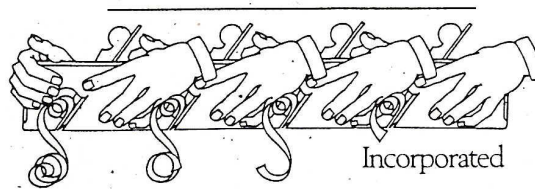


# WOODWORKERS' ASSOCIATION OF N.S.W.



ABN 51 544 261 324

## **RULES OF ASSOCIATION**

### 1. NAME

The name of the Association shall be Woodworkers' Association of NSW Incorporated (referred to in these rules as "the Association").

### 2. OBJECTS

The Objects of the Association shall be:

- To provide a forum for networking and to encourage camaraderie amongst all those who work in wood.
- To promote public awareness and appreciation of fine woodwork.
- To encourage creativity, design and development of skills and application by all woodworkers.
- To represent professional woodworkers and promote sustainability of fine woodwork as a career.
- To promote awareness of environmental issues including encouraging the judicious use of our precious native timber resources and use of sustainably harvested, recycled and reclaimed timbers.

### 3. MEMBERSHIP

- (a) Two categories of membership shall exist: Normal Membership and Honorary Life Membership. Anyone who joins the Association shall be a Normal Member. The title and status of Honorary Life Member may be bestowed by the committee of membership (referred to in these rules as "the Committee") upon a Normal member who has demonstrated outstanding service to both the Association and to woodwork.

The term "Member" includes Normal Members and Honorary Life Members.

- (b) Membership is open to all individuals and organisations who accept the objects and rules of the Association. An unincorporated organisation is not capable of membership of the Association, but it may nominate individuals to represent it.
- (c) Applications for entry shall be to the Committee.

- (d) The Committee shall determine whether or not to accept an application.
- (e) Normal Members shall pay such fees as are determined by the Committee.
- (f) A Register of Members shall be kept by the Association showing the name and address of each Member.
- (g) Membership shall cease upon resignation, expulsion, or failure to pay outstanding membership fees within three months of the due date.
- (h) Membership fees shall fall due on the first day of each financial year of the Association. The financial year of the Association shall run from January 1 to December 31 or such other period as determined by the Committee.

#### 4. MEMBERS' LIABILITY

The Members of the Association shall have no liability to contribute towards the payment of debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association except to the amount of any unpaid membership fees.

#### 5. DISCIPLINING OF MEMBERS

Where the Committee is of the opinion that a Member has persistently and wilfully acted in a manner prejudicial to the interests of the Association, the Committee may, by resolution, expel the Member.

Anyone who wishes to appeal against such decision may do so at the next general meeting of the Association. The outcome of the appeal shall be decided by the vote of the General Meeting.

#### 6. MANAGEMENT - BY COMMITTEE

- (a) The Association shall have its affairs controlled and managed by the office bearers and other members known as the Committee.
- (b) The office bearers shall be a Chairman, Vice-Chairman, Secretary and Treasurer. There shall be up to five other members of the Committee.
- (c) The office bearers and other members of the Committee shall be elected at each Annual General Meeting. Any casual vacancy occurring in the Committee may be filled by a member appointed by the Committee.
- (d) Each member of the Committee shall hold office from the date of their election or appointment until the next Annual General Meeting.
- (e) Retiring Committee members are eligible for re-election.
- (f) The Committee shall meet as often as necessary to conduct the business of the Association and not less than once in each two months.
- (g) The quorum for meetings of the Committee shall be four including two of the office bearers.
- (h) Notice of Committee meetings shall be given at the previous Committee meeting or by such other means as the Committee may decide.

- (i) A member of the Committee shall cease to hold office upon resignation in writing; removal as a member of the Association; or absence from three successive Committee meetings without approval by the Committee.
- (j) The Committee may function validly provided its number is not reduced below the quorum. Should Committee numbers fall below the quorum the remaining Committee members may act only to appoint new Committee members.
- (k) Questions arising at any meeting of the Committee shall be decided by the majority of votes of those present. In case of equality of votes the person appointed to chair the meeting shall have a second or casting vote.
- (l) If within half an hour of the time appointed for a Committee meeting a quorum is not present the meeting shall be dissolved.
- (m) Additional meetings of the Committee may be convened by the Chairman or any two members of the Committee.

## 7. GENERAL MEETINGS

- (a) An Annual General Meeting of the Association shall be held each year within six months from the end of the financial year of the Association (except the first Annual General Meeting which shall be held within two months from the end of the first financial year and within 18 months of incorporation).
- (b) The Committee may, whenever it thinks fit, convene a special general meeting of the Association. A special general meeting must be convened by the Committee within three months of receiving a written request to do so from at least five per cent of the membership of the Association.
- (c) At least seven days notice of all general meetings shall be given to members. In the case of general meetings where a special resolution is to be proposed, notice of the resolution shall be given to members at least 21 days before the meeting.
- (d) In the case of the Annual General Meeting the following business shall be transacted:
  - (i.) confirmation of the minutes of the last Annual General Meeting and any recent special meeting;
  - (ii.) receipt of the Committee's report upon the activities of the Association in the last financial year;
  - (iii.) election of the office bearers and other members of the Committee;
  - (iv.) receipt and consideration of a statement from the Committee which gives a true and fair view for the last financial year of the Association's:
    - income and expenditure
    - assets and liabilities
    - mortgages, charges and other securities
    - trust properties.
- (e) The quorum for a general meeting shall be ten members present in person. If within half an hour of the time appointed for a general meeting a quorum is not present the meeting shall be dissolved.
- (f) Voting at general meetings shall be by a show of hands unless a secret ballot is demanded. Decisions shall be made by a simple majority vote except for those matters which must be decided by special resolution in which case a three quarter majority is required.

- (g) All votes shall be given personally or by proxy. In cases where notice of motion has been given signed postal votes sent to the Secretary will be accepted.
- (h) In the case of an equality of votes the person appointed to chair the general meeting shall have a second or casting vote.
- (i) Nominations of candidates for election as office bearers or other Committee members may be made at the Annual General Meeting or in such other ways as may be determined by the Association at a general meeting.
- (j) Written notice of all general meetings shall be given to members either personally or by post.

## 8. OFFICE BEARERS

- (a) The Chairman or, in the Chairman's absence, the Vice-Chairman, shall act as chairperson at each general meeting and Committee meeting of the Association.
- (b) If the Chairman and Vice-Chairman are absent from a meeting or are unwilling to act, the members present at the meeting shall elect one of their number to act as chairperson.
- (c) The Secretary shall ensure that records of the business of the Association including the rules, register of members, minutes of all general and Committee meetings and a file of correspondence are kept. These records shall be available for inspection by any member and shall be held in the custody of the Secretary.
- (d) The Treasurer shall ensure that all money received by the Association is paid into an account in the Association's name. Payments shall be made through a petty cash system or by cheque signed by two signatories authorised by the Committee. Major or unusual expenditures shall be authorised in advance by the Committee or a general meeting.
- (e) The Treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the Association. These records shall be available for inspection by any member and shall be held in the custody of the Treasurer.

## 9. SPECIAL RESOLUTIONS

- (a) A special resolution must be passed by a general meeting of the Association to effect the following changes:
  - (i) a change of Association's name;
  - (ii) a change of the Association's rules;
  - (iii) a change of the Association's objects;
  - (iv) an amalgamation with another Incorporated Association;
  - (v) to voluntarily wind up the Association and distribute its property;
  - (vi) to apply for registration as a Company or a Co-operative.
- (b) A special resolution shall be passed in the following manner:
  - (i) a notice must be sent to all members advising that a general meeting is to be held to consider a special resolution;
  - (ii) the notice must give details of the proposed special resolution and give at least 21 days notice of the meeting;
  - (iii) a quorum must be present at the meeting;
  - (iv) at least three quarters of those present must vote in favour of the resolution;

- (v) in situations where it is not possible or practicable for a resolution to be passed as described above, a request may be made to the Department of Fair Trading for permission to pass the resolution in some other way.

## 10. PUBLIC OFFICER

- (a) The Committee shall ensure that a person is appointed as Public Officer.
- (b) The first Public Officer shall be the person who completed the application for incorporation of the Association.
- (c) The Committee may at any time remove the Public Officer and appoint a new Public Officer provided the person appointed is 18 years of age or older and a resident of New South Wales.
- (d) The Public Officer shall be deemed to have vacated their position in the following circumstances:
  - (i) death
  - (ii) resignation
  - (iii) removal by the Committee or at a general meeting
  - (iv) bankruptcy or financial insolvency
  - (v) mental illness
  - (vi) residency outside New South Wales.
- (e) When a vacancy occurs in the position of Public Officer the Committee shall within 14 days notify the Department of Fair Trading by the prescribed form and appoint a new Public Officer.
- (f) The Public Officer is required to notify the Department of Fair Trading by the prescribed form in the following circumstances:
  - (i) appointment (within 14 days)
  - (ii) a change of residential address (within 14 days)
  - (iii) a change in the Association's objects or rules (within one month)
  - (iv) a change in the membership of the Committee (within 14 days)
  - (v) of the Association's financial affairs (within one month after the Annual General Meeting)
  - (vi) a change in the Association's name (within one month)
- (g) The Public Officer may be an office bearer, committee member, or any other person regarded as suitable for the position by the Committee.

## 11. MISCELLANEOUS

- (a) The Association shall effect and maintain insurance as is required under the Associations Incorporation Act together with any other insurance which may be required by law or regarded as necessary by the Association.
- (b) The funds of the Association shall be derived from the fees of members, donations, grants and such other sources approved by the Association.
- (c) The Common Seal of the Association shall be kept in the custody of the Secretary and shall only be affixed to a document with the approval of the Committee. The stamping of the Common Seal shall be witnessed by the signatures of two members of the Committee.

- (d) The Association may at any time pass a special resolution determining how any surplus of property is to be distributed in the event that the Association should be wound up. The distribution of surplus property shall be in accordance with section 53 of the Associations Incorporation Act 1984.
- (e) Service of documents on the Association is effected by serving them on the Public Officer or by serving them personally on two members of the Committee.
- (f) Notices sent by post shall be deemed to have been received two days after the date of posting.
- (g) The income and property of the Association shall be used only for the promotion of the objects of the Association and shall not be paid or transferred to members by way of dividend, bonus or profit.