

THE SADDLEWORTH INSTITUTE HALL COMMITTEE

(Formerly the SADDLEWORTH Institute Incorporated)

Constitution, Rules and Regulations

Adopted

Interpretations

In this Constitution and Rules unless inconsistent in the context or subject matter:-

1. "The Hall" shall mean the SADDLEWORTH Institute, a public and community hall including annexes and grounds and situated on Lots 5, 6, 6A at 27 Burra Road Saddleworth Hd. Saddleworth.
2. "The Committee" shall mean the Committee of Management of the SADDLEWORTH Institute Hall Committee, as constituted in accordance with the Constitution, Rules and Regulations.
3. "The Council" shall mean the local government authority for the district of Saddleworth and Auburn.
4. "The President, The Vice President, The Secretary, The Treasurer" or the combined positions of "Secretary/Treasurer, The Auditor" shall mean the President, Vice President, Secretary, Treasurer, Secretary/Treasurer, and Auditor of the SADDLEWORTH Institute Hall Committee.
5. "The Constitution" shall mean the Constitution of the SADDLEWORTH Institute Hall as shall be in force from time to time.
6. "The Rules and Regulations" shall mean the Rules and Regulations of the SADDLEWORTH Institute Hall as shall be in force from time to time.
7. "The District" shall mean the area and any township therein administered by the Council.
8. "Members" shall mean electors of the District Council of Saddleworth and Auburn within the meaning of the Local Government Act as amended.

Constitution

1. This Constitution, and the Rules and Regulations, shall, when adopted at a general meeting, revoke and replace all previous management bodies appointed to administer the Hall.
2. The SADDLEWORTH Institute Hall Committee shall be a controlling body appointed by Council pursuant to Section 666 c of the Local Government Act as amended.

3. Title

The SADDLEWORTH Institute Hall is all the land comprised in Certificate of Title Registered Book Volume 182 Folio 196

together with such other land as may be vested in or acquired by the Council and shall be called the SADDLEWORTH Institute Hall.

Constitution (Cont.)4. Objects

To establish and maintain a public and community recreation hall and entertainment facility at SADDLEWORTH for inhabitants of the town and district of SADDLEWORTH its neighbourhood and visitors thereto.

5. Committee of Management

The management of the SADDLEWORTH Institute Hall shall be vested in a Committee of Management of eight persons, which shall consist of a President, Vice President and six other members. The Committee shall also provide a Secretary and a Treasurer or a joint Secretary/Treasurer from amongst its members or may appoint a Secretary or Treasurer or joint Secretary/Treasurer from outside the Committee who will be employees and have no voting rights. Such Committee of Management shall have power to carry out the objects of the SADDLEWORTH Institute Hall according to this Constitution, Rules and Regulations.

5.1 Election

The Committee of Management shall be elected as follows:-

Seven members of the Committee of Management shall be from members at the Annual General Meeting of the Committee, elected for a term of one year, except that at the introduction of this Constitution for the first year, Committee members shall be elected at the Special General Meeting called for the purpose of adopting this Constitution. The Council shall appoint the one remaining member of the Committee.

5.2 Vacancies

Should a casual vacancy occur in the Committee of Management such vacancy may be filled by the Committee of Management, any members so elected holding office until the next Annual General Meeting.

5.3 Election of Officers

The President, Vice President, Secretary, Treasurer or joint Secretary/Treasurer, shall be elected annually, from and by the Committee of Management at the first Committee of Management Meeting following the Annual General Meeting, notwithstanding however, that the Secretary, Treasurer or Secretary/Treasurer, may be appointed at the first Committee of Management Meeting.

The Auditor shall be appointed by the Committee of Management at the first Committee of Management Meeting following the Annual General Meeting. In accordance with the Local Government Accounting Regulations the appointment of the Auditor shall be approved by Council.

5.4 Powers of Committee of Management

The Committee of Management for the time being of the said SADDLEWORTH Institute Hall shall have power from time to time to appoint and remove its own officers and servants and to fix their remunerations and to make temporary rules and regulations consistent with the fixed Rules and Regulations for the conduct of its business and the regulation and management of the SADDLEWORTH Institute Hall, provided that such rules and regulations shall provide for the Hall being kept open to the public. That the whole or any portion of the area comprising the SADDLEWORTH Institute Hall or any buildings thereon may, subject to such rules and regulations and any conditions as the Committee of Management deem necessary be let,



Constitution (Cont.)

hired or leased to any person, persons, groups or organisations. Except that no lease shall be granted unless approved at a General Meeting and by the Council. Delegate to any member or members of the Committee of Management any of its powers. Raise funds for hall maintenance and development purposes and expend such funds. Promote and manage such forms of public entertainment as shall be lawful and as they see fit. Arrange for holding of conferences, meetings, lectures, social gatherings, or similar functions as may be deemed desirable by the Committee of Management and to authorise any expenditure incurred in connection with such functions. Carry into effect as far as practicable any directions given to it by any General Meeting of Members.

6. Alteration of Constitution, Rules and Regulations

No clause in the Constitution, Rules and Regulations of the Institute Hall shall be altered amended or repealed without the consent of two thirds of the members present at an Annual General Meeting or at a Special General Meeting called for that purpose; and the Council. Not less than two months notice setting out the proposed alteration, amendment or repeal shall be given in writing to each member of the Committee of Management and the Council. A notice to the effect that a change is proposed, shall be advertised in a paper circulating in the district at least one month prior to the General Meeting at which the proposal will be considered.

Rules and Regulations1. General Meeting1.1 Annual General Meeting

The Annual General Meeting of the SADDLEWORTH Institute Hall shall be held in July each year. The date, time and place of meeting shall be advertised once in a newspaper circulating in the district, at least one week prior to the date of the meeting. A notice of such meeting shall be displayed in a prominent position at the Hall, for a period of two weeks prior to the date of the meeting.

1.2 Special General Meeting

The Secretary shall, whenever considered desirable by the President or by any three members of the Committee of Management call a Special General Meeting of the SADDLEWORTH Institute Hall. The date, time and place of meeting shall be notified in the same manner as for an Annual General Meeting.

1.3 Chairperson

At each General Meeting of the SADDLEWORTH Institute Hall the President or in his absence the Vice President shall be Chairperson. If neither of these are present a Chairperson shall be elected by the Meeting. The Chairperson of all meetings shall have a casting vote as well as a deliberative vote.

1.4 Quorum

If after the expiration of thirty minutes from the time appointed for a General Meeting, six members are not present, the Chairperson shall declare the meeting at an end and all business shall be deferred to the next meeting. If a quorum is not achieved a further General Meeting shall be convened within 14 days.

Rules and Regulations (Cont.)1.5 Proxies

No proxy shall be allowed at any General Meeting of the SADDLEWORTH Institute Hall.

2. Committee of Management Meetings2.1 Time and Place

Meetings of the Committee of Management shall be held at least once every two months. With the exception of the first meeting which shall be convened by the Annual Meeting, all meetings of the Committee shall be convened by the Secretary who shall give not less than three days notice in writing to every member of the Committee. If at the first meeting the Committee by resolution declares that all bi-monthly meetings will be held at the same date, time and place for the ensuing twelve months no such written notice shall be necessary.

2.2 Special Meetings

Upon the requisition in writing by three members of the Committee of Management setting forth the objects for which they desire the meeting to be called, the Secretary shall duly convene a Special Meeting of the Committee of Management. Notice of such meeting together with the business to be dealt with shall be given to each member in the same manner as for an ordinary Committee of Management Meeting.

2.3 Chairperson

At all meetings of the Committee of Management the President or in his absence the Vice President shall be the Chairperson. In the absence of both the members of the Committee shall elect a Chairperson for the meeting. The Chairperson shall have a casting vote as well as deliberative vote.

2.4 Quorum

If after the expiration of thirty minutes from the time appointed for a Committee Meeting four members are not present, the Chairperson shall declare the meeting at an end and all business shall be deferred to the next meeting.

2.5 Proxies

No proxy shall be allowed at any meeting of the Committee of Management.

2.6 Council Observers at Meetings

Members of the Council, not being members of the Management Committee shall be entitled to attend any Committee of Management Meeting but shall not have any voting power.

3. Sub Committees

The Committee of Management may appoint Sub Committees to perform any of the duties devolving upon the Committee of Management in accordance with the Constitution, Rules and Regulations. Such Sub Committees appointed pursuant to this provision shall be bound by the same Constitution, Rules and Regulations that apply to the Committee of Management.

4. Minutes

All proceedings of the SADDLEWORTH Institute Hall and of the Committee of Management shall be recorded by the Secretary in the Minutes Book. No resolution of the SADDLEWORTH Institute Hall or of the Committee of Management shall be repealed altered or amended without the consent of

Rules and Regulations (Cont.)

the majority of members of the SADDLEWORTH Institute Hall or the Committee of Management, present at a meeting duly called for that purpose.

5. Vacancies on Committee of Management

Any member of the Committee failing to attend three consecutive meetings of the Committee shall at the discretion of the Committee cease to be a member.

6. Finance

The 30th June shall constitute the end of the financial year of the SADDLEWORTH Institute Hall. The Committee of Management shall provide an audited financial statement for the years transactions to the Council and the Annual General Meeting.

The Committee of Management or any Sub Committee appointed by it shall not without gaining the prior written approval of the Council incur expenditure exceeding one thousand dollars on any one project or item or service.

7. General

Notwithstanding anything in the preceding clauses, all rights under the Local Government Act as amended shall be conserved.

The Committee of Management shall abide by any direction submitted to them in writing by the Council.

The Council shall have the power to suspend or terminate the powers of the Committee of Management.