

**Crows Nest Centre Computer Club
Constitution
6 October 2004**

1 Name

The name of the Club shall be the Crows Nest Centre Computer Club (subsequently referred to as the “Club”).

2 Auspiced by the Crows Nest Centre

The Club is auspiced by North Sydney Community Service Ltd (known as the “Crows Nest Centre”) and shall conduct its activities as required by this relationship.

3 Objects

The objects of the Club shall be:

- a) To assist seniors (55+) and people with disabilities to learn how to use computer technology in a secure, stress-free and social environment, where they can learn at their own pace;
- b) To support the objectives of the Crows Nest Centre through the activities and facilities of the Club.

4 Activities

- a) The Club shall conduct activities in accordance with its objectives as determined by the Management Committee;
- b) Club activities will include members meetings, presentations, classes, tuition and practice sessions;
- c) The Club shall charge fees for activities and the use of the Club facilities to cover the related costs as determined by the Management Committee.

5 Membership

- a) The members of the Club shall be such people as the Management Committee admits to membership;
- b) Membership is open to any member of the Crows Nest Centre who accepts the objects and abides by the rules of the Club and pays the prescribed membership fee;
- c) Individuals wishing to become members of the Club shall apply in writing to the Management Committee for membership;
- d) The Management Committee shall determine whether or not to accept an application for membership. The Management Committee is not required to supply reasons for accepting or rejecting an application for membership;
- e) Members shall pay such fees for membership as are determined by the Management Committee and endorsed by the members at a General Meeting;
- f) Membership fees for members of the Management Committee shall be waived for the period that they serve on the Management Committee;
- g) The Committee may waive membership fees for volunteers such as Tutors for the period that they assist in the conduct of the Club activities and shall report annually on such waivers to the members;
- h) The Club will keep a register of members showing the name, address and date of commencement of membership for each member. Provision for noting the date of cessation of membership shall also be contained in the register;

- i) Membership shall cease upon resignation, termination, or failure to pay outstanding membership fees within three months of the due date;
- j) Membership fees shall be payable annually and due on such date as is determined by the Management Committee;
- k) The financial year of the Club shall run from 1 July to 30 June.

6 Disciplining of Members

- a) A member may have his or her membership terminated by the Management Committee, if in the opinion of the Management Committee, after affording such member an opportunity of offering the Management Committee an explanation of his or her conduct either verbally or in writing, the conduct is deemed detrimental to the best interests of the Club;
- b) A member who wishes to appeal against a decision expelling him or her from membership or otherwise disciplining him or her may do so at the next General Meeting of the Club. The General Meeting shall give both the Management Committee and the member reasonable time to state their case and then determine the issue by secret ballot of members.

7 Management Committee

- a) The Club shall have its affairs controlled and managed by the Office Bearers and other members known as the Management Committee;
- b) The Management Committee shall consist of at least eight members elected annually at a General Meeting of the Club;
- c) The Management Committee may appoint members to fill any vacancy, including Office Bearers occurring during the year;
- d) The ex-officio members of the Management Committee shall comprise:
 - i) The immediate past President;
 - ii) The Crows Nest Centre Coordinator (Activities);
- e) The office bearers shall be the President, Secretary, Treasurer, Training Coordinator;
- f) The office bearers shall be elected annually at a General Meeting of the Club;
- g) Each member of the Management Committee shall hold office from the date of his or her election or appointment until the next Annual General Meeting;
- h) Retiring Office Bearers are eligible for re-election or re-appointment, except that no member shall hold the same office for more than two years consecutively;
- i) The Management Committee shall meet as often as necessary to conduct the business of the Club;
- j) The quorum for meetings of the Management Committee shall be five members present;
- k) Notice of Management Committee meetings shall be given at the previous meeting or by such other means as the Management Committee may decide;
- l) A member of the Management Committee shall cease to hold office upon resignation in writing; removal as a member of the Club; or absence from three successive Management Committee meetings without approval by the Management Committee;
- m) The Management Committee may function validly provided its number is not reduced below the quorum. Should Management Committee numbers fall below the quorum the remaining Management Committee members may not act until a general meeting has appointed new Management Committee members;
- n) Questions arising at any meeting of the Management Committee shall be determined by a majority of votes of those present. In case of an equality of votes the person appointed to chair the meeting should have a second or casting vote;

- o) If within half an hour of the time appointed for a Management Committee meeting a quorum is not present the meeting shall be dissolved;
- p) Additional meetings of the Management Committee may be convened by the Chairperson or any two members of the Management Committee;
- q) The Management Committee shall provide a report on the activities and finances of the Club to the Crows Nest Centre every six months as directed by the Crows Nest Centre.

8 Office Bearers

- a) The Office Bearers shall be the President, Secretary, Treasurer and Training Coordinator.
- b) The President shall be appointed to act as Chairperson at each General Meeting and Management Committee meeting of the Club;
- c) If the President is absent from a meeting or unwilling to act, the members present at the meeting shall appoint one of their number to act as chairperson;
- d) The Secretary shall ensure that records of the business of the Club including the rules, register of members, minutes of all general and Management Committee meetings and a file of correspondence are kept. These records shall be available for inspection by any member and shall be held in the custody of the Secretary;
- e) The Treasurer shall ensure that all money received by the Club is paid into an account as directed by the Crows Nest Centre. Payments shall be made by the Crows Nest Centre through a petty cash system or by cheque upon authorisation signed by two signatories designated by the Management Committee. The Treasurer may authorise expenditure to a total limit of \$100, subject to subsequent endorsement by the Management Committee. Major or unusual expenditures shall be authorised in advance by the Management Committee or a general meeting;
- f) The Treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the Club. These records shall be available for inspection by any member and shall be held in the custody of the Treasurer;
- g) The Training Coordinator shall ensure that training activities (including courses, training materials and tutors) are arranged to meet the member's needs.

9 Election of Office Bearers and Members of the Management Committee

- a) The Management Committee shall no later than twenty one days before the Annual General Meeting invite members of the Club to nominate members for election as Office Bearers and to the Management Committee;
- b) Nominations shall be made in writing and shall:
 - i) state the position (Office Bearer or Committee Member) for which the nomination is being made;
 - ii) be signed by two members as proposer and seconder respectively;
 - iii) contain an endorsement signed by the candidate that they accept the nomination;
 - iv) be received by the Club no later than the start of the elections at the Annual General Meeting.
- c) A Returning Officer shall be elected at the Annual General Meeting to supervise the election of Office Bearers and Management Committee Members;
- d) If there is only one nomination for an Office Bearer position, that person shall be deemed to be elected without ballot;
- e) If there is more than one nomination for an Office Bearer position, then an election shall be conducted for that particular position;

- f) Voting for the election shall be by secret ballot of those present, with two scrutineers not being candidates for any position elected by the Meeting to count the ballots;
- g) The candidate receiving the highest number of votes shall be elected

10 General Meetings

- a) An Annual General Meeting of the Club shall be held on the first Wednesday of October each year;
- b) The Management Committee may, whenever it thinks fit, convene a general meeting of the Club. The Secretary must convene a general meeting within two weeks of receiving a written request to do so from at least ten members of the Club. The written request must include the motions to be presented at such a meeting;
- c) At least 7 days' written notice of all general meetings and notices of motion shall be given to members. In the case of general meetings where a special resolution is to be proposed, notice of the resolution shall be given to members at least 21 days before the meeting;
- d) In the case of the Annual General Meeting the following business shall be transacted:
 - i) Confirmation of the minutes of the last Annual General Meeting;
 - ii) Receipt of the Management Committee's report upon the activities of the Club in the last financial year;
 - iii) Election of Office Bearers and members of the Management Committee;
 - iv) Receipt and consideration of a statement from the Management Committee which is not misleading and gives a true and fair view for the last financial year of the Club's
 - Income and expenditure;
 - Assets and liabilities;
 with the attachment of the independent audit report by the auditors of North Sydney Community Service Ltd.
 - v) Such other matters of which due notice has been given;
- e) The quorum for a general meeting shall be twenty members present in person. If within half an hour of the time appointed for a general meeting a quorum is not present the meeting shall be dissolved;
- f) Upon any question arising at a general meeting of the Club a member has one vote only. Non-financial members may not vote;
- g) All votes shall be given personally, or by proxy, but no member may hold more than five proxies;
- h) Each member is entitled to appoint another member as proxy to vote for or against a resolution 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.
- i) The notice appointing the proxy is to be in the form, or as near to as circumstances permit as set out in Appendix 1 to this Constitution;
- j) Voting at all general meetings shall be by a show of hands unless a secret ballot is demanded. Decisions shall be made by a simple majority vote except for those matters which must be decided by special resolution where a three-quarters majority is required;
- k) In the case of an equality of votes the person appointed to chair the general meeting should have a second or casting vote;
- l) Notice of all general meetings shall be given to members either personally or by the post.

11 Special Resolutions

- a) A special resolution must be passed by a general meeting of the Club to effect the following changes:
 - i) A change of the Club's name
 - ii) A change of the Club's rules, provided that any such change is consistent with the auspiced relationship of the Club to the Crows Nest Centre.
 - iii) A change of the Club's objects, provided that any such change is consistent with the objectives of the Crows Nest Centre
- b) A special resolution shall be passed in the following manner:
 - i) A notice must be sent to all members advising that a general meeting is to be held to consider a special resolution
 - ii) The notice must give details of the proposed special resolution and give at least 21 days' notice of the meeting
 - iii) A quorum must be present at the meeting
 - iv) At least three-quarters of those present must vote in favour of the resolution

Appendix 1
Form of Proxy for The Crows Nest Centre Computer Club

I, _____ of _____
being a member of the Crows Nest Centre Computer Club, hereby appoint
_____ of _____
as my proxy to vote for me on my behalf at the (Annual or Special) General Meeting of the
Crows Nest Centre Computer Club, to be held on the _____ day of _____ 20
and at any adjournment thereof.

Signed this _____ day of _____ 20 .

This form to be used *in favour of the resolution⁺
against

* Strike out whichever is not desired.

+ Quote the full resolution(s) or include full details from the Notice of Motion, e.g. Motion
No .. in the Notice of Motions dated