



We, the undersigned hereby testify that the deal of the Saddleworth Institute Incorporated has this 18th day of Nov 1963 been affixed to this document at a meeting of the committee and pursuant to a resolution of such committee.

.....Ed. Crawford.....PUBLIC OFFICER

.....Geo. Bingham.....SEALHOLDER

RULES OF THE SADDLEWORTH INSTITUTE INCORPORATED

TITLE.

1. This institute shall be entitled the SADDLEWORTH INSTITUTE INCORPORATED Institute, and is constituted and governed by the provisions of the Libraries and Institutes Act, 1939-1950, and any Act or Acts amending the same.

OBJECTS AND MEANS.

2. The objects of the institute shall be the promotion of useful knowledge and rational mental and physical recreation amongst its members by any or all of the following means, as far as may be practicable, viz., the establishment of a library and reading room, and the arranging or promoting of lectures, concerts, social evenings, picture shows, classes, and other like activities.

The committee shall be empowered for the purpose of raising funds for the institute to promote and manage such forms of public entertainment as shall be lawful and as they may see fit: such entertainments shall not be subject to membership privileges.

RATES OF SUBSCRIPTION.

3. The institute shall consist of members, subscribers, and holders of scholarships as follows:—

- (a) Members paying in advance one guinea per annum, or eleven shillings per half-year, or six shillings per quarter, or such greater amounts as the committee may from time to time decide. Any person becoming a member during the currency of any quarter shall pay a proportionate part thereof.
- (b) Honorary life members elected at a general meeting as an acknowledgment of valuable services rendered to the institute.
- (c) Students who may be admitted as members on payment of such subscription and be entitled to such privileges as may from time to time be determined by the committee.
- (d) Children attending school, who shall have been awarded institute scholarships, or who shall pay two shillings per quarter in advance, or such other amount as the committee may from time to time decide, and be granted access to any special juvenile library established by the institute.
- (e) Temporary subscribers, not being residents of the town of Saddleworth paying two shillings per week in advance, or such other amount as the committee may from time to time decide.

Members under (a) and (b) shall be entitled to all the advantages of the institute except any which may be specially reserved or excepted by the Libraries and Institutes Act, 1939-1950, and any Act or Acts amending the same, or by the authority of the subscribers given at a special general meeting called for the purpose.

Subscribers and holders of institute scholarships under (c), (d), and (e) shall be entitled to the use of the library or such portion thereof as the committee may determine, and the reading room, but shall not take any part in the management of the institute.

All members, subscribers, and holders of institute scholarships shall be subject to the rules and by-laws of the institute, and no person shall be elected or admitted a member by ballot.

The number of honorary life members elected under (b) shall not at any time exceed three.

The committee may from time to time determine the number of books and/or magazines which any member or subscriber may be allowed to have on loan at any time for the payment of the subscription fixed by these rules or by the committee pursuant to any power contained therein.

The committee may allow the librarian to issue books in excess of the number so fixed, on payment of such amount for each extra book as the committee may from time to time decide.

Every member or subscriber shall continue liable for his current subscription until such member or subscriber shall have returned to the institute, in good order and condition, all books and other property which he may have borrowed by virtue of membership, and shall have paid all amounts due up to that date.

ADMISSION OF MEMBERS.

4. All persons of respectable character above the minimum age mentioned in the Acts previously referred to shall be competent to become members of the institute on payment of the subscription; but the committee shall have power to refuse to admit any person whom it may regard as unfit to be a subscriber or member. Any person so rejected shall have a right to appeal to a general meeting of members of the institute.

5. Except where the current subscription has been paid by Bank Order.

~~5.~~ Every member and subscriber on admission and payment of the appropriate subscription, shall then and on each subsequent payment of subscription receive a receipt which shall be shown whenever required by the committee or any officer of the institute. Such receipt shall entitle the person named therein to the advantages of the institute to which such receipt shall entitle him and for the period covered by such receipt, but a receipt shall not be transferable.

Books or periodicals shall not be issued to any member or subscriber whose subscription is three (3) months in arrear.

The payment of any subscription shall be deemed to be the member's or subscriber's acknowledgment of and acceptance of and willingness to be bound by the rules and by-laws of the institute.

~~RECOVERY OF FINES AND PENALTIES.~~

~~6. All fines and penalties imposed under these rules or to which any person may be subject under these rules or by-laws made by the committee under any power contained in the Libraries and Institutes Act, 1939-1950, may be recovered as a debt due to the institute in any Court of Competent Jurisdiction, and the committee may in its discretion remit or mitigate any such fines or penalties if the circumstances of the case appear to warrant such remission or mitigation. The certificate of the secretary of the due passing of any resolution of the committee which imposes any fine or penalty shall be conclusive evidence of the imposing of such fine or penalty.~~

FINE FOR TRANSFERRING TICKET.

~~7. Any member or subscriber transferring his receipt to any other person shall incur a fine of~~

INJURY TO PROPERTY.

8. Any member or subscriber injuring or losing any portion of the property of the institute shall be liable to such a fine as the committee may determine, provided that such fine shall not exceed the full value of the property so injured or lost.

MANAGEMENT: OFFICERS AND COMMITTEE.

9. (a) The management of the institute shall be vested in a president, ^a.....vice-president (number to be stated), treasurer, and secretary, who shall be *ex officio* members of the committee, and ten.....ordinary members of the committee. Only members of the institute of not less than six months' standing and who shall have paid the subscription for the current quarter, shall be eligible for election to the committee. All the *ex-officio* members, and five.....of the ordinary members of the committee shall retire from office annually, but, subject to being duly qualified, shall be eligible for re-election. The ordinary members to retire shall be those who have been longest in office, but in the first instance and thereafter when any difficulty arises in ascertaining the retiring committeemen the same shall be chosen by lot.

~~(b) Nominations for the offices of president, vice-president, and treasurer, shall be in writing by a member of the institute and the consent of the nominee shall be endorsed thereon and shall be delivered to the secretary at least.....days prior to the date fixed for the election of officers and committeemen.~~

(b) The offices of treasurer and secretary may be combined at any time at the discretion of the committee.

(c) If any officer or committeeman (auditors excepted) allows his subscription to become more than one quarter in arrear, then such officer or committeeman may, by resolution of the committee, forfeit his office and shall not be eligible for re-election or re-appointment until such arrears of subscription shall have been paid.

(d) The Committee shall as soon as elected each year retire from the Annual General or Special General meeting and elect from its members a President, Vice President, Secretary and Treasurer for the ensuing year.

(e) Any officer (excepting auditors) or committeeman elected by the subscribers or appointed by the committee, absenting himself from three consecutive meetings of the committee without having first obtained leave of absence from the committee to so absent himself, shall forthwith cease to hold office, and the committee may proceed pursuant to rule 22 to appoint his successor. It shall be competent for the committee to re-appoint the member who has forfeited office.

MANAGEMENT: OFFICERS AND COMMITTEE.

(Transferred Institutes.)

9. The management of the institute shall be vested in a committee of _____ members who shall be elected as provided by section 117 of the Libraries and Institutes Act, 1939-1950, or any Act or Acts amending the same. The committee shall so soon as is practicable in each year elect from amongst its members a president, a vice-president, a treasurer, and a secretary. The offices of treasurer and secretary may be combined at any time at the discretion of the committee.

Only members of the institute of not less than six months standing and who shall have paid the subscription for the current quarter shall be eligible for election to the committee by the members of the institute.

COMMITTEE MEETINGS.

10. The committee shall meet at least once a month. The president, or in his absence the vice-president, shall take the chair; if neither be present at the time for beginning business the meeting may appoint a chairman. In all cases the chairman shall have a deliberative as well as a casting vote. No business shall be transacted unless at least five members of the committee are present. (excluding salaried Officer(s) if any)

POWERS OF COMMITTEE.

11. The committee may engage salaried officers (if required), but no salaried officer shall be entitled to vote at any committee or general meeting. The committee may also make by-laws for the regulation of its business and the general management of the institute, provided that such by-laws shall not be inconsistent with these rules. They shall be duly published by being posted in some conspicuous place in the library, ~~reading room, and hall.~~ A copy of every such by-law so made shall also be forwarded to the council of the Institutes Association of South Australia, Incorporated. The committee may impose fines and penalties provided by these rules or by any by-law by resolution passed at a meeting of the committee. The committee may also appoint sub-committees of its members for the dispatch of special business. The powers of such sub-committees shall be strictly defined, and may be altered or annulled by the committee at any time. The committee may, if it sees fit once in every year, call in all books in circulation and suspend the issue of books for a period of not exceeding 14 days, and during such period close the library.

EXPULSION OF MEMBERS.

12. The committee may expel any member or subscriber guilty of misconduct, having first afforded him an opportunity of explanation; but any person so expelled shall have a right of appeal to a special general meeting.

MINUTES OF COMMITTEE.

13. The committee shall cause to be kept fair and accurate minutes of its proceedings, including a monthly statement of the receipts and payments; and the minutes of each meeting shall be read at the first meeting following, at which a quorum is present. The minute book of the committee may be inspected by any financial member of the institute of at least six months standing provided he shall apply in writing to the committee and provided the committee approve such application.

COMMITTEE'S REPORT.

14. The committee shall lay before the annual meeting of the institute a report of the state of the institute and its progress during the past year, such report to contain, amongst other things, particulars of—

- (a) The receipts and payments during the year, with the auditors' report thereon:
- (b) The amount of debts owing by the institute:
- (c) The number of volumes in the library:
- (d) The number of volumes circulated during the year:

- (e) The number of paying members and subscribers at each rate respectively; also the number of life and honorary members and holders of institute scholarships, and of subscribers to the juvenile library:
- (f) The amount of arrears of subscriptions owing:
- (g) The classes (if any) in existence, and the number of persons attending them.

As regards items (b), (c), (d), (e), (f), and (g) the number or amount for the previous year shall also be given, and the increase or decrease (if any) noted.

DUTIES OF SECRETARY.

15. The secretary shall attend all general and committee meetings, and take and promptly write up fair and accurate minutes thereof, and shall conduct the correspondence and other ordinary business of the institute. He shall permit any member of the institute who has obtained permission from the committee pursuant to rule 13 to inspect the minute book of the committee provided such member intimates his wish to do so and arranges a fitting opportunity. He shall pay all moneys received by him to the treasurer (or to the institute banking account, as the case may be) so soon as the same shall amount to the sum of £10 (Ten pounds)...

DUTIES OF TREASURER.

16. The treasurer shall take charge of the money of the institute, and shall lay a statement of receipts and payments, together with the bank book, before the committee at each regular meeting. He shall pay all money received by him into the institute's banking account so soon as conveniently may be after receipt of such money by him. He shall make no payments, except by authority of the committee; he shall keep proper books of account, and prepare annually a statement of receipts and payments, and a balance-sheet, so that the same may be laid before the auditors, together with all vouchers, and any other documents which may be required by the auditors and which may be in his possession, in accordance with rule 19.

BANK ACCOUNT.

17. The committee shall cause to be opened a current account in such bank as it may from time to time decide. All money received on account of the institute shall be paid into such account in every case so soon as the amount in hand shall total £10 (Ten pounds). All payments over the sum of one pound (£1) shall be by cheque drawn on the institute's bank account by two committeemen and countersigned by the secretary. No expenditure shall be incurred without the sanction of the committee. The officers of Picture Committee cheque signatories shall be decided by resolution of the Institute Committee from time to time.

DUTIES OF THE LIBRARIAN.

18. The librarian, or such person or persons who may be authorized by the committee to act in that behalf, shall enter in a book or in such other manner as may be determined by the committee by resolution, a record of all books and periodicals issued to or borrowed by members and subscribers.

All entries by the librarian, secretary, or other person appointed or authorized in that behalf, made in the issue record of the institute, relating to the loan or delivery of any book to any member or subscriber, shall be good and sufficient prima facie evidence that the book mentioned in such entry was lent or delivered at the time and to the person mentioned in such entry or to his authorized agent; and if within one calendar month from the time at which such book ought to have been returned by such member or subscriber, there is no entry made or appearing in the issue record of such return and such book cannot be found in the library upon reasonable search, such member or subscriber shall be conclusively deemed to have lost or kept such book, and shall be liable to pay to the committee the cost of replacement of such book or such amount not being greater than the value of such property as the committee may determine.

The librarian shall take a general oversight of the institute and shall be responsible to the secretary or to the treasurer as the case may be for all money which may come into his custody by virtue of his office.

AUDITORS.

19. At each annual general meeting two persons (not being officers or committeemen) or one person holding an auditor's certificate, shall be elected to be auditors for the ensuing year. The auditor or auditors shall, prior to the annual meeting, and at such other times as the committee may direct, examine the account books and vouchers, and the treasurer's statements and balance-sheet, and if they find them

correct shall certify the same, or shall make such special report as they may see fit. They shall be empowered to call for all books, documents, and vouchers which they may deem necessary to the due discharge of their duties.

ANNUAL MEETINGS.

20. The financial year of the institute shall be from 1st January to 31st December. There shall be four quarter days, commencing 1st January, 1st April, 1st July, and 1st October.

An annual general meeting of the members of the institute shall be held on some day in the month of in each year, for the presentation of the committee's report (as provided in rule 14), for the election or re-election of officers, committeemen, and auditors, and for the transaction of any other business that may be brought forward affecting the institute. ^{At least seven} notice of the meeting shall be given by a notice posted in some conspicuous place in the library or reading room, and ~~by not less than two advertisements in~~ ^{posted to each member} No business shall be transacted at any annual meeting unless fifteen (15) members are present. Should a quorum not be present at the end of 20 minutes from the time fixed for commencement, the committee may adjourn the meeting for such period as it may see fit, being not more than one month from the day of such meeting, and so on from time to time until a quorum is present; and the officers, committeemen, and auditors shall continue to hold office until their successors are appointed.

SPECIAL GENERAL MEETINGS.

21. A special general meeting may be called by ^{President, the} the committee or by any six members of the institute. Notice thereof shall be given in the same way as for the annual general meeting, and shall state the business for which the meeting is called. No other business than that set forth in such notice shall be taken into consideration at such meeting.

CASUAL VACANCY: HOW FILLED.

22. Any vacancy arising from the death, resignation, or forfeiture of office of any officer or committeeman or auditor, elected by the members, may be filled up by the committee, and the person so elected or appointed shall hold office for the unexpired portion of the term of the person whom he succeeds.

~~Any vacancy arising from the death or resignation of any committeeman elected or appointed by a corporation or district council may be filled only by the said council.~~

GENERAL MEETINGS.

23. At all general meetings the president, or, in his absence, the vice-president, shall preside; or if neither be present or willing to act, the meeting may appoint a chairman. In all cases the chairman shall have a deliberative as well as a casting vote. All elections shall be by show of hands or (election of members excepted) by ballot if demanded by any member. No member of less than 18 years of age, or who has not the other qualifications set out in the Libraries and Institutes Act, 1939-1950, shall be entitled to take part in the proceedings of or vote at any general meeting. Any ruling of the chairman may be rescinded by a motion dissenting therefrom duly passed at the meeting at which it is given.

APPOINTMENT OF TRUSTEES.

24. The property of the institute shall be vested for the use and benefit of the institute, in the trustees of such institute, not being less than.....

If any trustee shall be absent from the State for the space of..... or shall become insolvent, or take advantage of any Act for the benefit of a defaulting debtor or be convicted of any felony, or infamous crime, or shall be found to be of unsound mind, he shall cease to hold office; and when the number of trustees shall be reduced by death, resignation, or any of the above causes to less than the minimum number, the vacancies shall be filled up by new trustees, named and appointed at a general meeting, so as to make up the number of..... trustees in the whole. Provided, nevertheless, that any trustee or trustees may be removed from office, and another or other trustee or trustees appointed in his or their place at any special general meeting.

If at any time the institute be without trustees, the property of the institute shall be vested for the use and benefit of the members, in the Institutes Association of South Australia, Incorporated.

24. VESTING OF PROPERTY.

The property of the institute shall be vested for the use and benefit of the members of the institute in the ..SADDLEWORTH..... Institute Incorporated.

24A. SEALHOLDERS: PUBLIC OFFICER: COMMON SEAL.

(i) Subject to subclause (v) hereof the members of the committee of the institute for the time being shall be the sealholders of the institute.

(ii) There shall be a common seal the design of which shall be registered with the Council of The Institutes Association of South Australia, Incorporated, and shall not be changed or altered in any way without the authority of the members of the institute given at a general meeting of members called for that purpose.

(iii) The members or the committee of the institute shall from time to time as circumstances require appoint a public officer who shall be responsible to the committee of the institute for the safe custody of the seal and for its proper use. The public officer may hold any other office except that of auditor.

(iv) The common seal shall not be affixed to any document except at a meeting of the committee and pursuant to a resolution duly passed, when the following attestation clause shall be signed by the public officer and one sealholder, namely --

We, the undersigned hereby testify that the seal of the ..SADDLEWORTH.....Institute Incorporated has this ..12th..... day of ..November.....1963 been affixed to this document at a meeting of the committee and pursuant to a resolution of such committee.

..... PUBLIC OFFICER

Geo. Bragg..... SEALHOLDER

(v) In addition to the provisions of the Associations Incorporation Act the office of a sealholder or public officer may be declared vacant by the committee if such sealholder or public officer

(a) shall be absent from the State for a period of months without the leave of the committee, or

(b) shall be found to be of unsound mind, or shall resign his office.

(vi) A special general meeting of the members or the committee of the institute shall be called as provided in these rules for the purpose of filling any such vacancy.

reason to believe to be suffering or recovering from any infectious or contagious disorder; and the committee may, if it sees fit, refund or rebate part of the subscription proportionate to the period during which such refusal continues.

24. VESTING OF PROPERTY.

The property of the institute shall be vested for the use and benefit of the members of the institute in the ... SADDLEWORTH

MAINTENANCE OF INSTITUTE PROPERTY.

25. The committee shall apply all money received from the rent or hire of the property belonging to the institute to the proper maintenance, repair, and renovation of the buildings, fences, and other real property which the institute possesses; to the payment of the principal and interest owing under any mortgage or other charge on the institute property; to the insurance of all the institute property; and the purchase or hire of books, magazines, and periodicals for the use and benefit of the members of the institute.

The property of the institute shall be insured against fire and kept insured in the name of the committee and trustees for the time being, in one or more insurance offices. The amount of such insurance cover shall be determined by the committee from time to time. The committee shall also cause to be effected such other insurances for such other risks and for such amounts as it may from time to time determine.

CONSENT OF MEMBERS TO SPECIAL EXPENDITURE ON BUILDING.

26. Notwithstanding anything to the contrary in these rules, no repairs or alterations to the institute buildings or premises which shall involve an expenditure of the sum of £ 100-0-0 or upwards may be undertaken by the committee of the institute before the members have consented, at a general meeting called for the purpose, to such expenditure.

INFECTIOUS OR CONTAGIOUS DISORDERS.

27. Any member or subscriber who is suffering or recovering from any infectious or contagious disorder, or resides in a house in which any person is suffering or recovering from any infectious or contagious disorder, shall report the fact to the librarian, or person acting as librarian, within 24 hours of becoming aware that the case has been so diagnosed, and failure to so report shall render such member or subscriber liable to expulsion.

The librarian, or person acting as librarian, may, in his discretion, refuse to issue any book or periodical to any member or subscriber who, or any of whose household residing with him, he may have reason to believe to be suffering or recovering from any infectious or contagious disorder; and the committee may, if it sees fit, refund or rebate part of the subscription proportionate to the period during which such refusal continues.

ALTERATION OF RULES.

28. The rules of the institute shall only be altered by consent of two-thirds of the members present at a general meeting. Any proposition for altering any rule or rules must be signed by at least two members of not less than six months' standing, and must be posted immediately below the notice calling the meeting and for the same length of time.

COPY OF RULES TO BE AVAILABLE FOR INSPECTION BY MEMBERS.

29. A copy of the rules of the institute shall be made available for inspection by any member, subscriber, or holder of institute scholarship, at any time during which the library of the institute shall be open to members.

COMMITTEE TO FIX TIMES WHEN ROOMS TO BE OPEN.

30. The rooms of the institute shall be open to members on such days (Sundays excepted) and between such hours as may from time to time be fixed by the committee. and on Sundays the rooms of the Institute may be open to Members or to the Public Provided that the written permission of the Hon. the Chief Secretary shall have been previously obtained

CERTIFICATE.

At a general meeting of the Institute, held on the day of, 19 .., at the above rules were made for the government of the said institute.

..... Chairman of Meeting.

..... Secretary of Institute.

CERTIFICATE.

We hereby certify that at a general meeting of members of the Saddleworth Institute, held at Saddleworth on the Eighteenth day of February, 1963, the rules of the institute were altered by the consent of two-thirds of the members present at such meeting by rescinding the rules heretofore in force, and by substituting the above rules in place thereof, and we further certify that the proposition for altering such rules was signed by two members of not less than six months' standing, and was posted immediately below the notice calling the abovementioned meeting, and for the same length of time.

Geo Bengel Chairman of Meeting.

E. H. Fraser Secretary of Institute.

Approved by the Council of the Institutes Association of South Australia, Incorporated, on 2/12/1963; Notice of approval gazetted 5/12/1963.

H. H. H. H. Secretary,
Institutes Association of South Australia, Incorporated.

9/12/1963 .