

Windsor Calisthenics Club



Constitution

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NAME OF THE CLUB AND ABBREVIATION

1. The Club shall be called the 'Windsor Calisthenics Club Incorporated' and the name shall not be changed without the concurrence of 75% of the 'Voting Members' at a Special General Meeting or Annual General Meeting of which fourteen days notice will be given. Notwithstanding the above, the Committee shall have the power to authorise abbreviations, 'W.C.C.' for example, on plaques, medals or badges, as shall be necessary in any special case.

INTERPRETATION, FEMININE/MASCULINE, SINGULAR/PLURAL.

2. In this Constitution, except where the subject matter requires a different interpretation, 'this Club' means 'Windsor Calisthenics Club Incorporated', 'the Committee' means 'the Committee of the Windsor Calisthenics Club Incorporated' as set out in the relevant sections of the Constitution.
3. 'Financial Member' shall mean and include every Member who has paid all monies due and payable under these rules. 'Financial Member' will be abbreviated to 'Member'.
4. 'Financial Voting Member' shall mean and include every 'Financial Member' over the age of sixteen years who shall be entitled to a vote at any meeting where she is entitled to vote. 'Financial Voting Member' will be abbreviated to 'Voting Member'.
5. The feminine shall be taken to include the masculine; the singular shall be taken to include the plural.

OBSERVANCE AND INTERPRETATION OF RULES

6. Every Member is to abide by the Rules of the Club as set out here and also to accept as final and binding the decision of the Committee in all cases of dispute or disagreement as to their interpretation.

OBJECTS OF THE CLUB

7. To promote Calisthenics in the Community for betterment of Good Fellowship amongst the Members.
8. To take part in Competitions, arrange Outings and Social Events for Members of the Club and to cooperate with Clubs of similar interest.
9. To abide by the Constitutional Rules of the Calisthenics Association of South Australia Incorporated with reference to Competition Rules and By-Laws and Interstate Team selection.
10. To be a non-profit making organization. Accumulated profits are to be used at the Committee's discretion for the betterment of the Club.
11. To afford Members such benefits and privileges as it may be possible to arrange.
12. To purchase, hire, make or provide and maintain, all kinds of property, books, stationery and all other things required which may be deemed necessary or convenient for any of the purposes of the Club.

13. To accept any gift of property (whether subject to any special trust or not) for any of the objects of the Club.
14. To invest any money of the Club not immediately required for any of its objects in such manner as may be determined by the Committee.
15. To hire and employ teachers, pianists, drummers and assistants and to pay them, and other persons, for services rendered to the Club, salaries, wages, and gratuities.
16. To procure contributions to the funds of the Club whether by way of donation, sponsorship or otherwise.
17. To do all such other lawful things as the Club may consider necessary to attain any of the objects of the Club.

CLUB INCOME/EXPENDITURE

18. The income and property of the Club shall be applied solely towards the promotion of the Objects of the Club as set forth in this Constitution.
19. The Club can make payment to any Member of the Club (or any other person who is not a Member) for carrying out duties in accordance with the Constitution.

MEMBERSHIP CATEGORIES

20. The following forms of Membership are available subject to any Fees set by the Committee.
21. Registered Financial Pupils: Pupils in the Tinies, Sub-Junior, Junior, Intermediate and Senior Classifications. 'Registered Financial Pupil' will be abbreviated to 'Pupil'
22. Members: The Parents or Legal Guardians of any Pupil. A maximum of two persons can be nominated as Parents/Guardians of any Pupil.
23. Associate Members: People (over the age of sixteen years) who have an established interest in the objects of the Club. The Committee shall have the power to admit a person to Associate Membership of receipt of their Annual Subscription and Application Form.

RESIGNATION OF MEMBERSHIP

24. Any Member who desires to resign should inform the Secretary in writing. The Secretary will table this resignation at the next Committee meeting and the Committee may request that all monies owing to the Club be paid.

EXPULSION FROM THE CLUB

25. Should the conduct of any Pupil, Member or Associate Member be, in the opinion of the majority of the Committee, injurious to the Character of the Club or its Members, the Secretary shall call a Special Meeting of the Committee to consider the conduct of that Member. The Member shall be invited to attend that Special Committee Meeting and can speak, but not vote, at the Special Committee Meeting. If a two-thirds majority of the Committee vote (by secret ballot) for the expulsion of that Member, the Member shall be expelled. Any Member so expelled shall have the right to appeal to a Special General Meeting to be called within twenty one days of the date of her expulsion, when a majority of those present and voting shall vote in confirmation or otherwise of the Committee's decision.

CLUB MANAGEMENT

26. The Committee shall be responsible for the general Management of the Club and shall exercise all powers and act as may be necessary and proper to provide for the effective administration and control of the affairs and property of the Club.
27. The Committee shall have sole control of all the monies of the Club.
28. The chairman shall have ultimate authority on every point of order.
29. At Committee or Special Committee Meetings each Committee Member shall be entitled to one vote with the exception of the Chairman who may have a casting vote as well as a deliberate vote.
30. The Committee should meet at least once in every month and on any other occasions as may be deemed necessary.
31. The Committee shall have the power to make and publish any By-Laws for the management and control of the Club.
32. The Committee shall have the power to pass Rules and make Regulations for the conduct and control of any Club event, provided that such Rules and Regulations are not inconsistent either with this Constitution and/or the Competition Rules of any Controlling Body with which this Club is affiliated.
33. The Committee shall have the power to invite to a meeting any person who can provide assistance or guidance to them in a professional, technical or skilled manner, provided that the person shall not be entitled to a vote at that meeting.
34. The Committee shall consist of a minimum of 10 people including each Interstate Representative's Representative (see No. 35.), and the Teachers. Amongst the Committee there should be at least one Members from each of the following Classifications; Tinies/Sub Juniors, Juniors, Intermediates and Seniors.
35. A Parent or Guardian of each Interstate Representative must serve on the Committee both during the year their child/ward represents the State and the following year.

36. Committee Members can be nominated/elected from the following membership groups Pupils (over the age of sixteen years), Members and Associate Members.
37. The following positions are available on the Committee: President, Vice-President, Secretary, Treasurer, Teachers, plus Committee Members.
38. If the following positions are required for the administration of the Club they shall be occupied by persons on the Committee: Assistant Secretary/Treasurer, C.A.S.A. Secretary, Social Secretary, Wardrobe Mistresses, Props Manager and Property Officer.
39. Office Bearers and Committee Members shall be elected at the Annual General Meeting (or at a Committee Meeting when death or resignation makes this necessary, see also No. 51.). All Office Bearers and Committee Members shall hold office until the next Annual General meeting. All Office Bearers and Committee Members who retire at an Annual General Meeting are eligible for re-election.
40. The Secretary shall act as Public Officer in accordance with the Association's Incorporation Act.
41. All cheques drawn on the club's bank account shall be signed by any two authorised Committee Members except where monies are drawn by electronic means including transaction cards, BPay, direct debit, EFT or PayID which shall be at the direction of the Treasurer and with the authority of the Committee.
42. The President, or in her absence the Vice-President, or in her absence the Secretary, will chair all Committee Meetings (see Quorum No. 56.). All questions shall be decided by a simple majority of votes with each Committee Member present having one vote. In the case of an equality of votes the Chairman shall have a second or casting vote. Proper minutes shall be kept of the proceedings of the Meeting and the minutes of the Committee Meeting shall be confirmed at a subsequent Committee Meeting.

FORMATION OF SUB-COMMITTEE

43. The Committee may delegate any of its powers to a Sub-Committee. The Committee can appoint any person to the Sub-Committee. Any Sub-Committee so formed shall in the exercise of its delegated powers confirm to any conditions that may be imposed by the Committee. The Sub-Committee may elect a Chairman of its meetings and it may meet and adjourn as it thinks proper. Decisions will be made by a majority of votes of the persons present and in the case of an equality of votes the Chairman shall have a second or casting vote. The President to the Club shall be an ex-officio member of any Sub-Committee.

DUTIES OF OFFICERS

44. **President**
The President shall where possible attend all Committee, Special Committee, special General and Annual General Meetings. The President shall oversee the running of all aspects of the Club and chair all meetings (except Sub-Committee meetings) when she is present. She shall present an Annual Report of the Club's activities at the Annual General Meeting.

45. Vice President
The Vice-President shall where possible attend all Committee, Special Committee, Special General and Annual General Meetings. The Vice-President is to act as assistant to the President, work under her direction and carry out the duties of the President in her absence.
46. Secretary
The Secretary shall where possible attend all Committee, Special Committee, Special General and Annual General Meetings. The Secretary shall convene all meetings and conduct the correspondence of the Club. The Secretary shall record the minutes of all properly convened meetings (except Sub-Committee meetings) and submit the minutes at a subsequent meeting for confirmation. She shall distribute copies of the minutes of the previous Committee/Special Committee meeting to each Committee member prior to the next Committee/Special Committee meeting. She shall keep a register of full names, addresses, class of membership and date of commencement of each member. She shall record such other information as the Committee directs. The Secretary shall have control of all Notice Boards within or without the Club.
47. The Secretary shall in the Role of Public Officer,
- a. Promptly do such other things and sign and execute such other documents as are from time to time prescribed by Law.
 - b. Forthwith notify the President of any documents or process delivered to or served on her and of any other matters affecting the Club coming to her knowledge in her capacity as Public Officer.
 - c. Take such steps in any proceedings and sign such documents as she is required to do by the Committee.
 - d. Attend any meeting of the Club which the President requests her to attend.
 - e. Subject to Law, act under the direction of the Committee in the execution of the duties of Public Officer.
48. Treasurer
The Treasurer shall where possible attend all Committee, Special Committee, Special General and Annual General Meetings. The Treasurer shall issue Monthly Statements, collect all Fees and other monies due and payable to the Club and issue official receipts. The Treasurer shall in the name of 'Windsor Calisthenics Club Incorporated' open such bank accounts as may be deemed necessary by the Committee. She can retain a sum of money as petty cash at the Committee's discretion and all other monies are to be banked in the Club's bank accounts as soon as practicable. She will maintain an over-sight of Sub-Committees' expenditure and obtain approval for Sub-Committee expenditure at Committee level. Sub Committees may be allowed petty cash to a limit approved by the Committee. The Treasurer shall prepare a list of receipts and payments for consideration and approval at each Committee Meeting along with a list of un-financial Members. To keep the Committee informed on the financial status of the Club the list will be in a form approved by the Committee. The Treasurer shall keep a correct account of monies received and paid and shall present a balance sheet and financial statement at the Annual General Meeting. The balance sheet and financial statement shall be Audited by a person selected by the Committee. The Treasurer shall retain all financial records and books of accounts for seven years.

INDEMNITY OF OFFICERS

49. No member of the Committee, Auditor, or other Officer of the Club and no member of the Club shall be liable for the acts, receipts, neglects or defaults of any other member or Officer of the Club or Committee or for joining in any receipts or other act of conformity or for loss or expense happening to the Club through the insufficiency of any security in or upon which any of the monies shall be invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person with whom any monies, securities or effects shall be deposited or for any loss or error in judgement, omission, default or oversight on his own part of any other loss, damage or misfortune whatever which shall happen in relation to the execution of the duties of his office or in relation thereto unless the same happens through his wilful default or neglect.

NOMINATIONS FOR COMMITTEE POSITIONS

50. All candidates for the office must be 'Voting Members' of the club as at the date of the Annual General Meeting. All nominations shall be delivered to the Secretary of the prescribed form and must be signed by the candidate and one other 'Voting Member'. All nominations shall be in the Secretary's hands at least fourteen days before the Annual General Meeting and the names of the nominees must be circulated by a Newsletter to all Members at least seven days before the Annual General Meeting. If there are not sufficient nominations of 'Voting Members' present will be accepted from the floor. In the event of more than one candidate being nominated for any particular office, an election shall be conducted by ballot with each 'Voting Member' present having one vote. The vote shall be determined by a simple majority. In the event of an equality of votes the names of those members will be placed in a container and the first name drawn will be elected.

RESIGNATION FROM THE COMMITTEE

51. Should any Committee Member find it necessary to resign, her resignation should be submitted to the Secretary in writing. If a Committee position becomes vacant (either by death or resignation) all Members must be advised of the vacancy by the Secretary and nominations called for to fill the position. The position will be filled (by voting if more than one nomination received) at the next Committee Meeting.

POOR ATTENDANCE OR ACHIEVEMENT OF COMMITTEE MEMBERS

52. If any Member of the Committee fails to attend three consecutive Committee Meetings, without first having obtained leave of absence, her resignation may be deemed to have been received and accepted by the Club. Where resignation takes effect under this Rule, the Committee Member concerned shall not be eligible for a Meritorious Service Award Credit for that year or re-election to her former or any other office during the currency of that financial year.

No. 52. does not apply to the Interstate Representative's Representative (see No. 35.), or to the Teachers.

53. An apology received (before the Committee Meeting) by the President, Vice-President or Secretary for a Committee Member's non-attendance at a meeting is deemed as having obtained leave of absence.

54. Should the Committee decide that any Officer is not properly performing her duties, the Committee may by a special resolution declare such Office to be Vacant, provided that any Officer so removed shall have the right of appeal; such appeal to be lodged (in writing) with the President within seven days of the date of a letter sent by the President to the last known address of the Officer.
55. The appeal will be heard by a Special meeting of the Committee. If a two-thirds majority vote in confirmation of the Committee's decision, that decision will stand. The Member removed from office under this Rule shall not be eligible for a Meritorious Service Award Credit for that year or re-selection to her former or any other office during the currency of that financial year.

QUORUMS

56. A quorum at Committee or Special Committee Meetings shall consist of at least five members of the Committee, two of whom shall be, the President, the Vice-President, the Secretary or the Treasurer
57. A quorum for a Special General or Annual General Meeting shall consist of at least eight 'Voting Members'. If a quorum is not reached for a Special General Meeting on two consecutive occasions the matter of the Special General Meeting shall be resolved by the Committee. If a quorum is not reached at the Annual General Meeting further Annual General meetings will be convened until such time as a quorum is present.

SPECIAL GENERAL MEETING

58. A Special General Meeting of the club may be called at the discretion of the Committee by giving at least seven days written notice to each member.
59. A Special General Meeting may be called for by the written request of at least fifteen Members of the Club. Such a request must be delivered to the Secretary who will convene a meeting within twenty one days of such a request.
60. The notice of the Special General Meeting shall state the exact nature of the business to be transacted. No other business shall be brought forward or discussed at that meeting.

ANNUAL GENERAL MEETING

61. The Annual General Meeting is to be held in the month of October each calendar year, or within one (1) month after the completion of the CASA State Team Championships, whichever comes last.
62. The Secretary shall forward written notice of the Annual General Meeting to all Members at least fourteen days prior to the meeting.

63. The Agenda will include:
- Open Meeting
 - Apologies
 - Secretary to list Members present by Name
 - Minutes of the previous Annual General Meeting to be read and confirmed
 - President's Report
 - Treasurer's Report
 - Teacher's Report
 - Property Officer's Report
 - Correspondence
 - Other business relevant to an Annual General Meeting
 - Election of Office Bearers and Committee Meeting
 - Close the Annual General Meeting

RIGHT TO BE PRESENT

64. No person may take part in Committee, Special Committee, Special General or Annual General Meetings unless she has been accepted as a 'Voting Member' of the Club and has paid any fees imposed by the Club. (See also No. 33.)

FEES

65. Registered Financial Pupils' Term Fees are to be set by the Committee prior to the commencement of the First Term.
66. Associate Members' Annual Subscription shall be set by the Committee prior to the First Term.
67. The Term dates shall be from the beginning of the 4th Term of the School Year to the end of the 3rd Term of the following School Year.

FINANCIAL YEAR

- 67a. The financial year of the club shall be from the 1st of October to the 30th of September the following year.

CLUB PROPERTY AND ASSETS

68. The Committee shall keep an accurate record of all Club property and its whereabouts at any time. They shall also see that such property is kept in good order.
69. Any property made available on loan shall be properly signed for by the borrower who shall see that such properties returned as soon as possible. Any person wishing to have the loan of any property shall apply to the Property Officer or Props Manager.
70. The loss or damage of any borrowed property is to be made good at the Committee's discretion and the borrower's expense.
71. The Property Officer shall report to the Annual General Meeting the loss of any property and additions to the property record.

ALTERATION TO THE CLUB'S CONSTITUTION

72. Any part of the Constitution of the Club may be added to, altered, amended or annulled at any Special General or Annual General Meeting, provided that notice of the proposed amendments shall have been given to the Secretary in writing.
73. Within seven days of the receipt of such a proposal the Secretary shall give notice of a Special General Meeting to be held within twenty one days of the receipt of the proposal; except that if the Annual General Meeting will occur in less than sixty days from the receipt of the proposal the matter will be decided at the Annual General Meeting.
74. If the Committee considers that the proposal is important it can call a Special General Meeting to deal with the proposal at any time, providing that at least seven days notice is given for that Special General Meeting.
75. Propositions to amend the existing Constitution shall be put in the form of a resolution at the Meeting. To pass, the resolution must be accepted by three-fourths of the 'Voting Members' present.

CLUB SEAL

76. The Club shall have a Seal which shall be in the custody of the Committee. The Seal shall not be affixed to an instrument except by authority of a resolution of the Committee and in the presence of any two of the President, Vice-President, Secretary or Treasurer and the witnesses as above shall sign every instrument to which the Seal is so affixed in their presence.

AVAILABILITY OF THE CONSTITUTION

77. A copy of the Club's Constitution should be given to:
 - The Parents/Guardians of each Pupil.
 - Each Pupil over the age of sixteen years not represented by a Parent/Guardian.
 - Each Associate Member.
 - Replacement copies will be available from the Secretary.
 - A copy of the Club's Constitution should be available for perusal at any Club function.

MERITORIOUS SERVICE AWARD

78. Meritorious Service Awards are presented by the Club to Members with ten (and thereafter multiples of five) years of Meritorious Service Award Credits.
79. The Committee shall determine (in the month of February) who is eligible for a one year credit for the current financial year towards a Meritorious Service Award.
80. The following Members will be given an automatic one year Meritorious Service Award Credit: the President, Secretary, Treasurer, Social Secretary, Wardrobe Mistresses, Prop Manager, Property Officer, Teachers and Pianists.

81. Other Members who actively support the Club may at the Committee's discretion be given a one year credit towards a Meritorious Service award. The following categories of members may be considered for Meritorious Service Award credits: the Vice-President, Assistant Secretary, Assistant Treasurer, Set Designers, Teachers Assistants, Demonstrators, hard working Committee Members. Such Members shall be nominated by a Committee Member who shall give a brief resume of the nominee's qualifications for the Meritorious Service Award credit. Such Members will be accepted for a Meritorious Service Award credit by simple majority of votes (in a secret ballot) of those Committee Members present.
82. A member can only receive one year of Meritorious Service Award credit for any financial year.
83. Meritorious Service Awards will be presented at either a Club function, the Annual General Meeting, or subject to the Member's request.
84. To maintain the continuity of the rights of Members (presently in the Club) who have given service over a number of years the Committee should check its records and any other information available, to determine as far as possible, which current members would have gained Meritorious Service Awards Credits if this system had started on 1st January 1971. The Committee should prepare a list of current Members' Credits in accordance with the information above as at 1st January 1985 for the Members to build on in subsequent years.
85. 'Meritorious Service Award' replaced 'Life Membership' of the previous Constitution. All 'Life Members' retain the privileges granted in accordance with the previous Constitution.

DISSOLUTION OF THE CLUB

86. The Club may be dissolved by resolution carried at a Special General or Annual General Meeting.
87. The quorum of the meeting described above shall consist of half of the 'Voting Members' in the Club at the time.
88. In the even of dissolution after payments of all just debts and liabilities either present or future, all remaining assets of the Club will be given to a similar non-profit body.