

Orroroo Men's Shed Inc.

CONSTITUTION

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Part 1 - Preliminary

Name

1. The Association shall be known as the Orroroo Men's Shed Inc. (an Incorporated Association), henceforth to be referred to as the *Shed*.

Objects

2. The objects of the Shed are to advance the health and well-being of our members by providing a safe and happy environment where skilled and unskilled men can, in the company of other men,
 - a. Pursue hobbies, pastimes and interests
 - b. Learn new skills, practice and pass on old skills
 - c. Learn about their own and other men's health and well-being
 - d. By their efforts, contribute to their families, their friends, the Shed and their community
 - e. Mentor younger men

Not for Profit and Winding Up Provisions

3. The Shed is a not-for-profit association and accordingly –
 - a. The assets and income of the Shed shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the Shed except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation,
 - b. Bona fide compensation includes honorarium offered to Office holders or others, as may be determined by the Committee from time to time,
 - c. If the association is wound up, after it has paid all debts and other liabilities (including the costs of winding up), any remaining assets –
 - i. must not be distributed to the members or former members of the association, and
 - ii. subject to the requirements of Australian laws, including those relating to deductible gift recipient (DGR) status (if they apply) and any other relevant Australian court order, must be distributed to another organisation or other organisations, with similar purposes, which is/are charitable at law, and which hold DGR status (as applicable) and which is/are not carried on for the profit or personal gain of members.

Powers of the Association

4. The powers conferred on the Association are the same as those conferred by the Act,

so that subject to the Act and any additions, exclusions or modifications inserted below, the Association may do all things necessary or convenient for carrying out its objects and purposes and in particular, the Association will have the power; to

- a. Purchase, sell, hold, lease, deal with, and dispose of any real or personal property;
- b. To open and operate bank accounts;
- c. To invest its money
 - i. In any security in which trust monies may lawfully be invested; or
 - ii. In any other manner authorised by the rules of the Association;
- d. To borrow, raise or secure the payment of monies to secure the repayment or performance of debt, liability, contract or guarantee incurred or to be entered into by the Association upon such terms and conditions as the Association sees fit;
- e. To give such security for the discharge of liabilities incurred by the Association as the Association sees fit;
 - i. To appoint agents to transact any business of the Association on its behalf;
- f. To enter into any other contract it considers necessary or desirable; and
 - i. May act as trustee and accept and hold real and personal property upon trust, but does not have to have the power to do any act or thing as a trustee that, if done otherwise than as a trustee, would contravene this Act or the rules of the Association.
- g. To make gifts or give prizes;
- h. To do all such things as are conducive or incidental to the objects of the Association.

Definitions

5. In these Rules:
 - a. the Shed means the Orroroo Men's Shed Inc.
 - b. commissioner means the Commissioner of the Office of Consumer and Business Affairs
 - c. committee means the Shed Management Committee
 - d. committee member means a member of the Committee
 - e. Financial Year means the accounting period starting July 1 to June 30
 - f. reference Group member means a member of the Reference Group so constituted by the Committee
 - g. secretary means (a) the person holding office under these Rules as Secretary of the Shed, or (b) if no such person holds that office - the Public Officer of the Shed.
 - h. special General Meeting means a general meeting of the Shed other than an Annual General Meeting.
 - i. the Act means the Associations Incorporation Act 1984.
 - j. the Regulation means the Regulations pursuant to the Act

- k. a reference to a function includes a reference to a power, authority and duty, and
 - l. a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.
6. The provisions of the Interpretation Act 1987 apply to and in respect of these Rules in the same manner as those provisions would so apply if these Rules were an instrument made under the Act.

Part 2 - Membership

Membership qualifications

- 7. Membership of the Shed is open to individuals, agencies or organisations in Orroroo and surrounds who are concerned with men's issues in our community and who support the objects of the Shed as set out in Rule 2.
- 8. A member must be a natural person.
- 9. A member must apply for membership of the Shed as provided by Rule 12 and must be approved for membership of the Shed by the Management Committee.

Classes of Membership

- 10. Individual — is open to natural persons.
- 11. Life membership - The Shed may grant, by Special Resolution, Life Membership to a member in recognition of long and outstanding service to The Shed and the local community. Life members will be accorded voting rights in accordance with their membership operating immediately before being awarded Life membership.

Application for membership

- 12. An application for membership of the Shed:
 - a. must be made in writing using the form set out in Appendix 1 to these Rules, and
 - b. must be lodged with the Shed Secretary.
- 13. As soon as practicable after receiving a membership nomination, the Secretary must refer the nomination to the Management Committee which is to determine whether to approve or to reject the application.
- 14. As soon as practicable after the Management Committee makes that determination, the Secretary must:
 - a. notify the applicant, in writing, that the Management Committee approved or rejected the application (whichever is applicable), and
 - b. if the Management Committee approved the application, request the applicant to pay (within the period of 28 days after receipt by the applicant of the

notification) the sum payable under these Rules by a member as an annual membership fee.

15. The Secretary must, on payment by the applicant of the amounts referred to in Rule 14 (b) within the period referred to in that provision, enter the applicant's name in the register of members and, on the name being so entered, the applicant becomes a member of the Shed.

Cessation of membership

16. A person ceases to be a member of the Shed if the person:
 - a. dies, or
 - b. resigns membership, or
 - c. does not pay any monies due to the Shed for fees, subscriptions, or any other amount owing in respect of membership within 60 days of the due date for payment or
 - d. is expelled from the Shed for behaviour or other action in contravention of the Rules of the Shed or actions that otherwise put the Shed at risk of disrepute.

Membership entitlements not transferable

17. A right, privilege or obligation which a person has by reason of being a member of the Shed:
 - a. is not capable of being transferred or transmitted to another person or organisation, and
 - b. terminates on cessation of the membership of that person or organisation.

Resignation of membership

18. A member of the Shed is not entitled to resign that membership except in accordance with this Rule.
19. A member of the Shed who has paid all amounts payable by the member to the Shed in respect of the member's membership may resign from membership of the Shed by first giving to the Secretary written notice of the member's intention to resign and, any such resignation is effective immediately on receipt by the Secretary.
20. If a member of the Shed ceases to be a member under Rule 18 and in every other case where a member ceases to hold membership, the Secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

Register of members

21. The Secretary of the Shed must establish and maintain a register of members of the Shed specifying:
 - a. the name and postal address of each member of the Shed,
 - b. their email address, if applicable, and phone number
 - c. the date on which the person became a member.

22. The register of members may be kept in electronic form.
23. The register of members must be kept at the principal place of administration of the Shed and must be open for inspection, free of charge, by any member of the Shed at any reasonable hour.
24. A member of the Shed may obtain a copy of any part of the register on payment of a fee of \$1 for each page copied or, if some other amount is determined by the Management Committee, that other amount.

Fees and subscriptions

25. A member of the Shed must, on admission to membership, pay to the Shed a membership fee as determined by the Management Committee for that class of membership.
26. The Management Committee shall set an annual membership fee for each class of membership which shall become due and payable on the 1st of July in each year.
27. The Management Committee, at its discretion, may vary the amount paid by a member in recognition of the member's special circumstances.

Members' liabilities

28. The liability of a member of the Shed to contribute towards the payment of the debts and liabilities of the Shed or the costs, charges and expenses of the winding up of the Shed is limited to the amount, if any, unpaid by the member in respect of membership of the Shed as required by Rules 25, 26 and 27.

Resolution of internal disputes

29. Disputes between members (in their capacity as members) of the Shed, and disputes between members and the Shed, are to be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.
30. If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.
31. The *Commercial Arbitration Act 1984* applies to any such dispute referred to arbitration.

Disciplining of members

32. A complaint may be made to the Management Committee by any member that a member of the Shed:
 - a. has persistently refused or neglected to comply with a provision or provisions of these Rules, or
 - b. has persistently and wilfully acted in a manner prejudicial to the interests of the Shed.
33. On receiving such a complaint, the Management Committee:
 - a. must cause notice of the complaint to be served on the member concerned, and
 - b. must give the member at least 14 days from the time the notice is served within which to make submissions to the Management Committee in connection with the complaint, and
 - c. must take into consideration any submissions made by the member in connection with the complaint.
34. The Management Committee may, by resolution, expel the member from the Shed

or suspend the member from membership of the Shed if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been substantiated.

35. If the Management Committee expels or suspends a member, the Secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the Management Committee for having taken that action and of the member's right of appeal under Rule 38..
36. The expulsion or suspension does not take effect:
 - a. until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - b. If within that period the member exercises the right of appeal, unless and until the Shed confirms the resolution under Rule 41, whichever is the latter.
37. Following suspension or expulsion a shed member is entitled, after a period of not less than twelve months from the effective date of suspension or expulsion, to reapply for Shed membership in accordance with Rule 12.

Right of appeal of disciplined member

38. A member may appeal to the Shed in general meeting against a resolution of the Management Committee under Rule 34, within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
39. The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
40. On receipt of a notice of appeal from a member under Rule 34 the Secretary must notify the Management Committee which is to convene a general meeting of the Shed to be held within 28 days after the date on which the Secretary received the notice.
41. At a general meeting of the Shed convened under Rule 40:
 - a. no business other than the question of the appeal is to be transacted, and
 - b. the Management Committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - c. the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
42. If at the general meeting the Shed passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

Part 3 - The Management Committee

Powers of the Management Committee

43. The Management Committee of the Shed, subject to the Act, the Regulations and these Rules and to any resolution passed by the Shed in general meeting:
 - a. is to control and manage the affairs of the Shed, and
 - b. has the management and control of the funds and other property of the association, and
 - c. may exercise all such functions as may be exercised by the Shed, other than those functions that are required by these Rules to be exercised by a general meeting of members of the Shed, and
 - d. has power to perform all such acts and do all such things as appear to the Management Committee to be necessary or desirable for the proper

management of the affairs of the Shed.

Constitution and membership

44. The Management Committee is to consist of up to 6 members that include:
 - a. President
 - b. Vice-President
 - c. Treasurer,
 - d. Secretary, and
 - e. The Shed co-ordinator (if so appointed)
 - f. an individual member representative

Each member of the Management Committee, who is elected in accordance with Rule 57, will be entitled to a vote at meetings of the Committee.

45. The officers of the Shed are: the President, the vice-President, the Treasurer and the Secretary.
46. Except as provided by Rule 49, the normal term of office of a Committee member will be 2 years or from the date of election to the close of the second annual general meeting after that election.
47. An office bearer may serve up to, but no more than, three consecutive terms of office.
48. It is the intention of these Rules that approximately one half of the Management Committee shall be elected at each Annual General meeting so that there is some continuity of Committee membership. Accordingly, at the General Meeting at which the first Management Committee is elected the President, the Secretary and one other Committee member shall be elected for a short term which expires at the end of the first Annual General Meeting which follows that election.
49. In the event of a casual vacancy occurring in the membership of the Management Committee, the Management Committee may appoint a member of the Shed to fill the vacancy and the member so appointed is to hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

Appointment of Shed co-ordinator

50. The Committee may at its discretion appoint a member or other individual to undertake the role of Shed Co-ordinator.
51. The term of the Co-ordinator will be at the discretion of the Committee but will not exceed 2 years without review by the Committee.
52. The Co-ordinator will be an ex-officio member of the Committee and will have the voting rights of an Individual member.
53. The Committee, at its discretion, can terminate the position of the Co-ordinator, if in its opinion the incumbent is not performing the role of co-ordinator to the satisfaction of the Committee.

Co-opted Committee Members

54. From time to time the Committee may co-opt one or more members to the Committee for the purpose of the conduct of its affairs.
55. Co-opted members will have voting rights at Committee meetings in accordance with their membership class.

56. Co-opted members will serve a period nominated by the Committee.

Election of Committee members

57. Nominations of candidates for election as members of the Management Committee:
- a. must be made in writing, signed by 2 members of the Shed and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
 - b. must be delivered to the Secretary of the Shed prior to the commencement of the annual general meeting at which the election is to take place.
58. If insufficient nominations are received to fill all vacancies on the Management Committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
59. If insufficient further nominations are received, any vacant positions remaining on the Management Committee are taken to be casual vacancies.
60. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
61. If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
62. The ballot for the election of Committee members is to be conducted at the annual general meeting in such usual and proper manner as the Management Committee may direct.

President

63. The President will lead the ORROROO Men's Shed as the chief elected officer and provide broad policy guidance to the Committee and perform all necessary undertakings to achieve the Shed's objectives,
64. Ensure that officers are elected as provided by the constitution and that the affairs of the Committee are conducted in accordance with the Constitution and the best interests of the members,
65. Chair Committee and other shed meetings and attend to correspondence and other matters that necessarily require the attention of President
66. Ensure the shed environment is safe and welcoming and conducive to the social and emotional well-being of members and visitors, including welcoming new members; directing activities of members, outside participants, tradespersons, visitors or volunteers as required.
67. Promote the OMS throughout the community by –
- a. Identifying opportunities to participate in Community activities,
 - b. Developing partnerships with external organisations, business and community groups

Vice-president

68. In the absence of the President or in circumstances where the President is unable to perform the duties of the Office, the Vice President shall occupy this position and perform the duties with the same authority as the President.

69. In the absence of the Secretary or in circumstances where the Secretary is unable to perform the duties of the Office, the Vice President shall occupy this position and perform the duties with the same authority as the Secretary, including performing the role of Public Officer for the Association in accordance with the Act.

Secretary

70. The Secretary will undertake administrative activities necessary for the day to day management of the Shed, including –
- a. advising members of meeting dates and times, including Management Committee meetings and the Annual General Meeting,
 - b. preparing meeting agenda, minutes and notes and for distributing same to members in a timely fashion,
 - c. managing shed correspondence,
 - d. maintaining member lists, together with relevant personnel files, log sheets and name tags and filing systems,
71. The Secretary will undertake the role of the Public Officer for the Shed in accordance with the ACT.

Treasurer

72. The Treasurer shall –
- a. ensure that all money due to the Shed is collected and received and that all payments authorised by the Shed are paid, and
 - b. ensure that correct books and accounts are kept showing the financial affairs of the Shed including full details of receipts and expenditure connected with the activities of the Shed

Member Representative

73. The Member representative on the Committee will ensure:
- a. shed members are kept informed of Committee affairs and deliberations
 - b. that the views of the members of the Shed are promulgated at meetings of the Committee

Shed Co-ordinator

74. If a co-ordinator is appointed in accordance with Rule 51, that person will –
- a. assume the role of Secretary, and
 - b. perform all the duties and responsibilities of the Secretary,
 - c. undertake other duties as determined by the Committee, including at the discretion of the Committee, some or all of the administrative activities of office holders, including the President, Vice-president, and Treasurer.

Casual vacancies

75. For the purposes of these Rules, a casual vacancy in the Management Committee occurs if the Committee member:
- a. dies, or
 - b. ceases to be a member of the Shed, or

- c. becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
- d. resigns office by notice in writing given to the Secretary, or
- e. is removed from office under Rule 76 or
- f. becomes incapacitated, or
- g. is absent without the consent of the Management Committee from all meetings of the Management Committee held for a period of 3 months.

Removal of member

- 76. The Shed in general meeting may by resolution remove any Committee member from the Management Committee before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- 77. If the Committee member to whom a proposed resolution referred to in Rule 76 relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representation be notified to the members of the Shed, the Secretary or the President may send a copy of the representations to each member of the Shed or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

Meetings and quorum

- 78. The Management Committee must meet at least 10 times in each period of 12 months at such place and time as the Management Committee may determine.
- 79. Additional meetings of the Management Committee may be convened by the President or by any other Committee member.
- 80. An agenda for a meeting of the Management Committee must be given by the Secretary to each member of the Management Committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the Management Committee) before the time appointed for the holding of the meeting.
- 81. Any 4 members of the Management Committee constitute a quorum for the transaction of the business of a meeting of the Management Committee.
- 82. No business is to be transacted by the Management Committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- 83. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- 84. At a meeting of the Management Committee:
 - a. the President or, in the President's absence, the vice-President is to preside, or
 - b. if the President and the vice-President are absent or unwilling to act, such one of the remaining Committee members as may be chosen by the members present at the meeting is to preside.

Appointment of members as committee members to constitute quorum

- 85. If at any time the number of committee members is less than the number required to constitute a quorum for a committee meeting:
 - a. the existing committee members may appoint a sufficient number of members of the

Shed as committee members to enable the quorum to be constituted.

- b. A member of the committee so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.

Appointment of Sub-Committees

86. The Management Committee may, by resolution, appoint one or more sub-committees (consisting of at least one Committee member together with such members of the Shed as the Management Committee thinks fit) to advise the Management Committee on various matters including:
 - a. Operations
 - b. Membership
 - c. Finance
87. A sub-committee may meet and adjourn, as it thinks proper, and may invite experts to attend its meetings to advise on matters relevant to the work of the sub-committee.
88. The Management Committee may, by resolution, revoke wholly or in part any appointment under Rule 86.

Voting and decisions

89. Questions arising at a meeting of the Management Committee or of any sub-committee appointed by the Management Committee are to be determined by a majority of the votes of members of the Management Committee or sub-committee present at the meeting.
90. A Committee member who has a conflict of interest in any matter before the Management Committee must disclose that interest and must abstain from any vote on that matter.
91. Each member present at a meeting of the Management Committee or of any sub-committee appointed by the Management Committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
92. Subject to Rule 81, the Management Committee may act despite any vacancy on the Management Committee.
93. Any act or thing done or suffered, or purporting to have been done or suffered, by the Management Committee or by a subcommittee appointed by the Management Committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Management Committee or sub-committee.

Part 4 - General meetings

Annual general meetings - holding of

94. With the exception of the first annual general meeting of the Shed, the Shed must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the Shed, convene an annual general meeting of its members.
95. The Shed must hold its first annual general meeting:
 - a. within the period of 18 months after its incorporation under the Act, and

- b. within the period of 6 months after the expiration of the first financial year of the Shed.
- c. Rule 94 has effect subject to any extension or permission granted by the Commissioner under section 26 (3) of the Act.

Annual general meetings - calling of and business at

- 96. The annual general meeting of the Shed is, subject to the Act and to Rules 94 to 95, to be convened on such date and at such place and time as the Management Committee thinks fit.
- 97. In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - a. to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
 - b. to receive from the Management Committee reports on the activities of the Shed during the last preceding financial year,
 - c. to elect members of the Management Committee,
 - d. to appoint a person to be auditor of the association.
 - i. the auditor shall hold office until the next annual general meeting and is eligible for re- appointment.
 - ii. If an appointment is not made at an annual general meeting, the committee shall appoint an auditor for the current financial year.
 - e. to receive and consider the statement which is required to be submitted to members under section 26 (6) of the Act.
- 98. An annual general meeting must be specified as such in the notice convening it.

Special general meetings - calling of

- 99. The Management Committee may, whenever it thinks fit, convene a special general meeting of the Shed.
- 100. The Management Committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of the Shed.
- 101. A requisition of members for a special general meeting:
 - a. must state the purpose or purposes of the meeting, and
 - b. must be signed by the members making the requisition, and
 - c. must be lodged with the Secretary, and may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 102. If the Management Committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the Secretary, anyone or more of the members who made the

requisition may convene a special general meeting to be held not later than 3 months after that date.

103. A special general meeting convened by a member or members as referred to in Rule 114 must be convened as nearly as is practicable in the same manner as general meetings are convened by the Management Committee and any member who consequently incurs reasonable expenses is entitled to be reimbursed by the Shed for any expense so incurred.

Notice

104. Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Shed, the Secretary must, at least 7 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
105. If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Shed, the Secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under Rule 115, the intention to propose the resolution as a special resolution.
106. A member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.
107. Notice may be sent by email to the email address of the member which is recorded in the register of members.

Procedure

108. No item of business is to be transacted at a general meeting unless a quorum of members entitled under these Rules to vote is present during the time the meeting is considering that item.
109. Ten members or 20 percent of the number of financial members on the Shed register, whichever is the lesser number present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
110. If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - a. if convened on the requisition of members, is to be dissolved, and
 - b. in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
 - c. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) is to constitute a quorum.

Presiding member

111. The President or, in the President's absence, the vice-President, is to preside as chairperson at each general meeting of the Shed.

112. If the President and the vice-President are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

Adjournment

113. The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
114. If a general meeting is adjourned for 14 days or more, the Secretary must give notice of the adjourned meeting to each member of the Shed stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
115. Except as provided in Rule 102, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

Making of decisions

116. A question arising at a general meeting of the Shed is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Shed, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
117. At a general meeting of the Shed, a poll may be demanded by the chairperson or by at least 3 members present in person or by proxy at the meeting.
118. If a poll is demanded at a general meeting, the poll must be taken;
- a. immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
 - b. in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

Special resolution

119. A resolution of the Shed is a special resolution:
- a. if it is passed by a majority which comprises at least three-quarters of such members of the Shed as, being entitled under these Rules so to do, vote in person, by corporate representative or by proxy at a general meeting of which at least 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these Rules, or
 - b. where it is made to appear to the Commissioner that it is not practicable for the resolution to be passed in the manner specified in paragraph (a), if the resolution is passed in a manner specified by the Commissioner.

Voting

120. On any question arising at a general meeting of the Shed a member, with the exception of a corporate member has one vote only.
121. All votes must be given personally, or by proxy but no member may hold more than 5

proxies.

122. In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
123. A member or a proxy is not entitled to vote at any general meeting of the Shed unless all money due and payable by the member or proxy to the Shed has been paid, other than the amount of the annual subscription payable in respect of the then current year.

Appointment of proxies

124. Each member is to be entitled to appoint another member as proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
125. The notice appointing the proxy is to be in the form set out in Appendix 2 to these Rules.

Part 5 - Miscellaneous

Insurance

126. The Shed may effect and maintain such insurances as are determined by the Management Committee

Funds - source

127. The funds of the Shed are to be derived from entrance fees and annual subscriptions of members, donations, grants, sponsorships and, subject to any resolution passed by the Shed in general meeting, such other sources as the Management Committee determines.
128. All money received by the Shed must be deposited as soon as practicable and without deduction to the credit of the Shed's bank account.
129. The Shed must, as soon as practicable after receiving any money, issue an appropriate receipt if a receipt is requested.

Funds - management

130. Subject to any resolution passed by the Shed in a general meeting, the funds of the Shed are to be used in pursuance of the objects of the Shed in such manner as the Management Committee determines.
131. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the Management Committee or employees of the Shed, being members or employees authorised to do so by the Management Committee.
132. The Management Committee may agree to the issue of a credit or debit card to the treasurer for the purpose of transacting business on behalf of the Shed. Each use of such card shall be noted in the minutes of the Management Committee meeting following such use.

Alteration of objects and Rules

133. These Rules may be altered, rescinded or added to only by a special resolution of the Shed. The Shed shall advise the Corporate Affairs Commission, in writing, of any amendments, additions or deletions to the governing Rules within 30 days of those changes being made

Common seal

134. The common seal of the Shed must be kept in the custody of the public officer.
135. The common seal must not be affixed to any instrument except by the authority of the Management Committee and the affixing of the common seal must be attested by the signatures either of 2 members of the Management Committee or of 1 member of the Management Committee and of the public officer or Secretary.

Custody of books

136. Except as otherwise provided by these Rules, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the Shed.

Inspection of books

137. The records, books and other documents of the Shed must be open to inspection, free of charge, by a member of the Shed at any reasonable hour.

Service of notices

138. For the purpose of these Rules, a notice may be served on or given to a person:
 - a. by delivering it to the person personally, or
 - b. by sending it by pre-paid post to the address of the person, or
 - c. by sending it by facsimile transmission or email or other form of electronic transmission as agreed from time to time by the Management Committee and recorded in the minutes to an address specified by the person for giving or serving the notice.
139. For the purpose of these Rules, a notice is taken, unless the contrary is proved, to have been given or served:
 - a. in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - b. in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - c. in the case of a notice sent by facsimile transmission or email or other form of electronic transmission, as agreed from time to time by the Management Committee and recorded in the Minutes. On the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

**Appendix 1
ORROROO MEN'S SHED INCORPORATED
Application for Membership**

I,
(full name of applicant)

of.....
(address)

hereby apply to become a member of ORROROO MEN'S SHED Inc. as an **INDIVIDUAL / CORPORATE / SPONSOR** member.

In the event of my admission as a member, I agree to be bound by the Rules of the Shed for the time being in force.

.....
Signature of applicant Date

.....
Email address

.....
Telephone Mobile

FOR OFFICE USE ONLY BELOW

Submitted to Management Committee on: Approved / Not
approved by Management Committee on: President or delegate (Name)

.....
(Signature).....
(Date)

Appendix 2

OROROO MEN'S SHED INCORPORATED

Form of Appointment of Proxy

I,
(full name)

Of.....
(address)

being a member of the Shed hereby appoint

.....
(full name of proxy)

being a member of the Shed, as my proxy to vote for me on my behalf at the annual general / special general meeting of the Shed to be held on the day of and at any adjournment of that meeting.

* My proxy is authorised to vote **in favour** of / **against** (delete as appropriate) the following resolution

(insert details):.....

* to be inserted if desired.

.....
Signature of member appointing proxy Date

NOTE: A proxy vote may not be given to a person who is not a member of the Shed