

# Willow Wren Club Inc. By Laws

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### 1.0 Rallies

- 1) Association rallies are to be kept to an approximate maximum of 300kms radius of Perth GPO
- 2) There shall be at least 11 rallies per year
- 3) Rallies that are in excess of the stipulated maximum radius stated in (1) are approved by the Association provided that all the following apply:
  - a) do not replace the number of rallies stipulated in (2) but are in addition to that number specified
  - b) are counted towards a member's tally of attendance
  - c) are not partly or fully funded by the Association
- 4) Attendees to Association rallies are:
  - a) limited to adults who are at least 18 years of age
  - b) not permitted to bring pets.

### 2.0 Classes of Membership

- 1) As well as ordinary members as described in the model rules the following classes of associate membership shall be provided for:

- a. **Life member** which may be conferred on a member for outstanding work done for the Association over several years if recommended by the committee and confirmed by resolution of the majority of members present and voting at a general meeting.
- b. **Past member** being a previous member of the Association who wishes to remain in contact with the Association, receive newsletters and potentially attend association functions and rallies when invited.

### 3.0 Resignation

- 1) A member may resign from the Association as an ordinary member and elect to become a member of one of the other classes of membership subject to approval of the committee.

### 4.0 Membership Fees

- 1) Under model rules 12 (1) the following fees are prescribed:

a. Annual membership fee for ordinary members	\$35
b. Associate membership - life member	\$0
c. Associate membership - past member.	\$0
d. Nomination fee	\$10

- 2) All fees become due and payable in advance before the 1<sup>st</sup> July each year.
- 3) Membership fees includes the levy applied by ACCWA for membership to ACCWA and any insurance levied by ACCWA against the Association
- 4) Membership fees includes the cost of any insurance levies as a result of the Association's insurance costs including the insurance premiums levied against members' own caravan.
- 5) For new memberships approved before 1 Jan each year-
  - a) All fees are due and payable in full.
- 6) For new memberships approved on or after 1 Jan each year-
  - a) For the annual membership fee -due and payable in full less a 50% discount.
  - b) The nomination fee- is payable in full and is not subject to a discount.
  - c) For a special purpose fee- any discount will be decided by the committee at the time the Special fee has been agreed to apply to all members

## **5.0 Special Purpose Fees**

- 1) A special purpose fee, for example an amenities fee, may be set by the committee for ratification by a simple majority of members present and voting at a general meeting of the Association
- 2) A special purpose fee becomes due and payable in advance from the date of the general meeting at which it was approved.
- 3) Only one (1) special purpose fee may be levied in any financial year and such fee must be amended, cancelled, continued or replaced by another special purpose fee as determined by resolution of a simple majority of members present and voting at the next annual general meeting.

## **6.0 Register of Members**

- 1) The duties outlined under model rule 13 Register of members are transferred from the secretary to the Association's position of registrar. This position is a member of the committee.

## **7.0 Auditor Appointment**

- 1) The appointment of an auditor is provided under model rule 50 (3) (d). The Association has chosen to use a member rather than external auditor to review annual financial records:
- 2) The member referred to in 7(1) to conduct the review of the annual financial records is to an ordinary member of the Association who is not related to the treasurer.

## **8.0 Control of Funds**

In addition to the other provisions of the constitution the following by-laws are to apply to the control of funds.

- 1) For all members, members will need pre-approval for from the committee before reimbursement will be considered
- 2) In order for any payments to be made to any person or organisation the following must apply:
  - a. There must be at least two signatories to a transaction,
  - b. The signatories are the treasurer and one other office holder,
  - c. To any transaction signatories to that transaction cannot be related parties.

## **9.0 Dissolution**

- 1) If after the discharge of debts and liabilities there remains a residue of the property of the Association or of the proceeds of realisation of that property then the residue shall be given or transferred to some other association incorporated under the Act determined by the members at or before the time of the dissolution or winding-up which has objects similar to those of the Association or to an incorporated association with charitable objects.

## **10.0 Committee Positions**

- 1) The Chairperson has the responsibility to execute their duties as per their Duties Statement and as per the Model rules
- 2) The Vice Chairperson has the responsibility to execute their duties as per their Duties Statement
- 3) The Rally Co-ordinator has the responsibility to execute their duties as per their Duties Statement
- 4) The Secretary has the responsibility to execute their duties as per their Duties Statement and as per the Model rules
- 5) The Treasurer has the responsibility to execute their duties as per their Duties Statement and as per the Model rules
- 6) The Webmaster has the responsibility to execute their duties as per their Duties Statement
- 7) The Registrar has the responsibility to assume the register of members that are assigned to the secretary role in Part 3 Division 3 of the model rules and to execute their duties as per their Duties Statement
- 8) The General Member has the responsibility to execute their duties as per their Duties Statement

## **11.0 Committee Membership Tenure**

The Committee as defined by the Model Rules section 27 is required to comply with the following:

- 1) There must be at least two vacancies created for new members to be elected to the committee each time there is an election of the members of the committee, usually held at the annual general meeting.
- 2) Where there is less than two existing committee members willing to step down from the committee then the committee member with the longest current tenure shall be required to step down.
- 3) If required Clause 2 above will be repeated if a second vacancy needs to be created.
- 4) Where a committee member has stepped down from the committee, they must have a one (1) year break before becoming eligible for re-election.