



# CONSTITUTION

*Amended March 2009*

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**All club business is confidential and should not be  
discussed with Non-Members**

**1.0 Club Name**

The club shall be known as the **WESTSIDE COMPUTER CLUB INC.**

**2.0 Aims**

Shall be dedicated to assisting members to gain a better understanding of their computers and to generally improve their computer knowledge and skills. Endeavor to provide a social atmosphere for and between members. Give help or advice to any community or charitable organization with computer related subjects whenever possible. To be **NON PROFIT** making.

**3.0 Membership**

- (1) Types to be available: Single – usually age 18+ - other ages admitted at the discretion of the Committee.
- (2) Life Membership may only be awarded by majority vote at an **ANNUAL GENERAL MEETING.**
- (3) Applications for membership must be made on the official application form and submitted to the committee for approval. Payment of current annual fee will become payable immediately following such approval. Payment will constitute acceptance of membership and agreement to abide by the constitution of the club.
- (4) Membership shall not be denied to any person for reasons of gender, race, or religion.
- (5) All new members to receive a copy of the current constitution.
- (6) The committee reserves the right to withdraw membership for any behavior, which is deemed to be inappropriate or offensive. Such person having the right of appeal.
- (7) There shall be no disciplinary acts against members except as provided in clauses 3.6 and 11.3.

**4.0 Management Committee**

- (1) A Committee to be elected at each annual general meeting to form a Management Committee as stated in the Terms of Office. Any full member shall be eligible to stand for the committee. A members position becomes vacant on the committee when the member,

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- (a) ceases to be a member of the club
  - (b) the club becomes insolvent under administration within the meaning of the Corporations Law; or
  - (c) resigns from office by notice in writing given to the secretary.
- (4) The Management Committee shall have the power to co-opt replacements should any position fall vacant during the term of office.
- (5) The Committee shall comprise of the following members:
- (a) President
  - (b) Vice President: Who shall preside at any meeting in the absence of the president
  - (c) Secretary
  - (d) Treasurer
  - (e) Publicity Officer : Who shall be responsible to the committee for all matters relating to the promotion of the club and its activities.
  - (f) Ordinary Committee Members: A minimum of 3 and a maximum number decided by the President before electing to the committee.
  - (g) Any club member may attend a Management Committee Meeting but the member has no voting rights
- 5.0 Terms of Office:
- |                      |        |
|----------------------|--------|
| President            | 1 year |
| Vice President       | 1 year |
| Secretary            | 1 year |
| Treasurer            | 1 year |
| Publicity Officer    | 1 year |
| Training Officer     | 1 year |
| Non-position members | 1 year |
- (1) The training officers position shall be non-mandatory and to be part of the management committee.
- (2) Committee members can only hold one position on the committee.
- (3) To hold a valid committee meeting there should be no less than a quorum of four (4) committee members present, including two senior members.

- (4) A cheque account shall be opened with authorized signatures from the elected committee members. All cheques must be signed by the treasurer and counter signed by any of the other authorized signatories.
- (5) The management committee to appoint an independent auditor annually to audit the club accounts.
- (7) That the committee be empowered to spend funds up to the value of five hundred dollars (\$500) without having approval of a majority vote at an annual general meeting or general meeting.

#### **6.0 Meetings**

- (1) Club meetings to be held fortnightly where possible.
- (2) The committee may determine the date; time and place of the Annual General Meeting of the club and can convene special general meetings at anytime.
- (3) The committee must, on request in writing of members representing not less than 5 percent of the total membership, convene a general meeting.
- (4) Committee meetings should be held at least every second month.
- (5) Five members personally present (being members entitled under these rules to vote at a general meeting) constitute a quorum for the conduct of the business at a general meeting.
- (6) Each member is entitled to appoint another member as a proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

#### **7.0 Duties of Officers**

- (1) The president shall preside at all meetings; and be responsible for the organisation and efficient running of all aspects of the Club. Present an annual report at each A.G.M.
- (2) The secretary is to deliver a report to members as required on demand.
- (3) The secretary must keep and maintain a register of member's containing:
  - (a) the names and address of each member

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- (b) the date on which each member's name was entered in the register;  
and
  - (c) the date that a member ceases as a member of the club.
- (4) The register is available for inspection free of charge by any member of the club on request.
- (5) A member may make a copy of entries in the register.
- (6) Except as otherwise provided in these rules, the secretary must keep in his or her custody or under his or her control all books, documents and securities of the club.
- (7) The treasurer shall be responsible for keeping records of all monies, assets and transactions connected with the Club. Also:
- (a) Banking monies at least once a month.
  - (b) Presenting records of the financial status of the club to the president before each committee meeting and then presenting the same to the committee at each committee meeting.
  - (c) To deliver a financial report quarterly to members, and an audited financial statement at each Annual General Meeting.
- (8) All accounts, books, securities and any other relevant documents of the Westside Computer Club Inc must be available for inspection free of charge by any member upon request.
- 8.0 Disputes and Grievances**
- (1) The grievance procedure set out in this rule applies to disputes under these rules between
- (a) a member and another member
  - (b) a member and the Club
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen days after the dispute comes to the attention of all parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, the parties must, within ten days, hold a meeting in the presence of a mediator.

- (4) The mediator must be-
  - (a) a person chosen by agreement between the parties or;
  - (b) in the absence of agreement-
    - (i) in the case of a dispute between a member and another member, a person appointed by the management committee of the club, or
    - (ii) in the case of a dispute between a member and the club, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice)
- (5) A member of the Club can be a mediator.
- (6) The mediator cannot be a member to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation must:
  - (a) Give the parties to the mediation process every opportunity to be heard: and
  - (b) allow due consideration by all parties of any written statement submitted by any party, and ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
  - (c) The mediator must not determine the dispute.
  - (d) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act otherwise at law.

**9.0 Funds**

- (1) Treasurer must also collect and receive all moneys due to the club and make all payments authorised by the club; and
- (2) keep correct accounts and books showing the financial affairs of the club with all receipts and expenditure connected with the activities of the club.
- (3) The funds of the club shall be derived from meeting fees, annual subscriptions, donations and such other sources as the committee determines.

### **10.0 Subscriptions**

- (1) The membership and attendance fee's shall be set at each Annual General Meeting and are set out in appendix 1.
- (2) Membership fees are due on joining and renewable after the 30<sup>th</sup> June each year, with the exception of life members.
- (3) Existing club members must pay their annual fees by the 1<sup>st</sup> September each year or their membership will become void. Unfinancial members can still attend the AGM but will have no voting rights.
- (4) Any person joining after the 1<sup>st</sup> April of the club's financial year shall pay a membership fee on a pro rata basis.
- (5) Each person shall pay a club meeting fee at each meeting attended.
- (6) Any person attending a club meeting for the first time shall be deemed to be a visitor and will be exempt from attendance fees for that meeting.

### **11.0 Rules and Regulations**

- (1) The secretary shall keep a list of all club Rules and Regulations.
  - (a) Any suggestions regarding alteration of club rules and regulations must be submitted to the committee in writing for their consideration.
- (3) Changes to the constitution can be made at an Annual General Meeting or General Meeting. Any proposals must be submitted, in writing, to the secretary at least one month prior to the meeting.
- (4) The secretary will notify all club members of the date of each annual general meeting and general meetings and will supply a copy of the agenda, including any notices of motions, proposed changes to the constitution, giving details and the reasons for the changes a clear 14 days prior to that date, or if a special resolution has been proposed at least 21 days before the date fixed for holding a general meeting of the club.

### **12.0 Common Seal**

- (1) The common seal of the Westside Computer Club Inc must be kept in the custody of the secretary.
- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of

one member of the committee and of the public officer of the Westside Computer Club Inc.

### **13.0 Winding up of Club**

In the event of a decision being made to voluntarily wind the club up, all assets owned by the club are to be sold and the resulting cash added to any monies held in the clubs cherub and petty cash accounts. Following settlement of any outstanding debts the remaining cash shall be divided up between all current financial members. The current appointed Auditor on behalf of the current management committee should carry out this action.

### **14.0 Alterations of the Rules**

These rules and the statement of purposes of the Westside Computer Club Inc must not be altered except in accordance with the Act.

#### **Appendix 1 Club Fees for 2008/2009**

Club Meeting Fees	<b>\$5.00</b>
Yearly Fee (optional)	<b>\$100</b>

#### **Annual Subscription Fees**

1. Ordinary Members	<b>\$20.00</b>
2. Concession Holders	<b>\$15.00</b>
3. Life Members	<b>NIL</b>

## **Appendix 2                      Job Descriptions**

### **PRESIDENT'S POSITION**

1. Shall preside at all Club meetings including the Management Committee and A.G.M. meetings.
2. Shall have overriding responsibility for the smooth running of the Clubs activities.
3. Shall attend as many Sub Committee activities as possible.
4. Shall be responsible, together with the Secretary, for the invitation of guest speakers to address the Club members.
5. Shall actively assist Committee members with any duties they perform.
6. Shall submit an annual report to members at each A.G.M.
7. Shall be reimbursed with any out of pocket expenses incurred on behalf of the Club.
8. It is advisable that the outgoing President stand for the position of Vice President in order to give the new incoming President any support

### **PUBLICITY OFFICER.**

1. Shall be responsible for the promotion of the Club as directed by the management Committee.
2. Shall attend all Committee and Club meetings if possible.
3. Shall report to the Committee of any activities carried out on behalf of the Club.
4. Shall be responsible for the promotion of the Club through the Around Laverton (AL) Community newspaper.
5. Shall take photographs of Club activities to be used for promotional purposes wherever possible.
6. Shall be reimbursed with any out of pocket expenses incurred on behalf of the Club.

### **SECRETARY'S POSITION**

1. To be responsible for all incoming and outgoing mail in relation to the Westside Computer Club.
2. To attend all Club and Committee meetings whenever possible. And inform the President when unable to attend.
3. Shall take the minutes at all Committee and AGM meetings.
4. Shall maintain a history of the Clubs major activities.
5. Shall hold a List of all Club Rules & Regulations.
6. Shall notify all members of the date of each A.G.M. and will supply a copy of the agenda a clear 14 days prior to that date.
7. Shall maintain a list of current paid up Club members.
8. Report to member's quarterly, as required on demand and at each A.G.M. for the Club.

9. Shall be reimbursed with any out of pocket expenses incurred on behalf of the club
10. Shall undertake to instruct successor on the duties involved as the position of Secretary.

**TREASURER'S POSITION**

1. Shall be responsible for all money transactions involved by the Club's activities.
2. Shall maintain accurate records of all the Club's financial transactions.
3. Shall report the Club's financial position to members quarterly and to Committee members at each Committee meeting.
4. Shall arrange with the appointed Auditor for the presentation of a full financial report at each A.G.M.
5. Shall advise the President and the Secretary of current membership details.
6. Shall maintain a list of members present at all normal Club meetings and the running average of these numbers. These details to be part of all reports to the management Committee and to members.
7. Shall supply all prospective members with Application forms and explain their use.
8. Shall supply all new members with a copy of the Club's welcome letter.
9. Shall issue each new member with an identity badge and number.
10. Shall attend all Committee and Club meetings whenever possible and inform the President when unable to attend.
11. Shall receive all Club monies and issue receipts as required.
12. Shall bank Club monies in the Club's bank account and issue cheques as required. Plus file bank statements.
13. Shall arrange for any change of Signatures required with the Club's bank.
14. Shall file and retain copies of all membership applications, reports, meeting sheets and receipts issued.
15. Shall complete a financial record sheet for each club meeting which contains the following:
  16. Amount each member contributes in Meeting fees. And issue a receipt for total amount received.
  17. Amounts of Membership fees received and issue a receipt for each payment, with the member's name.
  18. Amounts received from the sale of any goods and issue a receipt for the total amount received.
  19. Details of each cheque issued since the last Club Meeting.
  20. Attaché to the record, copies of receipts issued, together with any invoices paid.
  21. Shall record the receipt number against each total on the record and ensure that the record is legible and set out so as to enable easy auditing.

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22. List on the record the number of members present at that meeting.
23. Balance each meeting sheet with actual cash taken. This should be done at the earliest opportunity after each meeting.
24. Shall issue cheques as required, sign them and arrange for the second authorised signature.
25. Enter all money transactions into the computer software MYOB and use the programme to produce monthly, quarterly and yearly balance sheet printouts.
26. File each financial year's form in a separate folder, retaining the previous year's and passing them on to the Secretary for safe keeping at the start of each financial year.
27. Shall undertake to instruct successor in all aspects of the Treasurer's responsibilities.
28. Shall be reimbursed with any out of pocket expenses incurred on behalf of the Club.

**VICE PRESIDENT'S POSITION**

1. Shall deputize for the President at any club activities that the President is unable to attend.
2. Shall actively support the President in all presidential duties.

**NORMAL COMMITTEE MEMBERS**

Shall attend All club and committee meetings when possible and report to the President when unable to be present.