

HOLROYD MUSICAL
& DRAMATIC
SOCIETY INCORPORATED

CONSTITUTION

&

BY-LAWS

ADOPTED 22 FEBRUARY, 1995.

PART I - PRELIMINARY

TITLE

1. The Society shall be known as the HOLROYD MUSICAL AND DRAMATIC SOCIETY INCORPORATED.

OBJECTS

2. The aims and objects of the Society shall be the promotion and advancement of theatrical, musical and dramatic culture in the Holroyd City area.

INTERPRETATION

3. (1) In these rules, except in so far as the context or subject matter otherwise indicates or requires:

"ordinary member" means a member who is sixteen (16) years, or over;

"junior member" means a member under the age of sixteen (16) years, as referred to in rule 4;

"life member" means a member granted life membership of the Society, as referred to in rule 5(5);

"Secretary" means -

(a) the person holding office under these rules as Secretary of the Society; or

(b) where no such person holds office - the President of the Society;

"rules" includes the Constitution and By-Laws of the Society.

"Extraordinary General Meeting" means a general meeting of the Society other than the Annual General Meeting;

"the Act" means The Associations Incorporation Act, 1984;

"the Regulation" means The Associations Incorporation Regulation, 1985.

(2) In these rules -

(a) a reference to a function includes a reference to a power, authority and duty; and

(b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.

(3) 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 II - MEMBERSHIP

MEMBERSHIP QUALIFICATIONS

4. (1) A person is qualified to be a member of the Society if, but only if -

(a) the person is a person referred to in section 15(1)(a), (b) or (c) of the Act and has not ceased to be a member of the Society at any time after incorporation of the Society under the Act; or

(b) the person is a natural person who -

(i) has applied for membership of the Society as provided by rule 5; and

(ii) has been approved for membership of the Society by the Committee of the Society.

(2) A person is qualified to be a junior member of the Society if they have been cast in a production of the Society, subject to clause (1).

(3) No restrictions shall be imposed on any person by virtue of religious beliefs, sex, disabilities, nationality or race.

APPLICATION FOR MEMBERSHIP

5. (1) An application of a person for membership of the Society-

(a) shall be made in writing in the form set out in Appendix 1 to these rules; and

(b) shall be lodged with the Secretary of the Society.

(2) As soon as practicable after receiving an application for membership, the Secretary shall refer the application to the Committee which shall determine whether to approve or to reject the application.

(3) Where the Committee determines to approve an application for membership, the Secretary shall, as soon as practicable, on payment by the applicant of the amount payable under these rules by a member as membership fees, enter the applicant's name in the register of members and, upon the name being so entered, the applicant becomes a member of the Society.

(4) Where the Committee determines to reject an application for membership, it shall not be required to give any reason for the rejection of an applicant.

(5) Any member may be nominated to be a life member of the Society at an Annual General Meeting, for services rendered to the Society.

CESSATION OF MEMBERSHIP

6. A person ceases to be a member of the Society if the person -

- (a) dies;
- (b) resigns that membership; or
- (c) is expelled from the Society.

MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

7. A right, privilege or obligation which a person has by reason of being a member of the Society -

- (a) is not capable of being transferred or transmitted to another person; and
- (b) terminates upon cessation of the persons membership.

RESIGNATION OF MEMBERSHIP

8. (1) A member of the Society is not entitled to resign that membership except in accordance with this rule.

(2) A member of the Society who has paid all amounts payable by the member to the Society may resign from membership of the Society by first giving notice (being not less than one (1) month or not less than such other period as the Committee may determine) in writing to the Secretary of the member's intention to resign and, upon the expiration of notice, the member ceases to be a member.

(3) Where a member of the Society ceases to be a member pursuant to clause (2), and in every other case where a member ceases to hold membership, the Secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

REGISTER OF MEMBERS

9. (1) The Treasurer of the Society shall establish and maintain a register of members of the Society specifying the name and address of each person who is a member of the Society together with the date on which the person became a member.

(2) The register of members shall be kept at the Treasurer's residence and shall be open for inspection, free of charge, by any member of the Society at any reasonable hour.

FEEs, SUBSCRIPTIONS

10. (1) A member of the Society shall, upon admission to membership, pay to the society an annual membership fee of -

(a) ^{9.15} \$5.00, if a junior member; or

(b) ^{20.00} \$10.00 if an ordinary member;

or, where some other amount is determined by the Committee, of that other amount -

(c) except as provided by paragraph (d), on or before 1st January in each calendar year; or

(d) where the member becomes a member after 1st January in any calendar year - upon becoming a member and before 1st January in the succeeding calendar year.

(2) In addition to any amount payable to the Society under clause (1), a member of the Society shall pay to the Society a production fee of -

(a) ⁷⁰⁻⁰⁰~~\$30.00~~ for musicals; or

(b) ²⁷⁻⁰⁰\$10.00 for pantomimes or plays;

or, where some other amount is determined by the Committee, of that other amount; for participation in a production of the Society.

(3) Non-payment of the above fees in the specified time shall render members unfinancial.

(4) A life member shall not be required to pay annual or production fees, and shall be entitled to freely attend any performance given by the Society.

MEMBERS' LIABILITIES

11. The liability of a member of the Society to contribute towards the payment of the debts and the liabilities of the Society or the cost, charges and expenses of the winding up of the Society is limited to the amount, if any, unpaid by the member in respect of fees due to the Society as required by rule 10.

RESOLUTION OF INTERNAL DISPUTES

12. Disputes between members (in their capacity as members) of the Society, and disputes between members and the Society, are to be referred to a Community Justice Centre for mediation in accordance with the Community Justice Centres Act, 1983.

DISCIPLINING OF MEMBERS

13. (1) Where the Committee is of the opinion, by resolution, that a member of the Society -

(a) has refused or neglected to comply with a provision or provisions of these rules; or

(b) has wilfully acted in a manner prejudicial to the interests of the Society;

shall require the member to give an explanation of their actions to the Committee.

(2) The Committee may, on hearing the members explanation under clause (1), and by resolution -

(a) expel the member from the Society;

(b) suspend the member from membership of the Society for a specified period;

notifying the member of their right of appeal as referred to in rule 14.

RIGHT OF APPEAL OF DISCIPLINED MEMBER

14. Any member who has been disciplined, by resolution, by the Committee as referred to in rule 13; has the right of appeal to the Annual General Meeting of the Society or may call an Extraordinary General Meeting of the Society, in which case upon being given notice, by the member, the Secretary shall notify all members as required by these rules.

PART III - THE COMMITTEE

POWERS OF COMMITTEE

15. The Committee shall be called the Committee of Management of the Society and, subject to the Act, the Regulation and these rules and to any resolution passed by the Society in general meeting -

(a) shall control and manage the affairs of the Society;

(b) may exercise all such functions as may be exercised by the Society other than those functions that are required by these rules to be exercised by a general meeting of members of the Society; and

(c) has the power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Society.

CONSTITUTION AND MEMBERSHIP

16. (1) Subject in the case of the first members of the Committee to section 21 of the Act, the Committee shall consist of -

(a) the Office-Bearers; and

(b) seven (7) other Committee members;

each of whom shall be elected at the Annual General Meeting of the Society pursuant to rule 17.

(2) The Office-Bearers of the Society shall be -

(a) the President;

(b) the Vice-Presidents - of Administration;

- of Production;

(c) the Treasurer;

(d) the Secretary; and

(e) the Minute Secretary.

(3) Each member of the Committee shall, subject to these rules, hold office until the conclusion of the Annual General Meeting following the date of the member's election, but is eligible for re-election.

(4) In the event of a casual vacancy occurring in the membership of the Committee, the Committee may appoint -

(a) the person who received the next greatest number of votes after the election of the Office-Bearers and seven ordinary Committee members at the Annual General Meeting for that term, any further vacancies shall be filled by the person receiving the next greatest number of votes in descending order; or

(b) if there are no additional nominees for positions on the Committee, the Committee may appoint a member of the Society to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the Annual General Meeting next following the date of appointment.

(5) A junior member can not be elected or appointed to the Committee.

(6) Only a financial ordinary, or life, member shall be eligible to be elected or appointed to the Committee.

ELECTION OF MEMBERS

17. (1) Nominations of candidates for election as Office-Bearers of the Society or as ordinary members of the Committee

(a) shall be made in writing, signed by two (2) members of the Society;

(b) shall be delivered to the Secretary of the Society not less than fourteen (14) days before the Annual General Meeting;

(c) can not be made by a junior member.

(2) A Returning Officer and two (2) Scrutineers shall be nominated and elected at the Annual General Meeting from the persons present prior to the commencement of the election of the Office-Bearers and ordinary Committee members.

(3) If insufficient nominations are received to fill all the vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.

(4) If insufficient further nominations are received, any vacant positions remaining on the Committee shall be deemed to be casual vacancies.

(5) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

(6) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.

(7) A ballot held at the Annual General Meeting of the Society shall be made by financial ordinary members and life members; who, upon signing the attendance book, shall be handed a ballot paper which will be stamped with the official seal of the Holroyd Musical and Dramatic Society Incorporated, and initialled by the Returning Officer.

(8) The Returning Officer shall cause a count to be made of the votes of those present, including proxy and postal votes; and shall announce the results to the meeting.

(9) A junior member does not have the right to vote.

(10) A financial ordinary, or life, member who is, with good reason, unable to attend the Annual General Meeting of the society, shall be entitled to a postal vote, or proxy vote, as referred to under rule 33 and rule 34 respectively.

DUTIES OF OFFICE BEARERS

18. (1) The PRESIDENT will -

(a) chair all meetings of the Society, unless the president is unwilling to chair the meeting; and

(b) impartially conduct and see to the orderly conduct and correct management of such meetings; and

(c) sign the minutes of the meetings; and

(d) have a casting vote if required.

(2) The VICE-PRESIDENT OF ADMINISTRATION will -

(a) chair and conduct meetings of the Society in the absence of the President; and

(b) have the President's powers during such occasions; and

(c) chair meetings of any administrative sub-committee formed as required by Committee.

(3) The VICE-PRESIDENT OF PRODUCTION will -

(a) chair and conduct meetings of the Society in the absence of the President and Vice-President of Administration; and

(b) have the President's powers during such occasions; and

(c) chair all meetings of any production sub-committee; and

(d) arrange for the supervision of members during rehearsals and performances to ensure orderly conduct at all times, working in close liaison with the Committee.

(4) The TREASURER will ensure that -

(a) all money due to the Society is collected and received and that all payments authorised by the Society are made; and

(b) correct books and accounts are kept showing the financial affairs of the Society including full details of all receipts and expenditure connected with the activities of the Society.

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- (5) The SECRETARY will -
- (a) deal with all correspondence in an orderly manner; and
 - (b) keep records of all incoming and outgoing correspondence of the society; and
 - (c) carry out the directions of the Committee promptly and competently.
- (6) The MINUTE SECRETARY will keep minutes -
- (a) of all appointments of Office-Bearers and members of Committee; and
 - (b) of the names of members of the Committee present at a Committee meeting or a general meeting; and
 - (c) of all proceedings at Committee meetings and general meetings; and
 - (d) and have the minutes of proceedings signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

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EXECUTIVE

19. (1) A member of the Executive shall be empowered to act on behalf of the Society on any matter that requires immediate attention and which can not conveniently be referred to the next Committee meeting.

(2) Any action taken by a member of the Executive, as referred to in clause (1), must be approved by at least one (1) other member of the Executive, which shall consist of -

- (a) the President;
- (b) the Vice-President of Administration;
- (c) the Vice-President of Production;
- (d) the Treasurer; and
- (e) the Secretary.

CASTING COMMITTEE

20. The Casting Committee will be responsible for the auditions, running of rehearsals and performances of any production of the Society and shall consist of -

- (a) the Vice-President of Production;
- (b) the Director;
- (c) the Musical Director;
- (d) the Choreographer; and
- (e) any other person required;

as approved by the Committee.

CASUAL VACANCIES

21. For the purposes of these rules, a casual vacancy in the office of a member of the Committee occurs if the member -

- (a) dies;
- (b) ceases to be a member of the Society;
- (c) becomes an insolvent under the administration within the meaning of Corporations Law;
- (d) resigns office by notice in writing given to the Secretary;
- (e) is removed from office under rule 22;
- (f) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
- (g) is absent without the consent of the Committee from three consecutive meetings of the Committee.

REMOVAL OF MEMBER

22. (1) The Society in a General Meeting may by resolution remove any member of the Committee from office 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.

(2) Where a member of the Committee, to whom a proposed resolution referred to in clause (1) relates, makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the members of the Society. The Secretary or the President may send a copy of the representations to each member of the Society or, if the representations are not 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

23. (1) The Committee shall meet at least six (6) times annually at such place and time as the Committee may determine.

(2) Oral or written notice of a meeting of the Committee shall be given by the Minutes Secretary to each Committee member at least 48 hours (or such other period as may be unanimously agreed upon by the members of Committee) before the time appointed for the holding of the meeting.

(3) The quorum at a Committee meeting shall be not less than one third (1/3) of the Committee and shall include at least two (2) members of the Executive.

(4) No business shall be transacted by the 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 stands adjourned to the same place and at the same hour of the same day in the following week.

(5) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.

DELEGATION BY COMMITTEE TO SUB-COMMITTEE

24. (1) The Committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Society as the Committee thinks fit) the exercise of such of the functions of the Committee as are specified in the instrument, other than -

(a) this power of delegation; and

(b) a function which is a duty imposed on the Committee by the Act or by any other law.

(2) A function, the exercise of which, has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.

(3) Notwithstanding any delegation under this rule, the Committee may continue to exercise any function delegated.

(4) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the Committee.

(5) The Committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.

(6) A sub-committee may meet and adjourn as it thinks proper.

VOTING AND DECISIONS

25. (1) Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined by a majority of the votes of members of the Committee or sub-committee present at the meeting.

(2) Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a casting vote.

(3) Subject to rule 23(3), the Committee may act notwithstanding any vacancy on the Committee.

(4) Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a sub-committee appointed by the Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-committee.

PART IV - GENERAL MEETINGS

ANNUAL GENERAL MEETINGS-CALLING OF AND BUSINESS AT

26. (1) The Annual General Meeting of the Society shall be held on the last Wednesday of February each year.

(2) In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be -

(a) to confirm the minutes of the last preceding Annual General Meeting and of any Extraordinary General Meeting held since that meeting;

(b) to receive from the Committee reports upon the activities of the Society during the last preceding year;

(c) to receive from the Treasurer a financial statement of the Society's finances and holdings as pursuant to section 26(6) of the Act.

(3) An Annual General Meeting shall be specified as such in the notice convening it.

EXTRAORDINARY GENERAL MEETINGS

27. (1) The Committee may, whenever it thinks fit, convene an Extraordinary General Meeting of the Society.

(2) The Committee shall, on the requisition in writing of not less than ten (10) per cent of the total number of financial ordinary and life members, convene an Extraordinary General Meeting of the Society.

(3) A requisition of members for an Extraordinary General Meeting -

(a) shall state the purpose or purposes of the meeting;

(b) shall be signed by the members making the requisitions; and

(c) shall be lodged with the Secretary.

(4) A junior member can not lodge or sign a requisition for an Extraordinary General Meeting.

NOTICE

28. (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Society, the Secretary shall, at least fourteen (14) days before the date fixed for the holding of the general meeting, send by post to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

(2) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Society, the Secretary shall, at least twenty one (21) days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in clause (1) specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.

(3) No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an Annual General Meeting, business which may be transacted pursuant to rule 26(2).

(4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary, who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

PROCEDURE

29. (1) No item of business shall 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.

(2) The quorum at a general meeting shall not be less than one third (1/3) of the total financial members (being members entitled under these rules to vote at a general meeting) and must include at least two (2) members of the Executive.

(3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall 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.

(4) 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 members entitled under these rules to vote at a general meeting) and being not less than 15) shall constitute a quorum.

MAKING OF DECISIONS

30. (1) A question arising at a general meeting of the Society shall 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 Society, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

(2) At a general meeting of the Society, a poll may be demanded by the chairperson or by not less than five (5) members present in person or by proxy at the meeting.

SPECIAL RESOLUTION

31. A resolution of the Society is a special resolution if it is passed by a majority which comprises not less than seventy-five percent (75%) of such members of the Society as, being entitled under these rules to do so, vote in person or by postal or proxy vote at a general meeting of which not less than twenty-one (21) days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules.

VOTING

32. (1) Upon any question arising at a general meeting of the Society, a member has only one vote only.

(2) All votes shall be given personally or by postal or proxy vote but no member shall hold more than five (5) proxies.

(3) Where a poll is demanded as referred to in rule 30, the following procedure shall take place. Financial ordinary and life members; who, upon signing the attendance book, shall be handed a ballot paper which will be stamped with the official seal of the Holroyd Musical and Dramatic Society Incorporated, and initialled by the chairperson of the meeting.

(4) The chairperson shall cause a count to be made of the votes of those present, including proxy and postal votes; and shall announce the results to the meeting.

(5) A member or proxy is not entitled to vote at any general meeting of the Society unless all money due and payable by the member or proxy to the Society has been paid.

(6) A junior member does not have the right to vote.

POSTAL VOTES

33. (1) Postal voting instructions and certified ballot paper shall be forwarded to an eligible financial member of the Society upon request being made of the Secretary.

(2) A postal vote must be received by the Secretary no less than twenty-four (24) hours prior to the general meeting to which it is to be referred.

(3) A postal vote shall be void if it fails to comply with the postal voting instructions, which instructions shall include a condition that a postal vote shall be returned to the Secretary in an envelope, the outside of which is clearly marked "POSTAL VOTE".

APPOINTMENT OF PROXIES

34. (1) All eligible financial and life members of the society are entitled to appoint another member as a proxy by notice given to the Secretary no later than twenty-four (24) hours before the time of the meeting in respect of which the proxy is appointed.

(2) The notice appointing the proxy shall be in the form set out in appendix 2 to these rules.

PART V - AUDITIONS

CALLING OF AUDITIONS

35. (1) The Committee may call auditions for any production, notice of which must appear in the Society's newsletter at least two (2) weeks prior to the date set for the auditions, and shall also appear in the press.

(2) The auditions shall be run by the Casting Committee.

AUDITION REQUIREMENTS

36. (1) Auditions shall be open to all financial members of the Society.

(2) Auditions shall also be open to non-members, but if a non-member is granted a role, such person must become a financial member within three (3) weeks of accepting the role or may be liable to forfeit such role.

(3) A junior member is eligible to audition, but can only participate in that production of the Society if they are cast in a role in that production by the Casting Committee.

FAILURE TO CAST

37. If the Casting Committee is unable to allocate a role during auditions, that Committee is empowered to seek a performer from outside the society and in such circumstances the Casting Committee shall be empowered to invite performers for specific purposes required by any particular production. In such circumstances the Committee may waive the requirements for the payment of any fees.

PART VI - MISCELLANEOUS

TRUSTEES

38. (1) Three Trustees shall be elected at a properly constituted general meeting.

(2) All property of whatever kind belonging to the Society shall be vested in the Trustees, and they shall have the custody of all Deeds and Documents of Title relating to the property of the Society, and shall be responsible for the same and shall deal and dispose of all the property of the Society, whether real or personal, for the time being vested in them, and the income thereof in accordance with the directions of the Committee, provided that such directions are not in violation of the trusts upon which the property is held.

(3) For the purposes of these rules, the position of a Trustee shall become vacant if the member -

(a) dies;

(b) ceases to be a member of the Society;

(c) becomes insolvent under administration within the meaning of Corporations Law;

(d) resigns Office of Trustee by notice in writing given to the Secretary;

(e) is removed from Office of Trustee by a special resolution made for that purpose;

(f) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.

INSURANCE

39. (1) The Society shall effect and maintain insurance pursuant to section 44 of the Act.

(2) In addition to the insurance required under clause (1), the Society may effect and maintain other insurance.

FUNDS - SOURCE

40. (1) The funds of the Society shall be derived from entrance fees, annual subscriptions and production fees of members, donations and, subject to any resolution passed by the Society in general meeting, such other sources as the Committee determines.

(2) All money received by the Society shall be deposited as soon as practicable and without deduction to the credit of the Society's bank account.

(3) The Society shall, as soon as practicable after receiving any money, issue an appropriate receipt.

FUNDS - MANAGEMENT

41. (1) Subject to any resolution passed by the Society in general meeting, the funds of the Society shall be used in pursuance of the objects of the Society in such manner as the Committee determines.

(2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) members of the Executive.

(3) All accounts shall be checked and authorised for payment by at least two (2) members of the Executive, and such approvals shall be recorded by the Treasurer.

ALTERATION OF OBJECTS AND CONSTITUTION

42. (1) No alteration, rescission or addition to this constitution shall be made unless notice thereof in writing is given by the proposer and seconder to the Secretary at least one (1) calendar month prior to a general meeting.

(2) The statement of objects and this constitution may be altered, rescinded or added to only by a special resolution of the Society.

SUPPLY OF COPIES OF THE CONSTITUTION

43. The Secretary shall supply a copy of the constitution and by-laws without charge, on reasonable request, to any member of the Society.

BY-LAWS

44. (1) The Committee may from time to time formulate By-Laws to govern the running of the Society and may vary and interpret such laws.

(2) The Committee shall be empowered to administer and enforce the By-Laws of the Society.

HONORARIA

45. The Committee shall be empowered to pay an honorarium as determined from time to time to any person for services rendered, in such amounts as the Committee may determine.

COMMON SEAL

46. (1) The common seal of the Society shall be kept in the custody of the Treasurer.

(2) The common seal of the Society shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signatures of two (2) members of the Committee.

CUSTODY AND INSPECTION OF BOOKS

47. (1) Except as otherwise provided by these rules, the Vice-President of Administration shall keep in his or her control all records, books and other documents relating to the Society.

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

SERVICE OF NOTICES

48. (1) For the purpose of these rules, a notice may be served by or on behalf of the Society upon any member either personally or by sending it by post to the member at the member's address shown in the register of members.

(2) Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

DISSOLUTION

49. (1) The Society shall be dissolved in the event of membership less than three (3) persons or by special resolution at an Extraordinary General Meeting of the Society convened to consider such a question.

(2) Upon a resolution being passed in accordance with clause (1), all assets and funds of the Society remaining; after satisfaction of the debts and liabilities of the Society and the costs, charges and expenses of the winding up of the Society; shall be distributed in accordance with a special resolution of the Society to an association with similar objects; charity; or other; subject to section 53 of the Act.

PUBLIC OFFICER

50. (1) A Public Officer shall be elected at a properly constituted general meeting.

(2) The Public officer must be -

(a) eighteen (18) years, or over; and

(b) a resident of this state.

(3) For the purposes of these rules, the position of Public Officer shall become vacant if the member -

- (a) dies;
- (b) ceases to be a member of the Society;
- (c) becomes insolvent under administration within the meaning of Corporations Law;
- (d) resigns Office of Public Officer by notice in writing given to the Secretary;
- (e) is removed from Office of Public Officer by a special resolution made for that purpose;
- (f) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
- (g) ceases to be a resident of this state.

CONSTITUTION
OF
THE HOLROYD MUSICAL AND DRAMATIC
SOCIETY INCORPORATED.

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BY - LAWS OF

THE HOLROYD MUSICAL AND DRAMATIC SOCIETY INC.

1. No member of the Society shall order any goods or articles in the name of the Society or enter into any contract behalf of the Society unless authorisation has first been obtained from any two (2) members of the Executive.
2. Membership of the Society shall not automatically entitle a member to take part in a production.
3. The Casting Committee may ask any member to undergo an audition at any time and if necessary re-cast a part.
4. Where any member involved in a production finds that they are unable to carry on, either with a part or with participation in a production, such member shall advise the Director at the earliest possible time.
5. A member shall be responsible for the prompt payment of rehearsal fees and all tickets issued to them, such monies must be deposited with the Treasurer at the earliest possible time, and in any case not more than fourteen (14) days after the final performance of a production in respect of which the monies were due.
6. A member to whom preferential tickets have been allocated shall return all unsold tickets to the Ticket Secretary not later than twenty-four (24) hours before the performance in respect of which such tickets were issued. Failure to do so shall render such member liable for the payment of monies due in respect of such tickets in accordance with By-Law 5 of these By-Laws.
7. The Ticket Secretary shall make a record of returned preferential tickets received.
8. A member to whom costumes, jewellery and other accessories have been issued on loan shall be responsible to the Society for the proper maintenance of such articles whilst they are under that member's control.
9. Costumes, e.t.c. issued to a member must be returned to the Wardrobe Officer immediately after the final performance of the production in respect of which they were issued.
10. Failure to comply with the provisions of By-Laws 8 and 9 of these By-Laws may render the member concerned liable for payment of compensation in respect of the unreturned articles.
11. No member shall consume intoxicating liquor at rehearsals or in the backstage and dressing room areas during performances.
12. No member shall smoke in the rehearsal hall or in the backstage or dressing room area during performances.
13. No member shall, during rehearsals or performances, resort to the use of any profane or indecent language or engage in any behaviour likely to cause annoyance or injury to any person.
14. No photographs to be taken during a performance.
15. No visitors allowed backstage at anytime before, during and after a performance.