



Clifton School of Arts Inc.

OPERATING RULES FOR MEMBERS

(Please Note: This document is a guideline only and should be read in conjunction with the Associations Incorporations Act 2009 and the Clifton School of Arts Inc. Constitution and Rules of Association as amended and registered with Fair Trading on 11 November 2013.)

A. OBJECTIVE:

Members are committed to maintaining the Clifton School of Arts (CSA) as an historical link to the local community.

B STRATEGY:

Members are focused on continuing public access to the Clifton School of Arts through hire of its rooms and property at a reasonable rate in order to raise funds to fulfill their purpose.

All members work on a voluntary basis and all money raised through fundraising, CSA hire and donations, goes to the ongoing repairs and maintenance of the local heritage building and its surrounding property at 338 Lawrence Hargrave Drive, Clifton. NSW 2515.

C VISION:

Members are dedicated to establishing the Clifton School of Arts as a tourist destination for the area, by encouraging exhibitions of interest to the public, creating access to the historical memorabilia held in the CSA and have plans to extend the property in order to fulfill our vision of a larger area to offer to the public which is in keeping with the historical aspect of the existing building.

D. MEMBERSHIP (Clauses 2 to 12)

1. Any person who is in sympathy with the objectives, strategies and aims of the CSA shall be eligible for membership.
2. Persons seeking membership of CSA must
 - complete an Application for Membership of Association form
 - be nominated on this form by a current member of CSA
 - have their application approved by the CSA Committee
 - pay the required annual subscription fee prior to the AGM
3. All members agree to be bound by the rules of the Clifton School of Arts Inc.
4. CSA membership subscriptions fall due at the end of each financial year (30th June) and must be paid before the Annual General Meeting (AGM).
5. Members must attend at least two (2) meetings, either committee or general in order to vote and/or appoint a proxy vote at the AGM.

6. Members of CSA are responsible for notifying the CSA secretary of any changes in address or contact details.
7. The CSA committee may terminate a member's membership if the member—
 - (a) is convicted of an indictable offence; or
 - (b) does not comply with any of the provisions of these rules; or
 - (c) has membership fees in arrears for at least 2 months; or
 - (d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the association.

E. COMMITTEE (Clauses 13 to 20)

The Management Committee of the CSA is to consist of the following **seven members**, each of whom is to be elected at the AGM;

- **four** office bearers (President, Vice-President, Secretary & Treasurer) and
- **three** ordinary members

All Office Bearers and Ordinary members are required to be financial members of CSA in order to hold office and to vote.

The maximum election term for Office Bearers shall be one (1) year, after which they will be eligible for re-election with other nominations from the CSA membership.

F. Duties of Committee members

The duties of Committee members, procedures for meetings, including AGM, extraordinary meetings and information regarding voting, proxy votes etc are outlined in CSA's Constitution and Rules of Association and a copy of same is available, on loan, to CSA members and the public.

A copy of the Constitution will in future be provided to newly elected Committee members after their election at the AGM.

G. MEETINGS

1. **Annual General Meetings** (Clauses 23 & 24) – for the election of committee members and for the receipt of committee reports on the activities of CSA during the last financial year.
2. **General Meetings** (Clauses 26 to 30 and 32 to 33) – Open to all financial members and requires a quorum of at least 5 members in attendance. The purpose of General Meetings is to make arrangements for the normal business operations of the CSA, to review financial reports and to plan future activities and any other business affecting CSA.
3. **Committee meetings** (Clause 20)– for Committee members only and must be attended by a quorum of at least three Committee members. Committee meetings may be called from time to time to address urgent and/or confidential matters regarding CSA. The Committee must meet separately at least 3 times every 12 months. A quorum of at least three Committee members must attend. Committee meetings may be called by any Committee member. The Secretary must specify the general nature of the business to be transacted in the Committee meeting notice.

4. **Planning Groups** (Clause 21) Planning groups have been used by CSA for the planning and organisation of events/activities organized by CSA. The Planning Group should be created in a way consistent with the Constitution Clause 21 "Delegation by Committee to Sub-Committee"

The Committee will delegate members to form a Planning Group to undertake a function specified in writing by the Committee. This will detail matters including the function, scope, duration and requirements regarding expenditure for the project. The Planning Group cannot undertake functions or make decisions outside the scope specified by the Committee. At any time the Committee can override an action/decision of the Planning Group or terminate the delegation to the Planning Group.

The Committee is responsible for the decisions and actions of the Planning Group.

5. **Planning meetings** – specifically for the planning of CSA events and other activities. These meetings can consist of members delegated by the Committee. The Committee will provide the delegates for the planning meeting with guidelines regarding the scope and allowable expenditure of the project. Members are not authorized to make decisions outside of these guidelines.
6. **Special General Meetings and Special Resolutions.** Members should consult the Constitution to gain an understanding of when and how Special general meetings (Clause 25) and Special Resolutions (Clause 26.2 and 31) are called.

H. FINANCIAL MANAGEMENT

1. All monies received in the name of Clifton School of Arts must be deposited, without deduction, into the CSA's account (Clause 35)
2. The Treasurer is responsible for keeping accurate financial records of CSA and that moneys due to and payable by the CSA are collected and paid as appropriate (Clause 17)
3. Four (4) Office Bearers must be registered as signatories to the bank account/s with any two (2) of these Office Bearers **only** to authorise payments and/or transfers as specified by the relevant financial institution.
4. All usernames and passwords pertaining to operation of the CSA bank account/s shall be kept strictly confidential at all times.
5. All expenditure and reimbursements must be given prior approval by the Committee. The Treasurer must be provided with receipts for all expenditure of CSA funds. No reimbursement can be paid to members without Committee approval & the submission of receipts for expenditure.

I. PROJECT/EVENT MANAGEMENT

1. Members wishing to undertake an activity for CSA must submit a proposal for the project (in writing or verbally at a general meeting) outlining details including nature of the event, task list, rosters etc and a budget outlining anticipated income and expenditure.

2. The project/event proposal must be approved by the Committee prior to commencement.

Documents to be attached to these guidelines are:

- CSA Inc. Constitution and Rules of Association
- Code of Conduct Policy
- Conflict of Interest Form
- Membership Form
- Pamphlet introducing Clifton School of Arts which includes the history of building and information regarding CSA activities.