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**ABSTRACT**

This is the Constitution of the Huonville Men's Shed Inc.

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## PART 1 Preliminary

### Section 1 Name

- (a) The Association shall be known as Huonville Men's Shed Inc, (HMS), (an Incorporated Association)

### Section 2 Objects

The objects of the shed are to promote the prevention and control of disease in human beings. The shed has been established to help prevent and control depression and anxiety disorders such as PTSD, but also other areas of mental health in the broader community. The shed encourages the following activities as a means of advancing these objectives:

- (a) pursue hobbies, pastimes and interests
- (b) learn new skills, practice and pass on old skills
- (c) learn about one's own health through contact with health professionals, and other individuals
- (d) receive information, education and training on related health issues such as first aid training, mental health first aid training, health checks, seminars and guest speakers
- (e) improve the health of those who are at risk of chronic disease such as diabetes, hypertension, cardiovascular disease and obesity
- (f) reduce preventable health issues that can emanate from social isolation

### Section 3 Not for Profit

The HMS is a not-for-profit Association and accordingly:

- (a) The assets and income of the HMS 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 HMS except as bona fide compensation for services rendered or expenses incurred on behalf of the organization and
- (b) In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

### Section 4 Definitions

In these rules:

- (a) The HMS means The Huonville Men's Shed Inc.
- (b) Commissioner means the Commissioner of the Office of Fair Trading.
- (c) Management Committee Member means a member of the Management Committee of the HMS.
- (d) Secretary means:
  - (i) the person holding office under these rules as Secretary of the HMS, or

- (ii) if no such person holds that office – the Public Officer of the HMS.
- (e) Special General Meeting means a General Meeting of the HMS other than an Annual General Meeting.
- (f) the Act means the Associations Incorporation Act 1964.
- (g) the Regulation means the Associations Incorporation Regulation 1999.
- (h) In these rules:
  - (i) a reference to a function includes a reference to a power, authority and duty, and
  - (ii) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.
- (i) 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

### Section 1 Membership Qualifications

- (a) Membership of the HMS is open to any male and/or female over the age of 16 years who support the HMS objects as set out in [Part 1 Section 2](#).
- (b) A member must be nominated for membership of the HMS as provided by [Part 2 Section 3\(c\)](#) and must be approved for membership of the HMS by the Management Committee.

### Section 2 Classes of Membership

- (a) Individual membership – open to persons as defined [Part 2 Section 1\(a\)](#) above.
- (b) Sponsor membership – open to individuals or organizations who desire to sponsor the HMS or its activities.

### Section 3 Nomination for membership

- (a) A nomination for membership of the HMS:
  - (i) must be made by a member of the HMS in writing in the form set out in [Appendix 2](#) to these rules, and
  - (ii) must be lodged with the Secretary of the HMS.
- (b) As soon as practicable after receiving a nomination for membership, the Secretary must refer the nomination to the Management Committee which is to determine whether to approve or to reject the nomination.
- (c) As soon as practicable after the Management Committee makes that determination, the Secretary must:

- (1) notify the nominee, in writing, that the Management Committee approved or rejected the nomination (whichever is applicable), and
- (2) if the Management Committee approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under these rules by a member as annual subscription.
- (d) The Secretary must, on payment by the nominee of the relevant fees, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the HMS.

#### Section 4 Cessation of membership

A person ceases to be a member of the HMS if the person:

- (a) dies, or
- (b) resigns membership, or
- (c) does not pay any monies due to the HMS 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 HMS.

#### Section 5 Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of the HMS:

- (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.

#### Section 6 Resignation of membership

- (a) A member of the HMS is not entitled to resign that membership except in accordance with this rule.
- (b) A member of the HMS who has paid all amounts payable to the HMS in respect of that member's membership may resign from membership of the HMS Shed by first giving to the Secretary written notice of at least one month (or such other period as the Management Committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (c) If a member of the HMS ceases to be a member under [Part 2 Section 6b](#) 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.

#### Section 7 Register of members

- (a) The Secretary of the HMS must establish and maintain a register of members specifying:
  - (i) the name and address of each member,
  - (ii) their email address,

- (b) the date on which the person became a member.
- (c) The register of members may be kept in electronic form.
- (d) The register of members must be kept at the principal place of administration of the HMS and must be open for inspection, free of charge, by any member of the HMS at any reasonable hour.
- (e) A member of the HMS 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.

## Section 8 Fees and subscriptions

- (a) A member of the HMS must, on admission to membership, pay to the HMS an entrance fee as determined by the Management Committee for that class of membership.
- (b) The Management Committee shall set annual subscriptions for each class of membership which shall become due and payable on the 1st of July in each year.
- (c) The Management Committee may vary the amount paid by a member in recognition of the member's special circumstances.

## Section 9 Members' liabilities

- (a) The liability of a member of the HMS to contribute towards the payment of the debts and liabilities of the HMS or the costs, charges and expenses of the winding up of the HMS is limited to the amount, if any, unpaid by the member in respect of membership of the HMS as required by [Part 2 Section 8\(a\), 8\(b\) and 8\(c\)](#)

## Section 10 Resolution of internal disputes

- (a) Disputes between members (in their capacity as members) of the HMS, and disputes between members and the HMS, are to be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.
- (b) At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

## Section 11 Disciplining of members

- (a) A complaint may be made to the Management Committee by any member that a member of the HMS:
  - (b) has persistently refused or neglected to comply with a provision or provisions of these rules, or
  - (c) has persistently and wilfully acted in a manner prejudicial to the interests of the HMS.
- (d) On receiving such a complaint, the Management Committee:
  - (i) must cause notice of the complaint to be served on the member concerned; and

- (ii) 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
  - (iii) must take into consideration any submissions made by the member in connection with the complaint.
- (e) The Management Committee may, by resolution, expel the member from the HMS or suspend the member from membership 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 proved.
- (f) 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 [Part 2 Section 12\(a\), \(b\), \(c\), \(d\) and \(e\)](#).
- (g) The expulsion or suspension does not take effect:
- (i) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
  - (ii) if within that period the member exercises the right of appeal, unless and until the HMS confirms the resolution under [Part 2 Section 12\(e\)](#), whichever is the later.

## Section 12 Right of appeal of disciplined member

- (a) A member may appeal to the HMS in General Meeting against a resolution of the Management Committee under [Part 2 Section 11\(e\)](#), within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- (b) 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.
- (c) On receipt of a notice from a member under [Part 2 Section 12\(a\)](#) the Secretary must notify the Management Committee which is to convene a general meeting of the HMS to be held within 28 days after the date on which the Secretary received the notice.
- (d) At a general meeting of the HMS convened under [Part 2 Section 12\(c\)](#):
- (i) no business other than the question of the appeal is to be transacted, and
  - (ii) the Management Committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
  - (iii) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (e) If at the general meeting the HMS 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;

- (a) The Management Committee of the HMS, subject to the Act, the Regulations and these rules and to any resolution passed by the HMS in general meeting;
- (b) is to control and manage the affairs of the HMS, and
- (c) may exercise all such functions as may be exercised by the HMS, other than those functions that are required by these rules to be exercised by a general meeting of members of the HMS, 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 HMS.

### Section 2 Constitution and membership

- (a) The Management Committee is to consist of a maximum of 10 members including:
  - (i) the President
  - (ii) the vice-President
  - (iii) the Treasurer,
  - (iv) the Secretary and
  - (v) Up to six committee members.
  - (vi) Public Officer position is to be filled by one of the above.
- (b) The officers (Executive) of the HMS are: The President, the vice-President, the Treasurer and the Secretary.
  - (i) Except as provided by [Part 3 Section 2\(c\)](#), the normal term of office of a committee member is from the date of election to the close of the second Annual General Meeting after that election
  - (ii) the President shall not serve more than three consecutive terms of office as President.
- (c) 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 two other Board members shall be elected for a short term which expires at the end of the first Annual General Meeting which follows that election.
- (d) In the event of a casual vacancy occurring in the membership of the Management Committee, the Management Committee may appoint a member of the HMS 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.

### Section 3 Election of Committee members

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

### Section 4 Casual vacancies

For the purposes of these rules, a casual vacancy in the Management Committee occurs if the member:

- (a) dies, or
- (b) ceases to be a member of the HMS, 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 [Part 3 Section 5\(a\)](#), or
- (f) becomes incapacitated, or
- (g) is absent without the consent of the Management Committee from all meetings of the Management Committee held during a period of 3 months.

### Section 5 Removal of member

- (a) The HMS 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.
- (b) If the committee member to whom a proposed resolution referred to in [Part 3 Section 5\(a\)](#) 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 HMS, the Secretary or the President may send a copy of the representations to each member of the HMS 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.

## Section 6 Meetings and quorum

- (a) The Management Committee must meet at least once in a period of 12 months at such place, time and date as the Management Committee may determine.
- (b) Additional meetings of the Management Committee may be convened by the President or by any other committee member.
- (c) An agenda for a meeting of the Management Committee must be given by the Secretary to each member of the 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.
- (d) Any four (4) members of the Management Committee constitute a quorum for the transaction of the business of a meeting of the Management Committee.
- (e) 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.
- (f) 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.
- (g) At a meeting of the Management Committee:
  - (i) the President or, in the President's absence, the vice-President is to preside, or
  - (ii) 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.

## Section 7 Appointment of Sub-Committees

- (a) The Management Committee may, by resolution, appoint one or more sub-committees (consisting of at least one Committee member together with such member or members of the HMS as the Management Committee thinks fit) to advise the Management Committee on various matters including:
  - (i) Operations
  - (ii) Membership
  - (iii) Finance
- (b) The Management Committee may, by resolution, revoke wholly or in part any appointment under [Part 3 Section 7\(a\)](#).
- (c) 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.

## Section 8 Voting and decisions

- (a) 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.
- (b) 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 discussion or vote on that matter.
- (c) 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.
- (d) Subject to [Rule Part 3 Section 6\(d\)](#), the Management Committee may act despite any vacancy on the Management Committee.
- (e) 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

### Section 1 Annual General Meetings – holding of

- (a) With the exception of the first Annual General Meeting of the HMS, the HMS must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the HMS, convene an Annual General Meeting of its members.
- (b) The HMS must hold its first Annual General Meeting:
  - (1) within the period of 18 months after its incorporation under the Act, and
  - (2) within the period of 6 months after the expiration of the first financial year of the HMS.

### Section 2 Annual General Meetings – calling of and business at

- (a) The Annual General Meeting of the HMS is, subject to the Act and to [Part 4 Section 1\(a\)](#) and [Part 4 Section 1\(b\)](#), to be convened on such date and at such place and time as the Management Committee thinks fit.
- (b) 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:
  - (1) to confirm the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting,
  - (2) to receive from the Management Committee reports on the activities of the HMS during the last preceding financial year,

- (3) to elect members of the Management Committee,
- (c) An Annual General Meeting must be specified as such in the notice convening it.

### Section 3 Special General Meetings – calling of

- (a) The Management Committee may, whenever it thinks fit, convene a Special General Meeting of the HMS.
- (b) The Management Committee must, on the requisition in writing of not less than 10% of the total number of members of the HMS who are entitled under the rules of the HMS to vote at an AGM, convene a Special General Meeting of the HMS.
- (c) A requisition of members for a Special General Meeting:
  - (1) must state the purpose or purposes of the meeting, and
  - (2) must be signed by the members making the requisition, and
  - (3) must be lodged with the Secretary, and
  - (4) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (d) 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, any one 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.
- (e) A Special General Meeting convened by a member or members as referred to in [Part 4 Section 3\(d\)](#) 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 HMS for any expense so incurred.

### Section 4 Notice

- (a) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the HMS, 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.
- (b) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the HMS, 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 [Part 4 Section 4\(a\)](#), the intention to propose the resolution as a special resolution.
- (c) 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.

- (d) Notice may be sent by email to the email address of the member which is recorded in the register of members.

## Section 5 Procedure

- (a) 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.
- (b) Five (5) members present in person (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.
- (c) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
  - (i) if convened on the requisition of members, is to be dissolved, and
  - (ii) 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.
  - (iii) 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 three (3)) is to constitute a quorum.

## Section 6 Presiding member

- (a) The President or, in the President's absence, the Vice-President, is to preside as Chairperson at each general meeting of the HMS.
- (b) 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.

## Section 7 Adjournment

- (a) 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.
- (b) 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 HMS stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (c) Except as provided in [Part 4 Section 7\(b\)](#), 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.

## Section 8 Making of decisions

- (a) A question arising at a general meeting of the HMS 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 HMS, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (b) At a general meeting of the HMS, a poll may be demanded by the Chairperson or by at least three (3) members present in person or by proxy at the meeting.
- (c) If a poll is demanded at a general meeting, the poll must be taken;
  - (i) 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
  - (ii) 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.

## Section 9 Special Resolution

A resolution of the HMS is a Special Resolution:

- (a) if it is passed by a majority which comprises at least three-quarters of such members of the HMS 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.

## Section 10 Voting

- (a) On any question arising at a general meeting of the HMS a member has one vote only.
- (b) All votes must be given personally, by corporate representative or by proxy but no member may hold more than five (5) proxies.
- (c) 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.
- (d) A member, a corporate representative or a proxy is not entitled to vote at any general meeting of the HMS unless all money due and payable by the member or proxy to the HMS has been paid, other than the amount of the annual subscription payable in respect of the then current year.

## Section 11 Appointment of proxies

- (a) 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.
- (b) The notice appointing the proxy is to be in the form set out in [Appendix 1](#) to these rules.

## PART 5 Miscellaneous

### Section 1 Insurance

- (a) The HMS may effect and maintain such insurances as are determined by the Management Committee.

### Section 2 Funds – source

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

### Section 3 Funds – management

- (a) Subject to any resolution passed by the HMS in general meeting, the funds of the HMS are to be used in pursuance of the objects of the HMS in such manner as the Management Committee determines.
- (b) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two (2) members of the Management Committee or employees of the HMS, being members or employees authorised to do so by the Management Committee.

### Section 4 Alteration of objects and rules

- (a) These rules may be altered, rescinded or added to only by a special resolution of the HMS. The HMS shall advise the Commissioner of Taxation, in writing, of any amendments, additions or deletions to the governing rules within 30 days of those changes being made

### Section 5 Common Seal

- (a) The common seal of the HMS must be kept in the custody of the public officer.
- (b) 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 of two (2) members of the Management Committee.

## Section 6 Custody of books

- (a) Except as otherwise provided by these rules, the Treasurer/Public Officer must keep in his or her custody or under his or her control all records, books and other documents relating to the HMS.

## Section 7 Inspection of books

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

## Section 8 Service of notices

- (a) For the purpose of these rules, a notice may be served on or given to a person:
  - (i) by delivering it to the person personally, or
  - (ii) by sending it by pre-paid post to the address of the person, or
  - (iii) by sending it by any form of electronic transmission to an address specified by the person for giving or serving the notice.
- (b) for the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
  - (i) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
  - (ii) 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
  - (iii) in the case of a notice sent by electronic transmission, 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.

## Section 9 Winding up and revocation

- (a) If the organisation is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be transferred to another organisation with similar objects, which is charitable at law, to which income tax deductible gifts can be made:
  - (i) gifts of money or property for the principal purpose of the organisation
  - (ii) contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation
  - (iii) money received by the organisation because of such gifts and contributions

PART 6 Appendix

Section 1 Form of Appointment of Proxy



## Membership Application Form

# Huonville Men's Shed (Inc)

## Application for Membership

I wish to apply for membership of **Huonville Men's Shed** located at 72 Wilmot Road, Huonville, Tasmania 7109

This form has been prepared in accordance with the Huonville Men's Shed Privacy Policy which ensures compliance with the Privacy Act 1988. Please complete all spaces on the form. Failure to complete spaces may result in refusal to accept membership.

### Applicant Details

Surname		First Name	
Address			
			Postcode
Phone: Home	Mobile	Gender M/F	
Email			
Date of Birth		Existing Member	

### Emergency Contacts

Name 1	Relationship	Home Phone	Mobile
Name 1	Relationship	Home Phone	Mobile

### Medical Conditions (Additional space over page if required)

Please list any medical conditions which may impact on your ability to use the facilities provided by Huonville Men's Shed.
In the unlikely event of illness or injury occurring while the member is participating in Huonville Men's Shed activities, the Huonville Men's Shed coordinator on duty will make every effort to contact the contact(s) listed above. By signing this form you authorise the Men's Shed to administer such first aid as it considers necessary.

### Qualifications

Occupation (Past or Present)	
Do you have any qualifications in your area of expertise <b>YES / NO</b> . If yes, please list them below	
Qualification	Expiry Date (if applicable)
Qualification	Expiry Date (if applicable)
Are you willing to mentor others using your areas of skill and/or interest? <b>YES / NO</b> If yes, please provide brief details	
What are your particular areas of interest in the Shed? (e.g. woodwork, metalwork, small engines, companionship, other.)	

## Acknowledgements

The details set out in this membership form are true and correct. If they change I acknowledge that I am required to notify the Huonville Men's Shed committee as soon as possible after they occur. If the details are not true and are misleading I acknowledge that my membership may be terminated at the committee's discretion.

I will be bound by the Constitution, regulations, policies, manuals, guidelines and reasonable directions of the Huonville Men's Shed.

I acknowledge and agree that membership to the Huonville Men's Shed, including use of its facilities and equipment, does not become effective until payment of my membership subscription has been received by the Shed.

I acknowledge and agree that I am not entitled to use the Shed's facilities and equipment until I have attended a Shed Induction.

## Declaration

In becoming a Member of the Huonville Men's Shed Inc. (HMS), I understand and agree:

To release HMS and its representatives from any claim by me and / or my estate for the loss or damage to any personal item and / or injury I may suffer whilst in or at the Shed, utilising its facilities and / or participating in any project or other activity of HMS;

To abide by the policies and procedures of HMS and act in a safe and respectful manner at all times whilst I am in or at the Shed, utilising its facilities and / or participating in projects or other activities of HMS and I will have due care and regard to all other patrons working near or around me whilst in or at the Shed or participating in any project or activities of HMS.

HMS will make every effort to maintain a safe environment in the Shed for its members, visitors, contractors, agents and others lawfully utilising the Shed and its facilities ("patrons");

HMS and its representatives are not responsible (and do not accept responsibility) for:

- the personal health, safety and well-being of patrons whilst in the Shed, utilising the facilities and / or participating in projects or other activities of HMS;
- the loss or damage of any patron's personal items taken to or from the Shed or any other place at which HMS project or activity is being carried on; and
- any personal injury including death of any patron whilst at the Shed or any other place at which HMS project or activity is being carried on or whilst utilising its facilities and / or participating in any project or other activities of HMS;
- to release HMS and its representatives from any claim by me and / or my estate for the loss or damage to any personal item and / or injury I may suffer whilst in or at the Shed, utilising its facilities and / or participating in any project or other activity of HMS;
- to abide by the policies and procedures of HMS and act in a safe and respectful manner at all times whilst I am in or at the Shed, utilising its facilities and / or participating in projects or other activities of HMS and I will have due care and regard to all other patrons working near or around me whilst in or at the Shed or participating in any project or activities of HMS.

Applicant's Signature		Date
Proposer's Name	Proposer's Signature	
Secunder's Name	Secunder's Signature	
Receipt Number	Amount Paid	
Approved by Committee	Signature	Date

## Additional Medical Information

Please use this space for any additional medical information

