

The Rules

**of the**

Weston Creek Men’s Shed Incorporated

(To be used in conjunction with The Management Guidelines & The Forms)

(Weston Creek Men’s Shed is Incorporated under the

ACT Associations Incorporation Act 1991, Number A05526)

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1. Name

The name of the Association shall be the Weston Creek Men’s Shed Incorporated, hereinafter called “the WCMS”.

1. Financial Model
2. The WCMS is conceived as a “Not for Profit” organisation.
3. Funding is raised through:
4. Fund raising events
5. Grants, Government and Non-Government
6. Donations.
7. There are no employed positions within the organisation structure.
8. The Committee may elect to pay for external services as required. Paid services are listed in the Management Guidelines, refer to Section 49.
9. Objects

The WCMS is established to be a charity whose purpose is to advance the health and welfare of men in the community. The WCMS seeks to:

1. improve the health of men who are at risk of health issues arising from loneliness and isolation.
2. facilitate programs that address mental, physical and emotional health issues in men.
3. provide meaningful activities where mencan participate in the company of others to relieve isolation and loneliness.
4. undertake charitable activities for the benefit of the broader community.
5. Definitions

***Section:*** Means a “Numbered and Named” paragraph of the Rules or the Act.

***The Rules:*** Means “The Rules of the WCMS”.

***Committee:*** Means the Committee of Management of the WCMS as elected in accordance with Section 16.

***Office Bearer:*** Means a member of the Committee as mentioned in Section 16(1)(a).

***Committee Member:*** Means a Member of the Committee, as mentioned in Section 16(1)(b).

***Executive:*** Means an Office Bearer of the Committee as mentioned in Section 16(1)(a).

***General Meeting:*** Means a General Meeting of the Members of the WCMS convened in accordance with these Rules.

***Member:*** Means a Member of the WCMS, pursuant to these Rules.

***ACT:*** Means the *Australian Capital Territory*.

***AccessCanberra:*** Is the overarching Department of the ACT Government that includes the registering, controlling, and monitoring of Incorporated Associations.

***The Act:*** Means the *A C T Associations Incorporation Act 1991*.

***Special Resolution:*** Means a Resolution, submitted to Members of the WCMS at a General Meeting, which shall need to be passed by the specified majority, as required by Section 70 of the Act, and in accordance with these Rules.

***Month:*** Means a calendar month.

***Financial Year:*** Means the year starting on 1st July and ending on 30th June the following year.

***Secretary:*** Means the person holding Office under these Rules as Secretary of the WCMS or, if no such person holds that office, the Public Officer of the WCMS.

***The Regulation:*** Means the *Associations Incorporation Regulation 1991*.

***Books:*** The Books of the Association are constituted by a collection of paper-based and electronic document. There are no physical books as such.

***WCMS*** WCMS is the acronym for the Weston Creek Men’s Shed Incorporated.

In these Rules, a definition applies except so far as the contrary intention appears (see Legislation Act, Section 155).

Application of Legislation Act 2001. The Legislation Act *2001* applies to these Rules in the same way as it would if the Rules were an instrument made under the Act.

1. Membership Qualifications
2. A person is qualified to be a Member of the WCMS if:
3. The person is a person, as defined in the Act, Section 21(2), who was a Member of the WCMS prior to Incorporation under the Act, and continues to remain a Member of the WCMS following Incorporation; or
4. The person is a person as defined in the Rules of the Australian Men’s Shed Association (AMSA), and has applied for Membership in accordance with Section 6(1) of the Rules of the WCMS; and
5. The person agrees to abide by the Rules of the WCMS and has been accepted for Membership of the WCMS by the Committee.

1. Application for Membership
2. An Application by a person seeking Membership of the WCMS shall be made in writing, on the Application Form listed in The Forms, an addendum to these Rules.  By doing so the Applicant shall agree to accept the Rules as determined by the WCMS.
3. The duly signed Application Form shall be lodged with any member of the Executive Committee.
4. When the application has been approved by a minimum of at least two members of the Committee, the Applicant shall be notified of the Acceptance and requested to pay, within 28 days after receipt of the notification, any Membership Fee that is payable in accordance with Section 11.
5. The Secretary shall, after payment by the Applicant of the Fee mentioned in Section 6(3) within the period mentioned in that Subsection, enter the Applicant’s name and personal details in the Register of Members and, on the name being so entered, the Applicant becomes a Member of the WCMS.
6. Membership Entitlements not Transferable

A right, a privilege, or an obligation that a person has because of being a Member of the WCMS, cannot be transferred, or transmitted, to another person, and terminates on cessation of the person’s Membership.

1. Honorary Life Membership
2. Honorary Life Membership shall only be bestowed in recognition of Special Services to the WCMS, and not by payment, by or on behalf of the Member, of an additional fee.
3. The Election of an Honorary Life Member shall be by a Special Resolution, presented to a General Meeting, in accordance with Section 30(2)(b), by at least a three-quarters majority vote of the Members of the WCMS present at that Meeting.
4. Honorary Life Members are thereafter exempt from Membership Fees but are eligible to vote and/or stand for election to the Committee.
5. Cessation of Membership
6. A person ceases to be a Member of the WCMS if the person:
7. Dies
8. Resigns from Membership of the WCMS
9. Is expelled from the WCMS
10. Fails to renew their Membership within the prescribed period following the date when the Membership Fees become payable, refer to Section 11.
11. Once a person has ceased to be a Member of the WCMS, that person’s name and personal details shall be removed from the Register of Members.
12. Resignation of Membership
13. A Member of the WCMS may resign their Membership of the WCMS by giving Notice, in writing or verbally, to any member of the Committee.
14. Resignation from the Association will be effective immediately, unless an alternate period of notice is arranged between the Member and the Committee Member.
15. The Secretary shall be informed in writing of any resignation received.
16. The Member’s name and personal details shall be removed from the Register of Members as soon as possible after the resignation comes into effect.

1. Fees
2. Membership Fees:
3. The Membership Fees of the WCMS shall be determined by a resolution of the Committee. Sixty (60) days’ notice shall be given of any change in fees prior to 1st July.
4. Membership Fees shall become payable on 1st July in each calendar year
5. The Membership Fee must be paid within the prescribed time as determined by the Committee and listed in the Management Guidelines, refer to Section 49
6. A member failing to pay the Membership Fee within the prescribed time will be deemed to have resigned from the WCMS, refer Section 9
7. Any member deemed to have resigned due to their failure to pay the Membership Fee must be Served a Notice of this determination in accordance with Section 43.
8. For a person who becomes a Member between 1st January and 31st March, in each calendar year, the Membership Fee payable shall be half the Annual Membership Fee
9. For a person who becomes a Member after 31st March, in each calendar year, the Membership Fee payable shall be as determined by the Committee
10. The applicable fees are listed in the Management Guidelines, refer to Section 49.
11. Other Fees:
12. All other Fees of the WCMS shall be determined by a resolution of the Committee as and when required.
13. All other fees are listed in The Management Guidelines, refer to Section 49.
14. Members’ Liabilities

The liability of a Member to contribute towards the payment of the debts and liabilities of the WCMS or the costs, charges, and expenses of the winding up of the WCMS is limited to the amounts unpaid by the Member in relation to Membership Fees as required by Section 11.

1. Disciplining of Members
2. If the Committee is of the opinion that a Member:
3. has persistently refused or neglected to comply with a provision of these Rules; or
4. has persistently and wilfully acted in a manner prejudicial to the interests of the WCMS
5. the Committee may, by resolution:
6. expel the Member from the WCMS; or
7. suspend the Member from the rights and privileges of membership of the WCMS for a specified period that the committee may impose; or
8. request the Member to resign his membership.
9. A resolution of the Committee under Section 13(1) is of no effect unless the Committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the Member of a notice under Section 13(3), confirms the resolution in accordance with this section.
10. If the Committee passes a resolution under Section 13(1), the Secretary must, as soon as practicable, serve a written notice on the Member:
11. setting out the resolution of the Committee and the grounds on which it is based
12. stating that the member may address the Committee at a Meeting to be held not earlier than 14 days and not later than 28 days after service of the notice
13. stating the date, place, and time of that Meeting
14. informing the Member that the Member may do either or both of the following:
15. attend and speak at that Meeting
16. submit to the Committee at or before the date of that Meeting written representations relating to the resolution.
17. Subject to the Act, Section 50, at a Meeting of the Committee mentioned in Section 13(2), the Committee must:
18. give to the Member mentioned in Section 13(1) an opportunity to make oral representations
19. give due consideration to any written representations submitted to the Committee by that Member at or before the meeting
20. by resolution decide whether to confirm or to revoke the resolution of the Committee made under Section 13(1).
21. If the Committee confirms a resolution under Section 13(4), the Secretary must, within 7 days after that confirmation, by written notice inform the Member of that confirmation and of the Member’s right of appeal under Section 14.
22. A resolution confirmed by the Committee under Section 13(4) does not take effect:
23. until the end of the period within which the Member is entitled to appeal against the resolution if the Member does not exercise the right of appeal within that period; or
24. if within that period the Member exercises the right of appeal - unless and until the WCMS confirms the resolution in accordance with Section 14(4).
25. Right of Appeal of Disciplined Member
26. A Member may appeal to the WCMS in General Meeting against a resolution of the Committee that is confirmed under Section 13(4), within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
27. On receipt of a notice under Section 14(1), the Secretary must notify the Committee which must call a General Meeting of the WCMS to be held within 21 days after the date when the Secretary received the notice or as soon as possible after that date.
28. Subject to the Act, Section 50, at a General Meeting of the WCMS called under Section 14(2):
29. no business other than the question of the appeal may be transacted
30. the Committee and the Member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both
31. the Members present must vote by secret ballot on the question of whether the resolution made under Section 13(4) should be confirmed or revoked.
32. If the Meeting passes a special resolution in favour of the confirmation of the resolution made under Section 13(4), that resolution is confirmed.
33. Powers of Committee
34. The Committee of the WCMS, subject to the Act, the Regulation, these Rules, and to any Resolution passed by the WCMS in General Meeting, shall:
35. Control and manage the affairs of the WCMS
36. Exercise all functions that may be exercised by the WCMS, other than those functions that are required by these Rules to be exercised by the WCMS in General Meeting
37. Have power to perform all acts and do all things that appear to the Committee to be necessary, or desirable, for the proper management of the affairs of the WCMS
38. Interpret the meaning of these Rules, and any other matter relating to the affairs of the WCMS on which these Rules are silent, provided that such interpretations are not inconsistent with, or contrary to, any existing legislation
39. Appoint a Member of the WCMS, who is a resident of the ACT, and who may also be a Member of the Committee, to be the Public Officer of the WCMS, in accordance with Section 57 of the Act, for the purposes of the Act
40. If the Public Officer role becomes vacant, appoint a new Public Officer within 14 days.
41. The only Members of the WCMS who are authorised to speak on behalf of the WCMS are the President, Vice-President, or another Member authorised, from time to time, by the President, Vice-President, and/or the Committee.
42. Constitution of Committee and Membership
43. The Committee of the WCMS shall consist of:
44. The Office Bearers, or Executive Committee
45. The President
46. The Vice-President
47. The Treasurer
48. The Secretary
49. Four “Member” Committee Members.
50. Each Member of the Committee shall be elected in accordance with Section 17.
51. A vacancy on the Committee may be filled in accordance with Section 16(5).
52. Each Member of the Committee holds office, subject to these Rules, until the conclusion of the Annual General Meeting following the date of the Member’s election or appointment but is eligible for re-election.
53. If a position on the Committee, including that of an Office Bearer, becomes vacant mid-term, the Committee may appoint a Member of the WCMS to fill that vacancy and the Member so appointed shall hold office from the date of the appointment in accordance with Section 16(4). If an existing Office Bearer, or a Committee Member, is appointed to the vacant position of an Office Bearer, then that Member of the Committee must relinquish their current position on the Committee, in accordance with Section 17(7).
54. Election of Committee Members
55. Nominations of candidates for election as Office Bearers, or as Committee Members, of the WCMS:
56. Shall be made in writing, signed by two Members of the WCMS and accompanied by the written consent of the candidate (which shall be endorsed on the Nomination Form)
57. Shall be given to the Secretary of the WCMS not less than 7 days before the date fixed for the Annual General Meeting at which the election is to take place.
58. If insufficient nominations are received to fill all vacancies on the Committee, then the nominated candidates shall be taken to be elected. Further nominations may be received at the Annual General Meeting.
59. If insufficient further nominations are received, any vacant positions remaining on the Committee shall be taken to be vacancies.
60. If the number of nominations received is equal to the number of vacancies to be filled, then the nominated candidates shall be taken to be elected.
61. If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
62. The ballot for the election of Office Bearers and Committee Members shall be conducted at the Annual General Meeting in the way the Committee may direct.
63. A person is ineligible to simultaneously hold more than one position on the Committee.
64. All persons elected to the Committee shall be Members of the WCMS.

1. Duties of the Secretary
2. The Secretary must keep minutes of:
3. all elections and appointments of Office-Bearers and Ordinary Committee Members
4. the names of members of the Committee present at a Committee Meeting or a General Meeting
5. all proceedings at Committee Meetings and General Meetings.
6. Minutes of proceedings at a meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.
7. Any other duties that may be prescribed in the Management Guidelines, refer to Section 49.
8. Duties of the Treasurer
9. The Treasurer of the WCMS must:
10. Collect and receive all amounts owing to the WCMS and make all payments authorised by the WCMS
11. Keep correct accounts and books showing the financial affairs of the WCMS with full details of all receipts and expenditure connected with the activities of the WCMS.
12. Any other duties that may be prescribed in the Management Guidelines, refer to Section 49.
13. Responsibilities and Duties of Office Bearers and Committee Members
14. Each of the Office Bearers has a responsibility to all the Members of the WCMS to ensure that the management of the WCMS shall be performed in accordance with Section 15.
15. Each of the Committee Members has a responsibility to all the Members of the WCMS to ensure that they shall assist the Office Bearers with the management of the WCMS in accordance with Section 15.
16. Duties that are allocated to any of the Office Bearers or Committee Members may be detailed in the Management Guidelines of the WCMS.
17. Any other duties that may be prescribed in the Management Guidelines, refer to Section 49.
18. Responsibilities and Duties of the Public Officer
19. The Public Officer of the WCMS has a responsibility to ensure that:
20. A copy of these Rules is lodged with the Registrar-General in accordance with Section 30 of the Act
21. A copy of the Annual Return, as defined in Section 47, is lodged in accordance with Section 79 of the Act
22. All other documentation, as prescribed in the Act, is provided in a timely manner.
23. When the Public Officer position becomes vacant, a new Public Officer must be appointed within 14 days, and the Form A5 must be submitted within 30 days.
24. The full name and details of the Public Officer shall be listed in the Management Guidelines of the WCMS, refer to Section 49.
25. All Duties of the Public Officer are as detailed in the Management Guidelines of the WCMS, refer to Section 49.
26. Committee Vacancies
27. A vacancy in the Office of a Member of the Committee happens if the Member:
28. Dies
29. Ceases to be a Member of the WCMS
30. Resigns the Office
31. Is removed from Office under Section 23
32. Becomes bankrupt or personally insolvent
33. Suffers from mental or physical incapacity
34. Is disqualified from Office under the Act, Section 63 (1)
35. Is subject to a disqualification order under the Act, Section 63A
36. Is absent, without the consent of the Committee, from three (3) consecutive Committee Meetings.
37. The Committee may fill any position that becomes vacant, pursuant to Section 22(1), in accordance with Section 16(5).
38. Removal of Committee Members

The WCMS in General Meeting may, by resolution, subject to the Act, Section 50, remove any Member of the Committee from the Office of Member of the Committee before the end of the Member’s Term of Office. The prescribed process for this action shall follow those outlined in Sections 13 and 14 of these Rules.

1. Committee Meetings and Quorum
2. The Committee of the WCMS shall meet at least six (6) times in each calendar year at the place, date, and time that the Committee may decide.
3. Any Member of the Committee may call additional meetings of the Committee.
4. Oral or written notice of a Committee Meeting shall be given by the Secretary to each Member of the Committee at least 48 hours (or any other period that may be determined by the Members of the Committee) before the time appointed for the holding of the Meeting.
5. Notice of a Meeting given under Section 24(3) shall specify the general nature of the business to be transacted at the Meeting and no business other than that business may be transacted at the meeting, except business that the Committee Members present at the meeting unanimously agree to treat as urgent business.
6. Any five (5) Members of the Committee constitute a quorum for the transaction of the business at any Committee Meeting.
7. The Committee cannot transact any business unless a quorum is present and, if within half an hour after the time appointed for the Meeting a quorum is not present, the Meeting stands adjourned to a place, date and time as determined by the Committee Members present.
8. If at the adjourned Meeting a quorum is not present within half an hour after the time appointed for the Meeting, then the Meeting is dissolved.
9. At Meetings of the Committee:
10. The President, or, if the President is absent, or if the President declines to preside, the Vice-President shall preside; or
11. If the President and the Vice-President are absent, or that both decline to preside, one of the remaining Members of the Committee shall be chosen by the Members present to preside.
12. Delegation by Committee to Subcommittee
13. The Committee may delegate, in writing, to one (1) or more Subcommittees (consisting of one or more Members of the WCMS) that the Committee considers appropriate, the exercise of the functions of the Committee that are specified in the instrument, other than:
14. This power of delegation; and
15. Any function that is imposed on the Committee by the Act, by any other ACT law, or by resolution of the WCMS in General Meeting.
16. The functions delegated to a Subcommittee, under this Section, may be exercised by that Subcommittee, from time to time, whilst the delegation remains unrevoked, in accordance with the terms of the delegation.
17. A delegation under this Section may be made subject to any conditions or limitations about the exercise of any function, or about time, or circumstances that may be specified in the instrument of delegation.
18. Despite any delegation under this Section, the Committee may continue to exercise any function delegated.
19. Any act or thing done or suffered by a Subcommittee, acting in the exercise of a delegation under this Section, has the same force and effect as it would have if it had been done or suffered by the Committee.
20. The Committee may, in writing, revoke wholly or in part any delegation under this section.
21. A Subcommittee may meet and adjourn, as it considers appropriate.
22. Any Subcommittee delegated under this Section must be listed in the Management Guidelines, refer to Section 49.
23. Committee Voting and Decisions
24. The resolution of disputed decisions at all Committee, or Subcommittee meetings of the WCMS shall be as determined in accordance with Section 48.
25. A question arising at a Committee, or Subcommittee, meeting shall be decided by a simple majority of votes of Members present at the Committee, or Subcommittee, Meeting.
26. Each Member present at a Committee or Subcommittee meeting, including the person presiding at the Meeting, is entitled to one (1) vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.
27. Annual General Meetings - Holding of
28. The WCMS shall, at least once in each calendar year and within five (5) months after the end of the financial year of the WCMS, hold an Annual General Meeting of its Members.
29. Section 27(1) has effect subject to the powers of the Registrar-General under the Act, Section 120 in relation to extensions of time.

1. Annual General Meetings - Calling of, and Business at
2. The Annual General Meeting (AGM) of the WCMS shall, subject to the Act, be called on the date and at the place and time that the Committee considers appropriate.
3. In addition to any other business that may be transacted at an AGM, the business of an AGM shall be:
4. To confirm the Minutes of the last AGM, and of any General Meeting held since that AGM
5. To receive and consider the signed documents of the Annual Return, as required by the Act, and in accordance with Section 47 (Annual Return)
6. To appoint an Auditor, for the following year, in accordance with Section 46
7. To elect the Members of the Committee, in accordance with Section 17.
8. An AGM shall be specified as such in the Notice calling the Meeting in accordance with Section 29 (Notice of Meetings).
9. An AGM shall be conducted in accordance with the provisions of these Rules.
10. General Meetings - Calling of
11. The Committee may, whenever it considers appropriate, call a General Meeting of the WCMS.
12. The Committee shall, on a request in writing by not less than 5% of the total number of Members, call a General Meeting of the WCMS.
13. A request by Members for a General Meeting, in accordance with Section 29(2):
14. Shall state the purpose or purposes of the meeting
15. Shall be signed by the Members making the request
16. Shall be lodged with the Secretary of the WCMS
17. May consist of several documents in a similar form, each signed by one (1) or more of the Members making the request.
18. If the Committee fails to call a General Meeting within one (1) month after the date when a request by Members for the meeting is lodged with the Secretary, any one (1) or more of the Members who made the request may call a General Meeting to be held not later than three (3) months after that date.
19. A General Meeting called by a Member, or Members, mentioned in Section 29(4), shall be called as nearly as is practicable in the same way, as General Meetings are called by the Committee, and any Member who thereby incurs expense is entitled to be reimbursed by the WCMS for any reasonable expense so incurred.
20. Notice of General Meetings
21. The Secretary shall give Notice of any General Meeting of the WCMS, in writing, to each Member, at their relevant contact address, in accordance with Section 43.
22. The Notice for each General Meeting shall specify the place, date and time, and the nature of the proposed business that shall only be transacted at that Meeting:
23. If the nature of the business to be dealt with at a General Meeting does not require a Special Resolution of the WCMS, the Notice shall be sent at least 14 days before the specified date of that Meeting
24. If the nature of the business to be dealt with at a General Meeting does require a Special Resolution of the WCMS, the Notice shall be sent at least 21 days before the specified date of that Meeting, and shall include details of the Special Resolution
25. If the meeting is to be the Annual General Meeting of the WCMS, the Notice shall be sent at least 21 days before the specified date of that Annual General Meeting, and, in addition to any other proposed business, shall include details of the business to be transacted at that Annual General Meeting in accordance with Section 27.
26. A Member desiring to bring any business before a General Meeting shall give written notice of that business to the Secretary who shall include that business in the next Notice calling a General Meeting given after receipt of the notice from the Member.
27. General Meetings - Procedure and Quorum
28. No item of business may be transacted at a General Meeting unless a quorum of Members entitled to vote under these Rules is present during the time the Meeting is considering that item.
29. Ten (10) Members present in person, who are entitled under these Rules to vote at a General Meeting, constitute a quorum for the transaction of the business at that Meeting.
30. If within 30 minutes after the appointed time for the start of a General Meeting a quorum is not present:
31. The Meeting, if called on the request of Members is dissolved
32. In any other case, the Meeting stands adjourned to a place, date and time, as determined by the person presiding at the Meeting. Written notice to this effect shall be given, in accordance with Section 30(1), to Members before the date to which the meeting is adjourned.
33. If at a Meeting, as adjourned in accordance with Section 31(3)(b), a quorum is not present within 30 minutes after the time appointed for the start of that Meeting, the Members present, being not less than five (5), constitute a quorum. Otherwise, the Meeting is dissolved, and the matters before that Meeting shall be held over to the next General Meeting.
34. Presiding Member
35. The President, or in the absence of the President, or if the President declines to preside, the Vice-President, shall preside at each General Meeting of the WCMS.
36. If the President and the Vice-President are absent from a General Meeting, or that both decline to preside, the Members present shall elect one (1) of their number to preside at the meeting.
37. Adjournment of Meeting
38. The person presiding at a General Meeting at which a quorum is present may, with the consent of a majority of Members present at the Meeting, adjourn the Meeting to another place, date, and time, but no business may be transacted at an adjourned meeting other than the business left unfinished at the Meeting at which the adjournment took place.
39. If a General Meeting is adjourned for any period, the Secretary shall give notice of the recommencement of the adjourned General Meeting to each Member of the WCMS, in accordance with Section 30(1), stating the place, date and time of the Meeting and the nature of the unfinished business to be transacted at the Meeting.

1. Making of Decisions
2. The resolution of disputed decisions at all General Meetings of the WCMS shall be as determined in accordance with Section 48.
3. A question arising at a General Meeting is to be decided by a show of hands unless before, or on the declaration of, the show of hands a secret ballot is demanded. Evidence that a resolution has, on a show of hands, been carried unanimously, or by a particular majority, or lost, can be shown as fact by an entry in the Minute Book of the WCMS, and/or by a declaration by the person presiding at the meeting. It is not necessary to give proof of the number or proportion of the votes made in favour of or against the resolution.
4. At a General Meeting, a secret ballot may be demanded by the person presiding or by not less than five (5) Members present in personor by proxy atthe meeting.
5. If the secret ballot is demanded at a General Meeting, the secret ballot shall be taken:
6. Immediately, if the secret ballot relates to the election of the person to preside at the meeting or to the question of an adjournment
7. In any other case, in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the secret ballot on the matter is taken to be the resolution of the meeting on that matter.
8. When any secret ballot is taken, the resolution is decided by a simple majority, unless the secret ballot is to decide a Special Resolution under Section 8 or Section 39, of these Rules; then for that secret ballot to be successful, the majority required shall be as indicated by that Section.
9. Voting at General Meetings
10. Subject to Section 35(3), on any question arising at a General Meeting of the WCMS, a Member has one (1) vote only.
11. All votes shall be given personally or by proxy, but no Member may hold more than 5 proxies.
12. If the votes on a question at a General Meeting are equal, the person presiding is entitled to exercise a second or casting vote.
13. A Person or Proxy is not entitled to vote at a General Meeting of the WCMS unless both the Person and the Proxy are Members of the WCMS.
14. Appointment of Proxies
15. 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 for which the proxy is appointed.
16. The Form used to give notice appointing the Proxy shall be found in The Forms, refer to Section 50.
17. Funds (Source)
18. The funds of the WCMS shall be derived from the Membership Fees paid by Members, donations and, subject to any resolution passed by the WCMS in general meeting, or subject to the Act, Section 114, any other sources that the Committee decides.
19. All sources of funds will be listed in the Management Guidelines, refer to Section 49.
20. Funds (Management)
21. Subject to any resolution passed by the WCMS in General Meeting, the funds of the WCMS shall be used solely for the promotion of the Objects of the WCMS in the way that the Committee decides. No dividends are to be paid to Members.
22. The funds of the Association shall be kept in an Account (“the bank account”), held at a recognisable Financial Institution, in the name of the Association, as determined by the Committee.
23. Proper books of accounts shall be kept and maintained in a written, printed and/or digital format, in the English language, correctly showing the financial affairs of the Association.
24. the WCMS shall, as soon as practicable after receiving any money, issue an official receipt. All money received shall be deposited, as soon as practicable, and without deduction, to the credit of the bank account of the WCMS.
25. the WCMS will only accept payment by EFT, EFTPOS, or cash. No other negotiable instruments will be accepted.
26. All accounts, submitted to the Treasurer for payment, shall be in writing and shall be approved or ratified by the Committee, and paid by electronic funds transfer (EFT), either being signed, or authorised, in accordance with Section 38 (5).
27. In addition to these Funds (Management) rules as listed, any additional rules will be listed in the Management Guidelines, refer to Section 49.
28. Alteration of Objects and Rules
29. Neither the Objects nor the Rules of the WCMS, as defined in accordance with Section 29 and/or Section 31 of the Act, may be altered except in accordance with Section 30 and/or Section 33 of the Act.
30. Any alteration to these Rules shall only be made by a Special Resolution, which has been presented to a General Meeting, in accordance with Section 30(2)(b). The adoption of the Special Resolution will require at least a three-quarters majority vote of the Members of the WCMS present at that Meeting.

1. Common Seal
2. The Common Seal, of the WCMS, shall be kept in safe custody by the Secretary.
3. The Common Seal shall only be attached, or affixed, to any instrument by the Authority of the Committee. Two Members of the Committee shall attest every instrument, to which the Common Seal is attached or affixed.
4. Custody of Books
5. Subject to the Act, the regulation and these Rules, the Secretary shall keep in his safe custody, and/or under his control, all records, books, and other documents relating to the WCMS. This includes copies of Financial Records and Reports, as provided by the Treasurer. The originals of the Financial Records and Reports shall be held by the Treasurer.
6. The format and location of The Books will be listed in the Management Guidelines, refer to Section 49.
7. Inspection of Books

All records, books, and documents of the WCMS shall be open to inspection upon request by a Member of the WCMS at a place in the ACT, free of charge, at any reasonable hour.

1. Service of Notice to Members

The WCMS may serve a Notice to a Member, by sending the Notice to the Member by pre-paid post, electronic mail, or facsimile, at their relevant contact address appearing in the Register of Members.

1. Surplus Property

In accordance with the Act, Section 92(1)(b), should the WCMS be dissolved or wound up, the Institution into which any Surplus Property or Funds is to be vested, shall be determined by the General Meeting of Members of the WCMS which has been called to wind-up the WCMS.

1. Patron
2. The position of Patron does not need to be filled, but the WCMS may invite any person, or persons, to accept the position of Patron, or Joint Patron of the WCMS.
3. The current Patron or Patrons of the Association are listed in the Management Guidelines, refer to Section 49.
4. Auditor
5. A qualified person, who is not an Office Bearer of the WCMS, shall be appointed as an Auditor, in accordance with Section 27(2)(c), and as specified in the Act, Section 76 (1). The Powers and Duties of the Appointed Auditor are as detailed in Sections 75 and 76 of the Act.
6. The name and address of the auditor so appointed will be listed in the Management Guidelines, refer to Section 49.
7. Annual Return
8. At each Annual General Meeting of the WCMS, the following documents, which form parts of the Annual Return, shall be presented:
9. An Audited Statement of Accounts, provided by the Treasurer, for the previous financial year
10. The Auditor’s Report in relation to the Audited Statement of Accounts
11. A signed Report by two Members of the Committee, stating:
12. That the provisions of the Act Section 79(1) have been followed in relation to the preparation of the documents identified in Section 46
13. The name of each Member of the Committee who served during the most recently ended financial year
14. The net profit or loss of the WCMS for the recently ended financial year.
15. An Annual Report by the Committee, outlining the principal activities of the WCMS during the previous year and any significant changes in their nature that have occurred during that year.
16. The Committee of the WCMS shall ensure that the prescribed number of the documents identified in Section 47(1)(a-g), are available for perusal by Members immediately before and during the Annual General Meeting.
17. The Annual Return and acknowledgment of its submission will be in the format, and located, as listed in the Management Guidelines, refer to Section 49.
18. Conduct and Resolution of Decisions at Meetings

The Rules of Debate, and the Resolution of Disputed Decisions, as commonly practised shall be followed at all Meetings of the WCMS. Disputed rules, procedures and decisions shall be determined by the person presiding at the Meeting, and/or by reference to *“Guide for Meetings” (Fifth Edition, 1990, or later - by N E Renton)* provided that the determination shall be consistent with these Rules.

1. Management Guidelines of the WCMS
2. The Committee of the WCMS shall maintain a set of Management Guidelines enabling the Committee to manage the business of the WCMS effectively.
3. These Management Guidelines may be amended, from time to time, as required. The authority for these amendments shall be by a resolution passed at a Meeting of the Committee.
4. The Members of the WCMS shall be notified of any such amendments to these Management Guidelines in accordance with Section 43.
5. Approved Forms
6. The Committee shall maintain a set of forms to enable the business of the Association to be conducted.
7. Master copies of all forms are to be kept in digital format in a single document, known as The Forms.
8. All forms are to be printed and made available to all members as requested and/or required.