

CONSTITUTION  
of the  
CROWS NEST DISTRICT  
MEN'S SHED  
INCORPORATED

CONTENTS

Part 1 - Preliminary	Page 3
➤ Name	
➤ Objects	
➤ Not for Profit	
➤ Definitions	
Part 2 - Membership	Page 4
➤ Membership qualifications	
➤ Classes of Membership	
➤ Nomination for membership	
➤ Cessation of membership	
➤ Membership entitlements not transferable	
➤ Resignation of membership	
➤ Register of members	
➤ Fees and subscriptions	
➤ Members' liabilities	
➤ Resolution of internal disputes	
➤ Disciplining of members	

- Right of appeal of disciplined member

### Part 3 - The Executive Committee Page 8

- Powers of the Executive Committee
- Constitution and membership
- Election of Board members
- Secretary
- Treasurer
- Casual vacancies
- Removal of member
- Meetings and quorum
- Appointment of Sub-Committees
- Voting and decisions

### Part 4 - General meetings Page 12

- Annual General Meetings – holding of
- Annual General Meetings – calling of and business at
- Special General Meetings – calling of
- Notice
- Procedure
- Presiding member
- Adjournment
- Making of decisions
- Special resolution
- Voting
- Appointment of proxies

### Part 5 - Miscellaneous Page 16

- Insurance
- Funds – source
- Funds – management
- Alteration of objects and rules
- Common seal
- Custody of books
- Inspection of books
- Service of notices

### Appendices Page 20

- Application for membership of Crows Nest District Men's Shed
- Form of appointment of proxy

## Part 1 - Preliminary

### Name

- 1) The Association shall be known as Crows Nest District Men's Shed Incorporated. (an Incorporated Association)

### Objects

- 2) The objects of the Shed are to advance the health and well-being of our members by providing a safe and happy environment where skilled and unskilled men can, in the company of other men,
  - (a) pursue hobbies, pastimes and interests
  - (b) learn new skills, practice and pass on old skills
  - (c) learn about their own health and well-being
  - (d) receive information, education and training on health and wellbeing issues such as first aid training, men's health checks, seminars and guest speakers
  - (e) improve the health and wellbeing of members and reduce the number of men who are at risk from preventable health issues that may emanate from isolation
  - (f) by their efforts, contribute to their families, their friends, the Men's Shed and their community

### Not for Profit

- 3) The Men's Shed is a not-for-profit Association and accordingly:
  - (a) The assets and income of the Men's Shed 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 Men's Shed except as bona fide compensation for services rendered or expenses incurred on behalf of the organization and
  - (b) In the event of The Shed being wound up, the funds and resources of the Men's Shed will be used first to pay all outstanding debts. No member of the Men's Shed shall take possession of any of the assets of The Shed. Any funds received with Deductible Gift Recipient (DGR) status and not acquitted must be clearly identified and only dispersed to organisations with DGR endorsement. All remaining assets of the Men's shed will be donated to other Men's Sheds. The Men's Shed to receive the surplus assets will be determined by The Crows Nest Men's Shed Inc.

### Definitions

- 4) In these rules:
  - (a) The Men's Shed means The Crows Nest District Mens Shed Inc.

- (b) Commissioner means the Commissioner of the Office of Fair Trading.
  - (c) Committee Member means a member of the Executive Committee
  - (d) Secretary means: (a) the person holding office under these rules as Secretary of the Men's Shed, or (b) if no such person holds that office – the Public Officer of the Men's Shed.
  - (e) Special General Meeting means a General Meeting of the Men's Shed other than an Annual General Meeting.
  - (f) the Act means the Associations Incorporation Act 1984.
  - (g) the Regulation means the Associations Incorporation Regulation 1999.
- 5) 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, if the function is a duty, a reference to the performance of the duty.
- 6) 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

### Membership qualifications

- 7) Membership of the Men's Shed is open to individual men 18 years or over, who are interested in men's issues in our community and who support The Men's Shed objects as set out in Rule 2.
- 8) Applicants must make application on the correct form for membership of the Men's Shed as provided by Rule (13) in order to become a member of the Mens Shed.

### Classes of Membership

- 9) Individual Membership – not limited and open to men a) 18 years or over or b) individuals between the ages of 14 years and 18 years (to be known as Junior Members). Junior members are to be accompanied by a responsible adult at all times. Only financial individual members shall have voting rights and be eligible to hold office.
- 10) Life Membership – The Men's Shed may grant, by Special Resolution, Life membership to a member in recognition of long and outstanding service to the Shed and the

Crows Nest community. This class of membership is not limited.

### Nomination for membership

- 11) An application for membership of the Men's Shed is to be made by the applicant in writing in the form set out in Appendix 1 to these rules.
- 12) The application must be lodged with the Secretary of the Men's Shed
- 13) As soon as practicable after submission the Secretary must:
  - (a) notify the nominee, in writing, of the acceptance, and
  - (b) 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 entrance fee and annual subscription
- 14) The Secretary must, on payment by the nominee of the amounts referred to in Rule (13b) within the period referred to in that provision, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the Men's Shed.

### Cessation of membership

- 15) A person ceases to be a member of the Men's Shed if the person:
  - (a) dies, or
  - (b) resigns membership, or
  - (c) does not pay any monies due to the Men's Shed 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 Men's Shed.

### Membership entitlements not transferable

- 16) A right, privilege or obligation which a person has by reason of being a member of the Men's Shed:
  - (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.

## Resignation of membership

- 17) A member of the Men's Shed is not entitled to resign that membership except in accordance with this rule.
- 18) A member of the Men's Shed who has paid all amounts payable by the member to the Men's Shed in respect of the member's membership may resign from membership of the Men's Shed by first giving to the Secretary written notice of at least one month (or such other period as the 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.
- 19) If a member of the Men's Shed ceases to be a member under Rule 18) 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.

## Register of members

- 20) The Secretary of the Men's Shed must establish and maintain a register of members of the Men's Shed specifying:
  - (a) the name and address of each member of the Men's Shed,
  - (b) their email address,
  - (c) the name and address of the nominated representative of a corporate member who may vote and receive notices on behalf of that member and
  - (d) the date on which the person became a member.
- 21) The register of members may be kept in electronic form.
- 22) The register of members must be kept at the principal place of administration of the Men's Shed and must be open for inspection, free of charge, by any member of the Shed at any reasonable hour.
- 23) A member of the Men's Shed 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 Committee, that other amount.

## Fees and subscriptions

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

## Members' liabilities

- 27) The liability of a member of the Men's Shed to contribute towards the payment of the debts and liabilities of the Shed or the costs, charges and expenses of the winding up of the Shed is limited to the amount, if any, unpaid by the member in respect of membership of the Men's Shed as required by Rules (24), (25) and (26).

## Resolution of internal disputes

- 28) Disputes between members (in their capacity as members) of the Men's Shed, and disputes between members and the Men's Shed, are to be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.
- 29) 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.

## Disciplining of members

- 30) A complaint may be made to the Executive Committee by any member that a member of the Men's Shed:
- (a) has persistently refused or neglected to comply with a provision or provisions of these rules, or
  - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the Men's Shed.
- 31) On receiving such a complaint, the Executive Committee:
- (a) must cause notice of the complaint to be served on the member concerned; and
  - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the Executive Committee in connection with the complaint, and
  - (c) must take into consideration any submissions made by the member in connection with the complaint.
- 32) The Executive Committee may, by resolution, expel the member from the Men's Shed or suspend the member from membership of the Men's Shed 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.
- 33) If the Executive 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 Committee for having taken that action and of the member's right of appeal under Rules 35) to 39).
- 34) The expulsion or suspension does not take effect:
- (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or

- (b) if within that period the member exercises the right of appeal, unless and until the Men's Shed confirms the resolution under Rule 39), whichever is the later.

### Right of appeal of disciplined member

- 35) A member may appeal to the Men's Shed in General Meeting against a resolution of the Committee under Rule (34), within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- 36) 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.
- 37) On receipt of a notice from a member under Rule (37) the Secretary must notify the Committee which is to convene a general meeting of the Men's Shed to be held within 28 days after the date on which the Secretary received the notice.
- 38) At a general meeting of the Men's Shed convened under Rule (39):
  - (a) no business other than the question of the appeal is to be transacted, and
  - (b) the Committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
  - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 39) If at the general meeting the Shed passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

## Part 3 - The Executive Committee

### Powers of the Executive Committee

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



## Constitution and membership

- 41) The Executive Committee is to consist of 5 members including:
  - (a) the President
  - (b) the vice-President
  - (c) the Treasurer,
  - (d) the Secretary and
  - (e) the Men's Representative
- 42) The officers of the Men's Shed are: the President, the vice-President, the Treasurer and the Secretary.
- 43) To qualify as the Men's Representative on the Committee a person shall:
  - (a) be concerned with or actively involved in men's issues
  - (b) have the confidence of other members of the Shed to represent their interests to the Executive Committee.
- 44) The normal term of office of a Committee member is from the date of election to the close of the first annual General meeting after that election but is eligible for re-election, except as provided in Rule 48
- 45) In the event of a casual vacancy occurring in the membership of the Executive Committee, the Committee may appoint a member of the Men's Shed 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.

## Election of Committee members

- 46) Nominations of candidates for election as members of the Executive Committee:
  - (a) must be made in writing, signed by 2 members of the Men's Shed and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
  - (b) must be delivered to the Secretary of the Men's Shed prior to the commencement of the annual general meeting at which the election is to take place.
- 47) If insufficient nominations are received to fill all vacancies on the Executive Committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- 48) If insufficient further nominations are received, any vacant positions remaining on the Executive Committee are taken to be casual vacancies.
- 49) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- 50) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.

- 51) 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 Executive Committee may direct.

### Secretary

- 52) The Secretary of the Men's Shed must, as soon as practicable after being appointed as Secretary, lodge notice with the Men's Shed of his or her address and contact details.
- 53) It is the duty of the Secretary to ensure that proper minutes are kept of:
- (a) all appointments of office-bearers and members of the Executive Committee,
  - (b) the names of members of the Executive Committee present at a Committee meeting or a general meeting, and
  - (c) all proceedings at Committee meetings and general meetings.
- 54) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the Chairperson of the next succeeding meeting.

### Treasurer

- 55) It is the duty of the Treasurer of the Men's Shed to ensure:
- (a) that all money due to the Men's Shed is collected and received and that all payments authorised by the Men's Shed are made, and
  - (b) that correct books and accounts are kept showing the financial affairs of the Men's Shed, including full details of all receipts and expenditure connected with the activities of the Men's Shed.

### Casual vacancies

- 56) For the purposes of these rules, a casual vacancy in the Committee occurs if the Committee member:
- (a) dies, or
  - (b) ceases to be a member of the Men's Shed, 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 rule 60), or
  - (f) becomes incapacitated, or
  - (g) is absent without the consent of the Executive Committee from all meetings of the Committee held during a period of 3 months.

### Removal of Committee Member

- 57) The Men's Shed in general meeting may by resolution remove any Committee member from the Executive 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.
- 58) If the Committee member to whom a proposed resolution referred to in Rule (57) 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 Men's Shed, the Secretary or the President may send a copy of the representations to each member of the Men's Shed 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.

### Meetings procedure and quorum

- 59) Any 3 members of the Board of Management constitute a quorum for the transaction of the business of a meeting of the Committee.
- 60) No business is to be transacted by the Executive 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.
- 61) 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.
- 62) At a meeting of the Executive committee:
- (a) the President or, in the President's absence, the vice-President is to preside, or
  - (b) 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.
  - (c) The secretary must keep full and accurate minutes of all proceedings at each Executive Committee meeting. The Minutes of each meeting must be signed by the chairperson of that meeting or the chairperson of the next Executive Committee meeting, verifying the accuracy.

### Appointment of Sub-Committees

- 63) The Executive 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 Men's Shed as the Executive Committee thinks fit) to advise the Executive Committee on various matters including:
- (a) Operations

(b) Membership

(c) Finance

- 64) The Executive Committee may, by resolution, revoke wholly or in part any appointment under Rule (66).
- 65) 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.

### Voting and decisions

- 66) Questions arising at a meeting of the Executive Committee or of any sub-committee appointed by the Executive Committee are to be determined by a majority of the votes of members of the Executive Committee or sub-committee present at the meeting.
- 67) A Board member who has a conflict of interest in any matter before the Executive committee must disclose that interest and must abstain from any discussion or vote on that matter.
- 68) Each member present at a meeting of the Executive Committee or of any sub-committee appointed by the Executive 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.
- 69) Subject to Rule (62), the Executive Committee may act despite any vacancy on the Executive Committee.
- 70) Any act or thing done or suffered, or purporting to have been done or suffered, by the Executive Committee or by a subcommittee appointed by the Executive Committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Executive Committee or sub-committee.

## Part 4 - General meetings

### Annual General Meetings – holding of

- 71) With the exception of the first Annual General Meeting of the Men's Shed, the Men's Shed must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the Men's Shed, convene an Annual General Meeting of its members.
- 72) The Men's Shed must hold its first Annual General Meeting:
  - (a) within the period of 18 months after its incorporation under the Act, and
  - (b) within the period of 6 months after the expiration of the first financial year of the Shed.
- 73) Rules (74) and 75) have effect subject to any extension or permission granted by the Commissioner under section 26(3) of the Act.

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

- 74) The Annual General Meeting of the Men's Shed is, subject to the Act and to Rules (74) to (76), to be convened on such date and at such place and time as the Executive Committee thinks fit.
- 75) 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:
  - (a) to confirm the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting,
  - (b) to receive from the Executive Committee reports on the activities of the Men's Shed during the last preceding financial year,
  - (c) to elect members of the Executive Committee,
  - (d) to receive and consider the statement which is required to be submitted to members under section 26(6) of the Act.
- 76) An Annual General Meeting must be specified as such in the notice convening it.

### Special General Meetings – calling of

- 77) The Executive Committee may, whenever it thinks fit, convene a Special General Meeting of the Shed.
- 78) The Executive Committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a Special General Meeting of the Shed.
- 79) A requisition of members for a Special General Meeting:
  - (a) must state the purpose or purposes of the meeting, and
  - (b) must be signed by the members making the requisition, and
  - (c) must be lodged with the Secretary, and

- (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 80) If the Executive 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.
- 81) A Special General Meeting convened by a member or members as referred to in Rule 83) must be convened as nearly as is practicable in the same manner as general meetings are convened by the Executive Committee and any member who consequently incurs reasonable expenses is entitled to be reimbursed by the Men's Shed for any expense so incurred.

## Notice

- 82) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Men's Shed, 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.
- 83) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Men's Shed, 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 Rule (85), the intention to propose the resolution as a special resolution.
- 84) 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.
- 85) Notice may be sent by email to the email address of the member which is recorded in the register of members.

## Procedure

- 86) 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.
- 87) Five 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.

- 88) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
- (a) if convened on the requisition of members, is to be dissolved, and
  - (b) 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.
  - (c) 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 3) is to constitute a quorum.
  - (d) The secretary must keep full and accurate minutes of all proceedings at each general meeting. The Minutes of each meeting must be signed by the chairperson of that meeting or the chairperson of the next general meeting, verifying the accuracy.

#### Presiding member

- 89) The President or, in the President's absence, the Vice-President, is to preside as Chairperson at each general meeting of the Men's Shed.
- 90) 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.

#### Adjournment

- 91) 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.
- 92) 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 Men's Shed stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 93) Except as provided in Rule (95), 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.

#### Making of decisions

- 94) A question arising at a general meeting of the Men's Shed 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 Shed, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

- 95) At a general meeting of the Men's Shed, a poll may be demanded by the Chairperson or by at least 3 members present in person or by proxy at the meeting.
- 96) If a poll is demanded at a general meeting, the poll must be taken;
  - (a) 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
  - (b) 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.

### Special Resolution

- 97) A resolution of the Men's Shed is a Special Resolution:
  - (a) if it is passed by a majority which comprises at least three-quarters of such members of the Men's Shed 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.

### Voting

- 98) On any question arising at a general meeting of the Men's Shed a member has one vote only.
- 99) All votes must be given personally or by proxy but no member may hold more than 5 proxies.
- 100) 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.
- 101) A member or a proxy is not entitled to vote at any general meeting of the Men's Shed unless all money due and payable by the member or proxy to the Shed has been paid, other than the amount of the annual subscription payable in respect of the then current year.



## Appointment of proxies

- 102) 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.
- 103) The notice appointing the proxy is to be in the form set out in Appendix 2 to these rules.

## Part 5 - Miscellaneous

### Insurance

- 104) The Men's Shed may effect and maintain such insurances as are determined by the Executive Committee

### Funds – source

- 105) The funds of the Men's Shed are to be derived from entrance fees and annual subscriptions of members, donations, grants, sponsorships and, subject to any resolution passed by the Men's Shed in general meeting, such other sources as the Executive Committee determines.
- 106) Sponsorships are open to organizations by invitation of The Shed and who desire to sponsor The Shed or its activities, through financial or in kind support. Sponsors will be recognized by The Shed in the form of advertising or other means as determined.
- 107) All money received by the Men's Shed must be deposited as soon as practicable and without deduction to the credit of the Men's Shed bank account.
- 108) The Men's Shed must, as soon as practicable after receiving any money, issue an appropriate receipt if a receipt is requested.
- 109) All donations received by the Men's Shed as a Tax Deductible Gift under the DGR rules, must be recorded in a register and remain identifiable. 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:
- gifts of money or property for the principal purpose of the organisation;
  - contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation;
  - money received by the organisation because of such gifts and contributions.

## Funds – management

- 110) Subject to any resolution passed by the Shed in general meeting, the funds of the Men's Shed are to be used in pursuance of the objects of the Men's Shed in such manner as the Executive Committee determines.
- 111) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the Executive Committee or employees of the Men's Shed, being members or employees authorised to do so by the Executive Committee.

## Alteration of objects and rules

- 112) These rules may be altered, rescinded or added to only by a special resolution of the Men's Shed.

## Common Seal

- 113) The common seal of the Men's Shed must be kept in the custody of the public officer.
- 114) The Common Seal must not be affixed to any instrument except by the authority of the Executive Committee and the affixing of the Common Seal must be attested by the signatures either of 2 members of the Executive Committee or of 1 member of the Executive committee and of the Secretary.

## Custody of books

- 115) Except as otherwise provided by these rules, the Secretary must keep in his or her custody or under his or her control all records, books and other documents relating to the Men's Shed.

## Inspection of books

- 116) The records, minute books and other documents of the Men's Shed must be open to inspection, free of charge, by a member of the Men's Shed at any reasonable hour.

## Service of notices

- 117) For the purpose of these rules, a notice may be served on or given to a person:
- (a) by delivering it to the person personally, or
  - (b) by sending it by pre-paid post to the address of the person, or
  - (c) by sending it by facsimile transmission or email to an address specified by the person for giving or serving the notice.

- 118) for the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
- (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
  - (b) in the case of a notice sent by pre-paid post, two working days after posting, and
  - (c) in the case of a notice sent by facsimile transmission or email, 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.

### Financial Year

- 122) The end date of the Associations financial year is the 30<sup>th</sup> June each year

Appendix 1

THE CROWS NEST MENS SHED INC.  
APPLICATION FOR MEMBERSHIP

I,

.....

.

(full name of applicant)

of

.....

.

(address)

and

.....

(postal address if different)

hereby apply to become an individual member of The Crows Nest Men's Shed Inc.

In the event of my admission as a member, I agree to accept and abide by the Constitution and Bylaws of the Crows Nest Men's Shed Inc.

.....

.....

Signature of applicant

Date

Email address ..... Phone No.....

Date of Birth..... Medical issues (if any).....

Areas of Interest.....

Seconded by.....(print name) Signature.....

Date.....

**Official Use Only:**

Subscription \$30 paid: Y / N

Receipt No. .... Membership No. ....

Appendix 2

THE CROWS NEST MENS SHED Incorporated

FORM OF APPOINTMENT OF PROXY

I,

.....

.

(full name)

of

.....

.

(address)

being a member of the Shed hereby appoint

.....

....

(full name of proxy)

being a member of the Men's Shed, as my proxy to vote for me on my behalf at the Annual General / Special General Meeting of the Men's Shed to be held on the .....day of.....and at any adjournment of that meeting.

\* My proxy is authorised to vote in favour of/against (delete as appropriate) the following resolution(insert details):.....

\* to be inserted if desired.

.....

.....

Signature of member appointing proxy

Date

NOTE: A proxy vote may not be given to a person who is not a member of the Men's Shed

BYLAWS  
of the  
Crows Nest District  
MEN'S SHED  
INCORPORATED

**BYLAWS**

- 1) The Annual Subscription for individual membership to the Crows Nest District Men's Shed Incorporated is to be determined at each Annual General Meeting
- 2) The Executive Committee will at the AGM each year appoint a qualified auditor subject to the requirements of the Incorporations Act.
- 3) Tools and equipment the property of The Men's Shed must not leave the premises. Under special circumstances approval may be given by the Executive Committee.
- 4) Donated equipment will only be sorted at the Men's Shed premises and the Executive Committee will have sole discretion as to disposal of any surplus equipment.
- 5) Any public or media representation on behalf of The Men's Shed needs to be referred to the Executive Committee for prior approval.
- 6) Non-committee positions including but not limited to Health & Safety Officer, Equipment Officer, Grants Officer or Publicity Officer may be created and appointed by the Executive Committee or special resolution as the need

arises.

- 7) The Shed shall have a General Meeting once a month on the first Monday of the month. In the case of a public holiday it shall be held on the following Monday.