



CITY OF SHOALHAVEN EISTEDDFOD INC.

Constitution

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I PRELIMINARIES

1. Definitions

(1) In this constitution:

ordinary committee member means a member of the Association who is not an office-bearer of the Association.

secretary means:

- a) the person holding office under these rules as secretary of the Association; or
- b) if no such person holds that office, the public officer of the Association;

special general meeting means a general meeting of the Association other than an annual general meeting;

the Act means the Associations Incorporation Act 2009;

the Regulation means the Associations Incorporation Regulation 2016

(2) In this constitution:

- a) a reference to a function includes a reference to a power, authority and duty; and
- b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.
- c) The provisions of the *Interpretation Act 1987* apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

2. Name

(1) The name of the Association shall be the **City of Shoalhaven Eisteddfod Incorporated** (hereafter referred to as "the Association")

3. Objects

(1) The objects of the Association shall be:

- a) Encouraging excellence in the development, performance and appreciation of the performing arts in the City of Shoalhaven.
- b) Fostering the talent of the youth of the Shoalhaven and beyond.
- c) Creating opportunities for performers to develop and demonstrate skills and creative ability as part of their learning process and development.
- d) Providing performers with expert assessment of their work by professional adjudication.

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II MEMBERSHIP

4. Membership Qualifications

- (1) Membership is open to all individuals who accept the objects and rules of the Association.
- (2) Members will act in a manner that is not prejudicial to the interests of the Association.

5. Application for Membership

- (1) A person shall apply for membership of the Association by the completion of an “Application for Membership” form and presenting or emailing it to the Secretary.
- (2) As soon as practical after receiving an application for membership, the Secretary must refer the application to the committee which is to determine whether to approve or to reject the nomination.
- (3) If the committee determines to approve an application for membership, the Secretary must within a period of 28 days, after all association fees and annual subscriptions are paid, enter the person’s name in the register of members and on the name being so entered the nominee becomes a member of the Association.
- (4) If the committee determines to refuse the application for membership the Secretary must within a period of 28 days after the committee’s decision inform the applicant of the committee’s decision.

6. Life Membership

- (1) Life membership of the Association may be conferred by special resolution of the committee of the Association on any person recommended by the committee who has rendered outstanding and conspicuous service to the Association.
- (2) A life member shall not be liable to pay annual subscriptions to the Association, but shall be entitled to all privileges of membership including the holding of office.

7. Cessation of Membership

- (1) A person ceases to be a member of the Association if the person:
 - (a) dies; or
 - (b) resigns membership; or
 - (c) is expelled from the Association, or
 - (d) fails to pay the annual membership fee under clause 11 (2) within 3 months after the fee is due.

8. Membership Entitlements are not Transferable

- (1) A right, privilege or obligation which a person has by reason of being a member of the Association:
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates on cessation of the person's membership.

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9. Resignation of Membership

- (1) A member of the association may resign from membership of the association by first giving to the secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (2) If a member of the Association ceases to be a member under clause (1), and in every other case where a member ceases to hold membership, the Secretary/Public Officer must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

10. Register of Members

- (1) The Secretary of the Association must establish and maintain a register of members of the Association specifying the name and address of each person who is a member of the Association together with the date on which the person became a member.
- (2) The register of members must be kept at the principal place of administration of the Association and must be open for inspection, free of charge, by any member of the Association at any reasonable hour.
- (3) The Association register may also include the email address of an association member. The register can be kept in written or electronic form. If kept in Electronic form, a current hard copy has to be made available for any member to inspect at the association's main premises or the official address.
- (4) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
 - a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
 - b) any other purpose necessary to comply with a requirement of the Act or the Regulation.
- (5) If the register of members is kept in electronic form:
 - a) it must be convertible into hard copy, and
 - b) the requirements in subclauses (2) and (3) apply as if a reference to the register of members is a reference to a current hard copy of the register of members.

11. Fees and Subscriptions

- (1) A member of the association must, on admission to membership, pay to the association a fee of \$2 or, if some other amount is determined by the committee, that other amount.
- (2) In addition to any amount payable by the member under subclause (1), a member of the association must pay to the association an annual membership fee of \$10 or, if some other amount is determined by the committee, that other amount:
 - (a) except as provided by paragraph (b), before the first day of the financial year of the association in each calendar year, or
 - (b) if the member becomes a member on or after the first day of the financial year of the association in any calendar year—on becoming a member and before the first day of the financial year of the association in each succeeding calendar year.

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12. Members' Liabilities

- (1) The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by clause 11

13. Resolution of Internal Disputes

- (1) A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to a Community Justice Centre for mediation under the Community Justice Centres Act 1983.
- (2) If a dispute is not resolved by mediation within 3 months of the referral to a Community Justice Centre, the dispute is to be referred to arbitration.
- (3) The Commercial Arbitration Act 2010 applies to any such dispute referred to arbitration.

14. Disciplining of Members

- (1) A complaint may be made to the committee by any person that a member of the Association:
 - a) has refused or neglected to comply with a provision or provisions of this constitution; or
 - b) has wilfully acted in a manner prejudicial to the interests of the Association.
- (2) The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the committee decides to deal with the complaint, the committee:
 - (a) must cause notice of the complaint to be served on the member concerned; and
 - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint; and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (4) The committee may, by resolution, expel the member from the Association or suspend the member from membership of the Association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- (5) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under rule 15.
- (6) The expulsion or suspension does not take effect:
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned; or
 - (b) if within that period the member exercises the right of appeal, unless and until the Association confirms the resolution under Clause 15, whichever is the later.

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15. Right of Appeal of Disciplined Member

- (1) A member may appeal to the Association in general meeting against a resolution of the committee under rule 14, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under clause (1), the secretary must notify the committee which is to convene a general meeting of the Association to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the Association convened under clause (3):
 - (a) no business other than the question of the appeal is to be transacted and
 - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by members of the association.

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III THE COMMITTEE

16. Powers of the Committee

- (1) The committee is to be called the Committee of Management of the Association and, subject to the Act, the Regulation and this constitution and to any resolution passed by the Association in general meeting, the Committee:
 - a) is to control and manage the affairs of the Association, and
 - b) may exercise all such functions as may be exercised by the Association, other than those functions that are required by these rules to be exercised by a general meeting of members of the Association, and
 - c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Association.

17. Constitution and Membership of Committee

- (1) The committee is to consist of:
 - a) the office-bearers of the association, and
 - b) at least 3 ordinary committee members, each of whom is to be elected at the annual general meeting of the association under clause 18.
 - c) The total number of committee members is to be a minimum of 7.
- (2) The office-bearers of the association are as follows:
 - a) the president,
 - b) the vice-president,
 - c) the treasurer,
 - d) the secretary.
- (3) Each of the elected committee members may have allocated responsibilities to cover areas such as:
 - Organising Secretary/s
 - Vocal Convener
 - Instrumental Convener
 - Dance Convener
 - Speech and Drama Convener
- (4) The Eisteddfod syllabus shall be determined each year by the committee.
- (5) A committee member may hold up to 2 offices (other than both the offices of president and vice-president).
- (6) There is no maximum number of consecutive terms for which a committee member may hold office.
- (7) Each member of the committee is, subject to this constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

18. Election of Committee Members

- (1) Nominations of candidates for election of office bearers or other committee members shall be made at the annual general meeting or in such other ways as determined by the Association at a general meeting (providing they meet the requirements of 17 (6)).

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- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and ordinary members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- (7) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the association must be a member of the association.

19. Secretary

- (1) The secretary of the Association must, as soon as practicable after being appointed as secretary, lodge notice with the Association of his or her address.
- (2) It is the duty of the secretary to keep minutes of:
 - (a) all appointments of office-bearers and members of the committee;
 - (b) the names of members of the committee present at a committee meeting or a general meeting; and
 - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (4) The signature of the chairperson may be transmitted by electronic means for the purposes of subclause (3).

20. Treasurer

- (1) It is the duty of the treasurer of the Association to ensure:
 - (a) that all money due to the Association is collected and received and that all payments authorised by the Association are made; and
 - (b) that correct books and accounts are kept showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association.

21. Public Officer

- (2) The committee shall ensure that a person is appointed as Public Officer.
- (3) 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.
- (4) The Public Officer shall be deemed to have vacated the position in the following circumstances:
 - a) death;
 - b) resignation;

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- c) removal by the committee or at a general meeting;
 - d) bankruptcy or financial insolvency;
 - e) mental illness;
 - f) residency outside New South Wales.
- (5) When a vacancy occurs in the position of Public Officer the committee shall within 14 days notify the Department of Consumer Affairs by the prescribed form and appoint a new Public Officer.
- (6) The Public Officer may be an office bearer, committee member, or any other person regarded as suitable for the position by the committee.

22. Casual Vacancies

- (1) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.
- (2) A casual vacancy in the office of a member of the committee occurs if the member:
- a) dies; or
 - b) ceases to be a member of the Association; or
 - c) is or becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth; or
 - d) resigns office by notice in writing given to the secretary; or
 - e) is removed from office under clause 22; or
 - f) becomes a mentally incapacitated person; or
 - g) is absent without the consent of the committee from 3 consecutive meetings of the committee, or
 - h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
 - i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.

23. Removal of Committee Members

- (1) The Association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the committee to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the Association, the secretary or the president may send a copy of the representations to each member of the Association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

24. Meetings and Quorum

- (1) The committee must meet at least 3 times in each period of 12 months at such place and time as the committee determines.

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- (2) Additional meetings of the committee may be convened by the president or by any three (3) members of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as maybe unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any three (3) members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half and hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
 - a) the president or in the president's absence, the vice-president is to preside, or
 - b) if the president and vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

25. Committee Members may appoint other Committee Members

- (1) The committee members may appoint a member of the association as a committee member to make up a quorum for a committee meeting even if the number of committee members making the appointment is not enough to make up that quorum.
- (2) A member of the committee so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.
- (3) This clause does not apply to the filling of a casual vacancy to which clause 21 applies.

26. Use of technology at Committee Meetings

- (1) A committee meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the committee's members a reasonable opportunity to participate.
- (2) A committee member who participates in a committee meeting using such technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

27. Delegation by Committee to Sub-Committee

- (1) The committee may by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Association as the committee thinks fit)

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the exercise of such of the functions of the committee as are specified in the instrument other than:

- a) this power of delegation and
 - b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
 - (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
 - (4) Despite any delegation under this rule, the committee may continue to exercise any function delegated.
 - (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
 - (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
 - (7) A sub-committee may meet and adjourn as it thinks proper.

28. Voting and Decisions

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) 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 but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to clause 23 (5), the committee may act despite any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.
- (5) Committee meetings can be held at 2 or more venues using any technology the committee approves. Whatever technology is used, it must give each committee member a reasonable opportunity to participate. Committee members who participate at a committee meeting using such technology have the same voting rights as members who are present at the meeting, including voting rights.

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IV GENERAL MEETINGS

29. Annual General Meetings - Holding of

- (1) The Association must hold its first annual general meeting within 18 months after its registration under the Act.
- (2) The association must hold its annual general meetings:
 - a) within 6 months after the close of the association's financial year, or
 - b) within such later time as may be allowed or prescribed under section 37 (2) (b) of the Act

30. Annual General Meeting - Calling of and Business at

- (1) The annual general meeting of the Association is, subject to the Act and to Clause 28(2), to be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
 - b) to receive from the committee reports on the activities of the Association during the last preceding financial year;
 - c) to elect office-bearers of the Association and ordinary members of the committee;
 - d) to receive and consider the statement which is required to be submitted to members under section 26 (6) of the Act.
- (3) An annual general meeting must be specified as such in the notice convening it.

31. Special General Meeting - Calling of

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (2) The committee must, on the requisition in writing of at least twenty five per cent (25%) of the total number of members, convene a special general meeting of the Association.
- (3) A requisition of members for a special general meeting:
 - a) must state the purpose or purposes of the meeting; and
 - b) must be signed by the members making the requisition; and
 - c) must be lodged with the secretary in writing or email and
 - d) may consist of several documents in a similar form each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, anyone or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in clause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.
- (6) For the purposes of subclause (3):
 - a) a requisition may be in electronic form, and

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- b) a signature may be transmitted, and a requisition may be lodged, by electronic means.

32. Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting notify each member appearing in the register of members orally or in writing, of the place, date and time of the meeting and the nature of the Business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in clause (1) specifying in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under rule 27 (2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

33. Quorum for General Meetings

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Ten (10) members present (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - a) if convened on the requisition of members, is to be dissolved; and
 - b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) is to constitute a quorum.

34. Presiding Member

- (1) The President, or in the President's absence the Vice-President, shall preside as chairperson at each general meeting of the Association.
- (2) If the President and the Vice-President are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

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35. Adjournment

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

36. Making of Decisions

- (1) A question arising at a general meeting of the association is to be determined by either:
 - a) a show of hands, or
 - b) if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- (2) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (3) Subclause (2) applies to a method determined by the committee under subclause (1) (a) in the same way as it applies to a show of hands.
- (4) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.
- (5) A resolution put to a vote at a general meeting being held using technology (as per clause 39) can be decided using a suitable method that the committee determines.

37. Special Resolution

- (1) A special resolution must be passed by a general meeting of the Association to effect the following changes:
 - a) a change of the Association's name;
 - b) a change of the Association's Constitution;
 - c) a change of the Association's objects;
 - d) an amalgamation with another incorporated association;
 - e) to voluntarily wind up the Association and distribute its property.
- (2) A special resolution shall be passed in the following manner:
 - a) a notice must be sent to all members advising that a general meeting is to be held to consider a special resolution;
 - b) the notice must give details of the proposed special resolution and give at least 21 days notice of the meeting;
 - c) a quorum must be present at the meeting;

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- d) at least three quarters (75%) of those present in person must vote in favour of the resolution;
- e) in situations where it is not possible or practicable for a resolution to be passed as described above, a request shall be made to the Commissioner for permission to pass the resolution in some other way.

38. Voting

- (1) On any question arising at a general meeting of the Association a member has one vote only.
- (2) All votes shall be given personally and there shall be no voting by proxy.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at any general meeting of the Association unless all money due and payable by the member to the Association has been paid other than the amount of the annual subscription payable in respect of the then current year.
- (5) A member is not entitled to vote at any general meeting of the association if the member is under 18 years of age.

39. Proxy votes not permitted

- (1) Proxy voting must not be undertaken at or in respect of a general meeting.

40. Postal or electronic ballots

- (2) The association may hold a postal ballot to determine any issue or proposal (other than an appeal under clause 15).
- (3) A postal ballot is to be conducted in accordance with Schedule 3 to the Regulation.
- (4) Electronic ballots can be conducted to determine any issue or proposal as decided by the committee.

41. Use of technology at general meetings

- (1) A general meetings can be held at 2 or more venues using any technology that the committee approves. Whatever technology is used, it must give each Association member a reasonable opportunity to participate.
- (2) Members who participate at a general meeting using such technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

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42. Insurance

- (1) The Association must effect and maintain insurance under section 44 of the Act.
- (2) In addition to the insurance required under clause (1), the Association may effect and maintain other insurance.

43. Funds - Source

- (1) The funds of the Association are to be derived from Association fees and annual subscriptions of members, donations, grants and, subject to any resolution passed by the Association in general meeting, such other sources as the committee determines.
- (2) All money received by the Association must be deposited as soon as practicable and without deduction to the credit of the Association's General Account or the Public Donations Fund.
- (3) The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.

44. Funds - Management

- (1) Subject to any resolution passed by the Association in general meeting, the funds of the Association are to be used in pursuance of the objects of the Association in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 authorised signatories.
- (3) The operation of any electronic accounts must be restricted so that there is a requirement for authorisation by 2 authorised signatories.

45. Association is non profit

- (1) Subject to the Act and the Regulation, the association must apply its funds and assets solely in pursuance of the objects of the association and must not conduct its affairs so as to provide a pecuniary gain for any of its members.

46. Surplus Property

- (1) The Association may at any time pass a special resolution determining how any surplus property is to be distributed, provided that such property has not been purchased by funds from the Deductible Gift recipient account.

47. Distribution of property on winding up of Association

- (1) Subject to the Act and the Regulations, in a winding up of the association, any surplus property of the association is to be transferred to another association with similar objects and which is not carried on for the profit or gain of its individual members.
- (2) In this clause, a reference to the surplus property of an association is a reference to that property of the association remaining after satisfaction of the debts and liabilities of the association and the costs, charges and expenses of the winding up of the association.

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- (3) In the event of the dissolution of the Association, equipment and funds held in general account and Term Deposits shall be apportioned to artistic or charitable bodies of the current committee's choice.
- (4) Any funds remaining in the Shoalhaven Eisteddfod Deductible Gift Account are to be transferred to The Music Clubs of Australia for the specific use of Music Shoalhaven.

48. Presentation of Financial Statements

- (1) At annual general meetings the Association shall appoint Accountant/s to prepare the annual financial statement for presentation to the members at the next annual general meeting.
- (2) Financial Statements will be prepared for each financial year.
- (3) The Accountant shall not be a member or closely related to a member of the committee.

49. Custody of books etc.

- (4) Except as otherwise provided by this constitution, all records, books and other documents relating to the association must be kept in New South Wales:
 - a) at the main premises of the association, or
 - b) if the association has no premises, at the association's official address, in the custody of the public officer or a member of the association, as the committee determines.

50. Inspection of Books etc.

- (1) The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:
 - a) records, books and other financial documents of the association,
 - b) this constitution,
 - c) minutes of all committee meetings and general meetings of the association.
- (2) A member of the association may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$1 for each page copied.
- (3) Despite subclauses (1) and (2), the committee may refuse to permit a member of the association to inspect or obtain a copy of records of the association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the association.

51. Service of Notices

- (1) For the purpose of this constitution, a notice may be served on or given to a person:
 - a) by delivering it to the person personally, or
 - b) by sending it by pre-paid post to the address of the person, or
 - c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:
 - a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and

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- b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
- c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

52. Financial year

- (1) The financial year of the association is:
 - a) the period of time commencing on the date of incorporation of the association and ending on the following 31 December, and
 - b) each period of 12 months after the expiration of the previous financial year of the association, commencing on 1 January and ending on the following 31 December.

53. Change of name, objects and constitution

- (1) An application for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.