must be taken in such manner as

the Chairperson directs.

- 9.13 If a poll is demanded and taken under sub-rule (9.9) (a) in respect of an ordinary resolution, a declaration by the Chairperson of the result of the poll is evidence of the matter so declared.
- 9.14 A poll demanded under sub-rule (9.9) (a) must be taken immediately on that demand being made.
- 9.15 Any Committee member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or contemplated by the Committee, must-
(a) disclose the nature of his/her interest to the Committee; and
(b) not take part in any deliberations or decision of the Committee with respect to that contract.
- 9.16 The Secretary must record every disclosure made under sub-rule (9.16) (a) by a member of the Committee, in the minutes of the meeting at which the disclosure was made.
- 9.17 Any club member may attend Committee meetings, but may only participate in general business unless otherwise agreed by Committee. All involvement shall be non-voting.
- 9.18 A group of not less than 10 members may call a general meeting to:
(a) Dismiss the current Committee and elect a new Committee,
(b) Have the club accounts audited, with a report being presented to all members attending the general meeting.

Prior notice of 21 days shall be given to all members and include an agenda of the meeting. Any action must be passed by 75% of the members present.

ADD NEW SECTION. (wording ratified and added 15th October 2011)

10. SPECIAL GENERAL MEETINGS.

- 10.1 The Committee may at any time convene a Special General meeting, and must-
(a) give all members not less than 14 days notice of the Special General meeting and that notice must specify-