

CANNING ARTS GROUP
RULES OF ASSOCIATION

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1. NAME

The name of the association is Canning Arts Group Inc, an incorporated association under the Associations Incorporation Act.

2. PURPOSE/OBJECTS

The purpose of the Association is to establish, conduct and maintain an Association of an educational, recreational, social and non-political character for the purpose of promoting and fostering all forms of art and crafts and to foster fellowship, and shall include:

- (a) Holding classes for beginners in various arts and crafts;
- (b) Further educating members in the field of art and crafts by holding various classes, workshops and lectures by prominent artists and craftspersons;
- (c) Providing an outlet for members' work by holding displays, exhibitions, sales of work and other such activities as may from time to time be decided;
- (d) Establishing and running classes for children;

3. POWERS

Subject to the Act, the Association may do all things necessary or convenient for carrying out its purpose and objects. In particular the Association may:

- (a) Acquire, hold, deal with and dispose of any real or personal property;
- (b) Open and operate bank accounts;
- (c) Invest its money;
- (d) Borrow money upon such terms as the Association thinks fit;
- (e) Give security for the discharge of liabilities incurred by the Association;
- (f) Appoint agents to conduct business on its behalf;
- (g) Enter into any contracts the Association considers necessary or desirable; and
- (h) Appoint salaried staff necessary to further its objects.

4. INCOME AND PROPERTY

4.1 The income and property of the Association must be applied solely to the promotion of the objects and purpose of the Association.

4.2 No portion of the income or property of the Association may be paid, transferred or distributed, directly or indirectly, to members of the Association, except for payments made in good faith in the promotion of the purpose or objects of the Association, including (without limitation) payments by way of:

- (a) reimbursement of expenses: or
- (b) remuneration to any officer, employee or other person doing work for the Association.

5. MEMBERSHIP

5.1 Ordinary Probationary Membership

Candidates for Ordinary Probationary Membership may be proposed by a Life or a financial ordinary Member who has been a member of the Association for at least one year.

A candidate not proposed shall supply names, addresses and telephone numbers of 2 referees, who need not necessarily be members of the Association. The referees shall submit a reference on behalf of each Candidate, either written or verbal.

The full given names, surname, address and telephone numbers shall be stated on the printed form supplied by the Association. The required nomination fee shall accompany the application form, which is not refundable unless the Candidate is not recommended for election by the Committee.

Candidates whose names have been submitted must be elected unanimously by secret ballot by the Members of the Committee who are present at such meeting.

5.2 Ordinary Membership

At the completion of three (3) months membership, the Probationary member's application for Ordinary Membership will be determined by the Committee. The application for Ordinary Membership shall be submitted to the next monthly meeting of the Committee for final approval.

Candidates whose names have been submitted must be elected unanimously by secret ballot by members of the Committee who are present at such meeting.

6. MEMBERS

There shall be the following classes of members:

- (a) Ordinary Probationary Members - who are entitled to limited membership of the Association. Those persons are not entitled to after hours use of the building or equipment of the Association. Probationary members have no voting rights.
- (b) Ordinary members - who are entitled to exercise every privilege open to membership of the Association.
- (c) Honour Board Members - upon the recommendation of the Committee, the members at an Annual General Meeting may confer this honour upon any one person (in any one calendar year) who in their opinion has rendered outstanding service to the Association. The member so elected for this honour will have their name placed on the Honour Board, receive a Certificate of Appreciation and one (1) year's complimentary subscription in recognition of the time they have generously given in a voluntary capacity.
- (d) Student Members - those persons between the ages of 16 and 21 years who are full-time students at a secondary school, technical college, college of advanced education or university. Student members have no voting rights.
- (e) Honorary Members - The Committee may confer Honorary Membership upon any visitor or person. Such membership shall be tenable for a maximum period of one month. The Committee may at its discretion renew such membership. Honorary members have no voting rights.
- (f) Associate members - who are entitled to limited membership of the Association. Those persons are entitled to receive newsletters regularly and attend only social activities, for the period of their membership. Associate members have no voting rights.

6.2 All members will be entitled to receive a Newsletter regularly. All members excluding Associate members will be entitled to attend free lectures, join any classes or workshops being run by the Association upon payment of the appropriate class or workshop fees, use the equipment being the property of the Association at its premises at such times as these are made available to the general membership, and participate in exhibitions and sales of work which are arranged by the Association subject to complying with such By-laws as may from time to time be in force, and within the terms of these Rules.

6.3 Membership may be terminated:

- (a) by notice;
- (b) for non-payment of membership fees if the fees are not paid within three months of the due date; or
- (c) by expulsion for misconduct under rule 23.

7. REGISTER OF MEMBERS

- 7.1 The Association must keep an up-to-date register of the names, and residential or postal addresses of all members.
- 7.2 If a person's membership is terminated, the Association must remove the name of the member from the register.
- 7.3 The register will be made available to members for inspection upon request.

8. MEMBERSHIP FEES

- 8.1 The annual membership fee for each class of membership shall be such as from time to time be determined by members in general meeting.
- 8.2 The membership fee for all pension card holders and Student members shall be such as shall from time to time be determined by members in general meeting, and, in default of such determination, shall be 50% of the Subscription for Ordinary members.
- 8.3 Where more than one member of a family is a member of the Association, a special "Family Membership" subscription, as shall from time to time be determined by members in general meeting, shall apply, and in default of such determination, shall be double the membership fee for Ordinary members.
- 8.4 The "Family Membership" fee referred to in sub-rule (3) shall cover only two adult as well as student members from one household who are members of the Association, and all adult members of such family membership shall have the full privilege of Ordinary membership.
- 8.5 Annual subscriptions shall become due and payable on the first day of January for a membership year, ending on the succeeding thirty-first day of December.
- 8.6 A new member joining after the thirtieth day of June shall pay a subscription fee of such lesser amount than the Ordinary fees determined pursuant to sub-rule (1) of this Rule as may from time to time be determined by the members in general meeting.
- 8.7 The Committee may at its discretion reduce the fee for Ordinary members in special circumstances.

9. MANAGEMENT COMMITTEE

- 9.1 A Management Committee must be elected and, in conjunction with paid employees of the Association, will run the day-to-day business of the Association.
- 9.2 The Management Committee must consist of at least 7 but not more than 13 committee members. Members of the Management Committee should represent fine arts, ceramics and glass, textiles and all other arts and crafts.
- 9.3 The members of the Management Committee must be elected at the Annual General Meeting.
- 9.4 The office bearers referred to in rule 10 will form the Executive Committee.

10. OFFICE BEARERS

The office bearers of the Association will be the President, Vice-President, Treasurer and Secretary. In brief, the roles of these office bearers are:

President	Chair all meetings. Be signatory.
Vice-President	Chair meetings and carry out other duties of the President in his or her absence. Be signatory
Treasurer	Authorise payments and paperwork pertaining to finances, be signatory and make payments of invoices received by the Association.
Secretary	Convene and attend meetings, take minutes and keep records of all business conducted at meetings of members, Management Committee and Executive Committee. Be signatory.

11. CASUAL VACANCY

A casual vacancy in any office because of death, resignation, removal or otherwise may be filled by a member of the Management Committee until the next election of office bearers.

12. ANNUAL GENERAL MEETING

- 12.1 The annual general meeting of the Association will take place within 3 months of the end of each financial year.
- 12.2 The Secretary will give all members not less than 21 days notice of an annual general meeting.
- 12.3 The notice must state the date, time and place of the meeting as well as the particulars of the business to be considered at the meeting.
- 12.4 The business of each annual general meeting is to:
- (a) present the annual report
 - (b) receive and approve audited financial reports
 - (c) elect a new committee
 - (d) determine subscription fees for the following 12 months; and
 - (e) consider any other matter of which notice has been given in the notice of meeting.
- 12.5 The quorum for the meeting is 10 fully paid members.
- 12.6 Resolutions at annual general meetings will be passed by a simple majority of the votes entitled to be cast by members present at the meeting.
- 12.7 Voting on general business at the annual general meeting will be by a show of hands. The President will have the deciding vote if the vote is tied (equal).

13. SPECIAL GENERAL MEETINGS

- 13.1 All General Meetings other than the Annual General Meeting shall be called Special General Meetings.
- 13.2 The Committee may, whenever it thinks fit, convene a Special General Meeting.
- 13.3 The Committee shall, on the requisition in writing of not less than ten (10) financial members, convene a Special General Meeting of the Association.

- (a) A requisition for a Special General Meeting shall state the Subject or Subjects intended to be discussed. In all matters the Subject matter(s) to be discussed shall be set out in the form of a Notice of Motion, and only the subject matter in the Notice(s) of Motion shall be discussed at this meeting.
- (b) If the Committee does not cause a Special General Meeting to be held within twenty-one (21) days of the date on which the requisition thereof was deposited at the office of the Association, the requisitionists, or any of them, may convene the meeting, but any meeting so convened shall not be held after three months from the date of the requisition.
- (c) A Special General Meeting convened by the requisitionists in pursuance of these Rules shall be convened as nearly as possible in the same manner as set out in these Rules and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the person incurring them.
- (d) Notices of Motion shall be in writing and signed by at least two financial members of the Association. Notices of Motion on any resolution shall be sent to the Secretary not less than fourteen (14) days before the General Meeting at which the motion is to be discussed.

14. MANAGEMENT COMMITTEE MEETINGS

- 14.1 The Management Committee shall consist of the Office Bearers of the Association and not less than three (3) nor more than nine (9) other members, two of whom shall be Shop Coordinator and Kiln Person, all of whom shall be elected at the Annual General Meeting of the Association in each year.
- 14.2 The Management Committee shall meet regularly at least 10 times during the year at such place as the Committee may determine.
- 14.3 Special Meetings of the Committee may be convened by the President, or by any four of its members.
- 14.4 Notice shall be given to all members of the Committee of any special meeting, specifying the general nature of the business to be transacted, and no other business shall be transacted at such a meeting.
- 14.5 The quorum necessary for a meeting of the Committee shall be a majority, that is, more than 50 per centum of the members elected to the Committee.
- 14.6 No business shall be transacted unless a quorum is present, and if within fifteen minutes of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the day in the following week unless the meeting was a special meeting, in which case it lapses.
- 14.7 At the meetings of the Committee
 - (a) The President, or in his or her absence the Vice-President; or
 - (b) If the President and the Vice-President are absent, such one of the remaining members of the Committee as may be chosen by the members present, shall preside.
- 14.8 Questions arising at meetings of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands, or if demanded by a member, by a vote taken in such a manner as the person presiding at the meeting may determine.

- 14.9 Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote, and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 14.10 The regular Committee meetings will be open to all financial members of the Association who may be invited to speak on any item on the agenda, but who will not have any right of vote on any motion before the Committee. Any financial member may ask the Secretary to include particular items on the Agenda for the Committee meeting, providing at least 48 hours clear notice is given by the member to the Secretary, and the Secretary shall include such items on the Agenda for that Meeting. Notice of the time and place of these regular Committee Meetings shall be given in the Newsletter.
15. ELECTION OF OFFICERS BEARERS & COMMITTEE MEMBERS
- 15.1 Nominations of candidates for election as Officers of the Association or as Ordinary Committee members
- (a) shall be in writing signed by two members of the Association, and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) shall be delivered to the Returning Officer of the Association or to such place as the Returning Officer of the Association may direct, at least fourteen (14) days before the date fixed for the holding of the Annual General Meeting.
- 15.2 If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated in writing shall be deemed to be elected. Then further nominations may be received from members present at the Annual General Meeting.
- 15.3 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 15.4 If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- 15.5 The ballot for the election of Officers and Ordinary Committee Members shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.
- 15.6 For the purposes of sub-rules (1) and (2) of this Rule, the candidate nominated for election and the members nominating them for election, must be financial members of the Association at the time the nomination is lodged with the Returning Officer.
- 15.7 For the purposes of this Rule, the Committee shall appoint a member of the Association to act as the Returning Officer.
- 15.8 Nominations of candidates for election as Officers and Ordinary Committee Members of the Association will be called for not less than seven (7) days prior to the closing date for receipt of such nominations.
- 15.9 Members shall be eligible for nomination for election as an Officer or Ordinary Committee Member after being members of the Association for at least three months of the preceding year.

16. SUB-COMMITTEES

16.1 The committee may at any time, and from time to time, appoint a sub-committee from the committee and the general membership, as it may fit, and shall prescribe the powers and functions thereof.

16.2 A majority of the appointed members of a sub-committee constitute a quorum at a meeting of a sub-committee.

17. MINUTES OF MEETINGS

17.1 The Secretary must keep proper minutes of proceedings of all general and committee meetings.

17.2 The President must ensure that the Minutes taken of a general meeting or committee meeting are checked and signed as correct by the President of that (or the next) general meeting or committee meeting.

18. FINANCE AND ACCOUNTS

18.1 The Association must keep accurate records of all monies received and spent.

18.2 The Association must conduct its financial transactions through a financial institution approved by the Management Committee.

18.3 All Association monies must be deposited in the name of the Association. The signatures of the four office bearers are to be lodged with the financial institution for the purposes of operations on the account, with at least two to sign on any transaction.

18.4 The financial year commences on 1 January and ends on 31 December each year.

18.5 An auditor must be appointed annually to conduct an audit of accounting records prior to the annual general meeting and to provide a written report as required. The auditor must not be a member of the Association. If an appointment of auditor is not made at the Annual General Meeting the Management Committee shall appoint an auditor of the Association for the then current financial year of the Association.

18.6 The accounts, books and records referred to in rule 17.1 and rule 18.1 shall be kept at the Association's office and shall be open to inspection of the members of the Association. No records, books, documents or securities of the Association may be removed from the Association without the President's written permission.

18.7 Except with the authority of the Committee, no payment of a sum exceeding one hundred dollars shall be made from the funds of the Association otherwise than by cheque drawn on the Association's bank account, but the Committee may provide the Administrator with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the Committee may impose. Payment of wages and tutors' fees shall be authorised by the Treasurer.

18.8 No cheques shall be drawn on the Association's bank account except for the payment of expenditure that has been authorised by the Committee.

18.9 All cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments shall be signed by any two of the following officers, that is to say the President, the Vice President, the Secretary and the Treasurer.

19. AUDIT OF ACCOUNTS

19.1 Once at least each financial year, the accounts shall be examined by the auditor.

- 19.2 The auditor shall certify as to the correctness of the accounts and shall report thereon to the members present at the annual general meeting.
- 19.3 In his or her report, and in certifying to the accounts, the auditor shall state -
- (a) whether he or she has obtained the information required by him or her;
 - (b) whether, in his or her opinion, the accounts are properly drawn up so as to exhibit a true and correct view to the financial position of the Association according to the information at his or her disposal and the explanations given to him or her and as shown by the books of the association; and
 - (c) whether the rules relating to the administration of the funds of the Association have been observed.
- 19.4 The Association shall cause to be delivered to the auditor a list of all of the accounts, books and records of the Association.
- 19.5 The Association shall cause to be delivered to the Committee, a copy of the annual accounts and balance sheet, fourteen (14) days prior to the Annual General Meeting.
- 19.6 The auditor
- (a) has a right of access to the accounts, books, records, vouchers, and documents of the Association.
 - (b) may require from the servants of the Association such information and explanations as may be necessary for the performance of his or her duties as auditor.
 - (c) may employ persons to assist him or her in investigating the accounts of the Association, and
 - (d) may in relation to the accounts of the Association examine any member of the Committee or any servant of the Committee or any servant of the Association.
20. DISCLOSURE OF INTEREST IN CONTRACTS, ETC
- 20.1 A member of the Committee who is interested in any contract or arrangement made or proposed to be made with the Association shall disclose his or her interest at the first meeting of the Committee at which the contract or arrangement is first taken into consideration, if his or her interest then exists, or, in any other case, at the first meeting of the Committee after the acquisition of his or her interest.
- 20.2 If a member of the Committee becomes interested in a contract or arrangement after it is made or entered into he or she shall disclose his or her interest at the first meeting of the Committee after the member becomes so interested.
- 20.3 No member of the Committee shall vote as a member of the Committee in respect of any contract or arrangement in which he or she is interested and if he or she does so vote, his or her vote shall not be counted.
21. COMMON SEAL
- 21.1 The common seal of the Association engraved with the name of the Association shall be kept in the care of the President. The seal shall not be used or affixed to any deed or any other document except pursuant to a resolution of the Committee and in the presence of the President and two members of the Committee both of whom shall subscribe their names as witnesses.
- 21.2 Every use of the common seal must be recorded in the Minute Book.
22. COMPLAINTS & DISPUTES
- 22.1 Any complaint made by a member or member of the public against the Association or a member must be submitted in writing to the Management Committee within 3 months of

the incident or cause of complaint.

- 22.2 The Management Committee must investigate the complaint fully.
- 22.3 The person(s) making the complaint will be informed of the outcome in writing.
- 22.4 In the case of a dispute, the parties to the dispute must meet and discuss the matter, and try and resolve the dispute within 14 days after the dispute came to the attention of all the parties.
- 22.5 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 22.6 A member of the Association can be a mediator, provided they are not a party to the dispute.
- 22.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 22.8 The mediator must:
- (a) give the parties to the mediation process every opportunity to be heard;
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 22.9 The mediator must not determine the dispute.
- 22.10 The mediation must be confidential and without prejudice.
- 22.11 If the dispute is not resolved by mediation, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.
23. SUSPENSION & EXPULSION
- 23.1 A member may be suspended or expelled if his or her conduct is detrimental to the Association.
- 23.2 The Management Committee must inform the member in writing before deciding on suspension or expulsion stating the reason for proposed suspension or expulsion.
- 23.3 The member has 30 days to respond to the notice of proposed suspension or expulsion, saying why he or she should not be suspended or expelled.
- 23.4 Any submission made by the member must be taken into account by the Management Committee in making its decision on suspension or expulsion.
- 23.5 If the member is suspended or expelled, the member has 21 days in which to appeal the decision.
- 23.6 A special general meeting will be convened to decide on the suspension or expulsion.
- 23.7 The voting at the meeting will be by majority of members' secret ballot.
- 23.8 Any person ceasing from any cause to be a member of the Association shall nevertheless remain liable for the payment of all subscriptions and other money due and payable by him or her to the Association.

24. DISSOLUTION

- 24.1 The Association may be dissolved by special resolution passed by a 75% majority of votes cast at a special meeting called for that purpose.
- 24.2 Surplus property that exists after winding up or dissolution is to be given or transferred to another association incorporated under the Act which has similar objects and which is not carried on for the purposes of profit or gain to its individual members.
- 24.3 Which association is to receive the property is to be determined by resolution of the members.

25. AMENDMENT OF RULES

- 25.1 Any new rules or amendments to any existing rule can only be made by Special Resolution which is passed by a 75% majority of members present and entitled to vote at the general meeting.
- 25.2 A copy of the proposed Rule or alternation shall be sent to all members at least fourteen (14) days prior to the date of the meeting.
- 25.3 The Act requires that within one month of the passing of the special resolution to alter its rules, the Association must lodge notice with the Commissioner for Consumer Protection. The Notice must set out the particulars of the alteration and include a declaration by a member of the committee that the resolution was duly passed as a special resolution, and that the rules of the Association as altered conform to the requirements of the Act. Any alteration of the Rules has no effect until the notice is lodged with the Commissioner and any approval, if required, is given.