

Constitution of the Bay Potters Association Inc.

Associations Incorporation No: IA09211

ABN: 26 164 986 287

(As amended at the Special General Meeting held 25th November 2025)

1. The name of the Club is : BAY POTTERS

2. **Constitution** -The Constitution may be added to or amended only by:

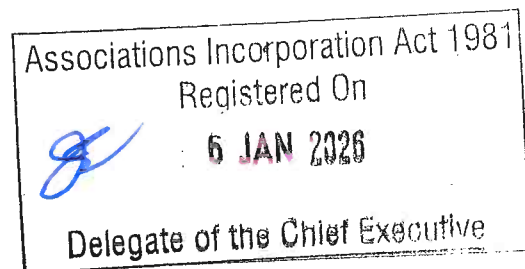
- (a) Financial members present at the annual general meeting.
- (b) A special meeting called for that purpose.
- (c) By notice of motion in writing, submitted at a previous meeting.

3. **Objects** - The objectives of the society are:-

- (a) **To promote and foster an interest in the art of pottery.**
- (b) To establish and maintain facilities to enable members to carry out all phases of pottery work.
- (c) To organise field trips.
- (d) To foster the social aspects of club membership

4. **Executive:** The executive committee will consist of:

- (a) President.
- (b) Vice President
- (c) Secretary.
- (d) Treasurer.



The Executive committee, here after called the committee, will have the responsibility for the good management of the affairs of the society. Nominees for the committee must have been financial members for a period of three months. Sub-committees may be elected as required.

5. **Roles of Committee Members:**

(a) **The President** is the elected head of the society. The president will chair all meetings and generally supervise the activities of the society.

(b) **The Vice President** will assume the role of the president in the absence of the president.

(c) **The Secretary** is responsible for the safe custody of all papers, documents and records of the society. He/she will attend all meetings and record proceedings in a minute book. He/she will conduct all correspondence on the society's behalf, including notification of meetings where necessary.

(d) **The Treasurer** will have custody of funds of the society and will bank all monies to the society's credit at the society's bank. He/she will keep account of all receipts and payments and submit a report at each meeting. He/she will issue all receipts. He/she will present at the annual general meeting a balance sheet for the year's activities.

(e) **The Duties of members of the committee** are to attend all meetings and to help, or perform duties requested by the president in relation to sundry affairs. In the event of an office becoming vacant, the remaining committee shall have the power to fill such a vacancy, and if necessary, until confirmed at the next meeting.

6. **Finance:** Cheques will be signed by any two of the following: **President, Vice President, Secretary and Treasurer.** The assets and income of the organisation 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 organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

7. **Members:** The club shall consist of full members, family members and life members.

(a) Any candidate may apply for full membership of the association.

(b) Any member resigning or retiring from the club or ceasing to be a member for any other reason shall not have a claim on any property or funds of the club.

(c) Members may retain their membership upon payment of the annual membership fee. If any fee, subscription, or debt due to the society remains unpaid for one (1) month after it becomes due for payment, the member owing such money automatically becomes unfinancial. The Secretary may serve notice on that member owing the same. Should a member remain unfinancial, that person shall cease to be a member of the society, and shall forfeit all rights and privileges of membership, provided that, upon the payment of arrears, such people may be reinstated upon such conditions as the committee may determine.

(d) Members must promptly advise the Secretary of any change of address or contact numbers.

(e) Family Members must consist of at least one adult family member and immediate family over the age of twelve (12) years.

(f) Life Members are elected by full club membership in recognition of their services to the club.

(g) **Expulsion.** If the Committee be of the opinion that the conduct of any member be detrimental to the interests of the welfare of the society; or that the member has committed a breach of the constitution or rules or bi-laws of the society whereby the society will be, or might be, prejudiced in any way; such a member shall be expelled, but hold the right of appeal to **the committee.**

Entrance Fees and Subscriptions.

(a) Annual subscription and joining fees will be such as the society shall prescribe at the annual general meeting.

(b) All annual subscriptions shall become due and payable at the annual general meeting.

(c) Un-financial members shall not be allowed to participate in society events.

(d) A candidate shall become a member upon the receipt of such payments provided that their election may be cancelled under rules 7(c) or (g).

9. Meetings.

(a) Committee meetings and general meetings shall be held monthly except for the December and January recess.

(b) The Secretary will keep a roll of those present at general meetings.

(c) A quorum at a general and annual general meetings shall consist of six (6) financial members, including the president or vice president.

(d) A quorum at committee meetings shall consist of three (3) committee persons, including the president or vice president.

(e) The committee may, whenever it seems fit, and shall on requisition of six (6) financial members convene a special meeting of which the secretary shall give seven (7) days notice, and at which, only matter for which the meeting was called/requisitioned shall discuss or decide on, and then only if a quorum is present.

(f) The annual general meeting shall take place on the second week in February each year.

10. Indemnity. No member or family member shall make any claim against the club or against any official of the club for any injury or loss sustained when using club facilities or when engaging in the activities of the club.

1. By-Laws. By-laws shall be formed to cover club activities and property.

12. Dissolution: In the event of the organisation being dissolved the committee shall pay all outstanding debts and liabilities, any funds, assets or property remaining shall be transferred as directed by a general meeting of Bay Potters financial members, to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

Change from This - 3a - 6.
Constitution of the Bay Potters Association Inc.

Associations Incorporation No: IA09211

ABN: 26 164 986 287

(As amended at the Annual General Meeting held 14 February 2024)

1. The name of the Club is : **BAY POTTERS**
2. **Constitution** - The Constitution may be added to or amended only by:
 - (a) Financial members present at the annual general meeting.
 - (b) A special meeting called for that purpose.
 - (c) By notice of motion in writing, submitted at a previous meeting.
3. **Objects** - The objectives of the society are:-
 - (a) To foster an interest in pottery.
 - (b) To establish and maintain facilities to enable members to carry out all phases of pottery work.
 - (c) To organise field trips.
 - (d) To foster the social aspects of club membership
4. **Executive**: The executive committee will consist of:
 - (a) President.
 - (b) Vice President
 - (c) Secretary.
 - (d) Treasurer.

The Executive committee, here after called the committee, will have the responsibility for the good management of the affairs of the society. Nominees for the committee must have been financial members for a period of three months. Sub-committees may be elected as required.
5. Roles of Committee Members:
 - (a) **The President** is the elected head of the society. The president will chair all meetings and generally supervise the activities of the society.
 - (b) **The Vice President** will assume the role of the president in the absence of the president.
 - (c) **The Secretary** is responsible for the safe custody of all papers, documents and records of the society. He / she will attend all meetings and record proceedings in a minute book. He / she will conduct all correspondence on the society's behalf, including notification of meetings where necessary.
 - (d) **The Treasurer** will have custody of funds of the society and will bank all monies to the society's credit at the society's bank. He / she will keep account of all receipts and payments and submit a report at each meeting. He / she will issue all receipts. He / she will present at the annual general meeting a balance sheet for the year's activities.
 - (e) **The Duties of members of the committee** are to attend all meetings and to render assistance to, or perform duties requested by the president in relation to sundry affairs. In the event of an office becoming vacant, the remaining committee shall have the power to fill such a vacancy, and if necessary, until confirmed at the next meeting.
6. **Finance**: Cheques will be signed by any two of the following:
President, Vice President, Secretary and Treasurer.

+ Addit

From 12

7. **Members:** The club shall consist of full members, family members and life members.
 - (a) Any candidate may apply for full membership of the association.
 - (b) Any member resigning or retiring from the club or ceasing to be a member for any other reason shall not have a claim on any property or funds of the club.
 - (c) Members may retain their membership upon payment of the annual membership fee. If any fee, subscription, or debt due to the society remains unpaid for one (1) month after it becomes due for payment, the member owing such money automatically becomes un-financial. The Secretary may serve notice on that member owing the same. Should a member remain un-financial, that person shall cease to be a member of the society, and shall forfeit all rights and privileges of membership, provided that, upon the payment of arrears, such people may be reinstated upon such conditions as the committee may determine.
 - (d) Members must promptly advise the Secretary of any change of address or contact numbers.
 - (e) **Family Members** must consist of at least one adult family member and immediate family over the age of twelve (12) years.
 - (f) **Life Members** are elected by full club membership in recognition of their services to the club.
 - (g) **Expulsion.** If the Committee be of the opinion that the conduct of any member be detrimental to the interests of the welfare of the society; or that the member has committed a breach of the constitution or rules or bi-laws of the society whereby the society will be, or might be, prejudiced in any way; such a member shall be expelled, but hold the right of appeal to the committee.
8. **Entrance Fees and Subscriptions.**
 - (a) Annual subscription and joining fees will be such as the society shall prescribe at the annual general meeting.
 - (b) All annual subscriptions shall become due and payable at the annual general meeting.
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 - (b) The Secretary will keep a roll of those present at general meetings.
 - (c) A quorum at a general and annual general meetings shall consist of six (6) financial members, including the president or vice president.
 - (d) A quorum at committee meetings shall consist of three (3) committee persons, including the president or vice president.
 - (e) The committee may, whenever it seems fit, and shall on requisition of six (6) financial members convene a special meeting of which the secretary shall give seven (7) days notice, and at which, only matter for which the meeting was called / requisitioned shall discuss or decide on, and then only if a quorum is present.
 - (f) The annual general meeting shall take place on the second week in February each year.
10. **Indemnity.** No member or family member shall make any claim against the club or against any official of the club for any injury or loss sustained when using club facilities or when engaging in the activities of the club.
11. **By-Laws.** By-laws shall be formed to cover club activities and property.
12. **Dissolution.** In the event of dissolution, a committee shall pay all outstanding liabilities to the extent of society funds and dispose of the balance of assets and property if any, as directed by a general meeting of members.

* + Addit + change

12A Grievance procedure

1. This rule sets out a grievance procedure for dealing with a dispute under the rules between parties as mentioned in section 47A(1) of the Act.
2. To remove any doubt, it is declared that the grievance procedure can not be used by a person whose membership has been terminated if the rules provide for an appeal process against termination.
3. A member (the aggrieved party) initiates the grievance procedure in relation to the dispute by giving a notice in writing of the dispute:
 - a) to the other party; and
 - b) if the other party is not the management committee, to the management committee.
4. If 2 or more members initiate grievance procedure in relation to the same subject matter, the management committee may deal with the disputes in a single process and the members must choose 1 of the members (also the aggrieved party) to represent the members in the grievance procedure.
5. Subject to rule 12B, the parties to the dispute must, in good faith, attempt to resolve the dispute.
6. If the parties to the dispute cannot resolve the dispute within 14 days after the aggrieved party initiates the grievance procedure, the aggrieved party may, within a further 21 days, ask the association's secretary to refer the dispute to mediation.
7. Subject to rule 12B, if the aggrieved party asks the association's secretary to refer the dispute to mediation under subrule (6), the management committee must refer the dispute within 14 days after the request.

12B Grievance procedure not continued in particular circumstances

1. This rule applies if-
 - a) a member initiates a grievance procedure in relation to a dispute and the association or association's management committee is the other party to the dispute; or
 - b) the aggrieved party asks the association's secretary to refer the dispute to mediation under rule 12A (6).
2. The management committee does not have to act under rule 12A(5) or (7) -fi
 - a) the aggrieved party has, within 21 days before initiating the grievance procedure, behaved in a way that would give the management committee grounds for taking disciplinary action under the rules against the aggrieved party in relation to the matter the subject of the grievance procedure; or
 - b) before the grievance procedure was initiated, a process had started to take action under the rules against the aggrieved party or terminate the aggrieved party's membership, as provided for under the rules, and the dispute relates to that process or to a matter relevant to that process; or

12E Representation for grievance procedure

1. A party to a dispute may appoint any person to act on behalf of the party in the grievance procedure.

2. If a party appoints a person under subrule (1) to be the party's representative, the party must give written notice of the appointment to each of the following entities—

a) the other party to the dispute;

b) the management committee;

c) if a mediator has been appointed before the party appoints the representative—the mediator.

3. A representative who acts for a party at a mediation must—

a) have sufficient knowledge of the matter the subject of the dispute to be able to represent the party effectively; and

b) be authorised to negotiate an agreement for the party.

12F Electronic communication for grievance procedure

Any meeting or mediation session required under the

grievance procedure may be conducted by electronic

means if the parties to the dispute and, for a mediation, the mediator agrees.

To this. 3a) + 6.

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