



## Constitution

### Ellenbrook Community Youth Performance Group Inc Constitution 2003

#### 1. Name of Association.

1.1. The name of the association shall be Ellenbrook Community Youth Corporate Group (Inc) hereafter referred to as the ECYPG

#### 2. Objects of Association.

The objects of the association: -

2.1. To provide all children the chance to learn song and dance.

2.2. To give the opportunity of performing in front of a live audience.

2.3. To encourage interaction between the youth and senior citizens in the community.

2.4. To encourage fitness using aerobic exercise

2.5. The property and income of the association shall be applied solely towards the promotion of the objects of the Association and no part of that property or income may be paid or otherwise distributed to members except in good faith in the promotion of those objects

#### 3. Powers of the association.

The association shall have the following powers and shall be trustees of the ECYPG

3.1. To acquire, hold, deal with and dispose of any real or personal property for the purpose of advancing the objects of the association

3.2. Open and operate bank accounts

3.3. Invest its money in any manner authorised by the rules of the association

3.4. Appoint agents to transact any business of the association on its behalf, and

3.5. Enter into contracts it considers necessary or desirable

3.6. To raise money for the purpose of carrying out the affairs of the association and in any of the following ways

3.6.1. Public functions and entertainment

3.6.2. Fundraising

3.6.3. Sponsorship by business enterprises

3.7. To make and collect levies from members in accordance with the resolution passed at a meeting of the ECYPG committee of management.

#### 4. Members

4.1. Membership of the ECYPG shall consist of,

4.1.1. Children between the ages of 3 and 17 years of age

4.1.2. Parents or guardians of the children

4.2. Any persons under the age of 18 years may become a member, however, such persons shall have no voting rights nor be entitled to hold any office.

4.3. Membership shall be for the period 1<sup>st</sup> of January till the 31<sup>st</sup> of December

#### 5. Register of members of the association

5.1. Keep and maintain

5.1.1. Members' names and addresses

5.1.2. Officers and officials names and positions held

#### 6. Fees

- 6.1. A class shall be levied on all performing members of the ECYPG and set down by the committee
7. Committee of management
  - 7.1. The affairs of the association shall be managed by a committee of management consisting of
    - 7.1.1. Executive committee,
      - 7.1.1.1. Chairperson
      - 7.1.1.2. Secretary
      - 7.1.1.3. Treasurer
      - 7.1.1.4. Purchasing officer
      - 7.1.1.5. Financial advisor/coordinator
    - 7.1.2. Full committee
      - 7.1.2.1. Executive committee
      - 7.1.2.2. Parents or guardians of the children,
      - 7.1.2.3. Older members of the dance classes
8. Election of officers

Officer of the ECYPG shall be elected at an annual general meeting and the election shall be by pole. No absentee or proxy votes shall be accepted

  - 8.1. Should nominations equal the number of vacancies the person nominates shall be deemed elected
  - 8.2. Should insufficient nominations be received at the annual general meeting for the number of vacancies, the association shall appoint a member to fill each position still remaining vacant
  - 8.3. Should a vacancy occur within the committee that position shall be filled by a member appointed by the remaining members of the committee and any such member so appointed shall remain in office until the next annual general meeting
9. Term of office
  - 9.1. Newly elected officers shall take office immediately after the annual general meeting at which they were elected
  - 9.2. Such officers shall continue in office until the end of the next annual general meeting
  - 9.3. All officers shall be eligible for re-election
10. Meeting of the association
  - 10.1. The annual general meeting is to be held in march of each year.

Business to be conducted shall include

    - 10.1.1. The tabling of the annual report
    - 10.1.2. Election of office bearers
    - 10.1.3. Dealing with any other matters pertaining to events and expectations of the coming year
  - 10.2. Executive meetings shall be held as and when required and may consider monetary decisions not exceeding \$500
  - 10.3. Full committee meeting, shall be held as and when required and may consider monetary decisions not exceeding \$1000
  - 10.4. General meetings may be held once in each calendar month as required
  - 10.5. Special General meetings may be convened prior to performance and special events
    - 10.5.1. Items for discussions shall be limited to all such matters relating to the calling of such meetings
    - 10.5.2. Notification of Special General meetings shall be given to all members at least six (6) days prior to the meeting when possible
11. Quorum

- 11.1. A quorum for an executive meeting shall consist of three (3) members, one (1) of whom must be the chairperson
- 11.2. A quorum for a full committee meeting shall consist of at least seven (7) members two (2) of whom must be members of the executive committee
- 11.3. A quorum for an annual general meeting shall consist of at least ten (10) members of which four (4) must be members of the executive committee
- 11.4. A quorum at any general meeting shall consist of five (5) members, two (2) of whom must be office bearers
- 11.5. A quorum at any special meeting shall consist of five (5) members, two (2) of whom must be members of the executive committee
12. Conduct
  - 12.1. The full committee shall have the power to suspend or expel any member whose conduct is deemed to be detrimental to the group
13. Alteration of the constitution
  - 13.1. No alteration shall be made to these rules other than by notice of a motion in writing and lodged with the secretary. Notice shall be given to all members not less than seven (7) days prior to a meeting called for the purpose of the motion. All alteration must be approved by seventy five percents (75%) of the members present
14. Duties of office bearers
  - 14.1. The chairperson shall,
    - 14.1.1. Preside at all general and committee meetings of the group
    - 14.1.2. Maintain the impartiality of the chair
    - 14.1.3. Conform to the rules of meeting procedure and,
    - 14.1.4. Maintain order throughout the meeting
  - 14.2. The secretary shall,
    - 14.2.1. Coordinate the correspondence of the association
    - 14.2.2. Cause accurate minutes of all proceedings at all general and committee meetings to be taken and the entered into the minute book, kept for that purpose, within thirty (30) days after holding each meeting
    - 14.2.3. When the minutes have been entered and signed as correct they are held as evidence that
      - 14.2.3.1. The general or committee meeting was held
      - 14.2.3.2. All proceedings recorded did in fact take place
      - 14.2.3.3. All appointments or elections made at said meeting have validly made
      - 14.2.3.4. Have custody of all the books, documents and records of the Associations.
      - 14.2.3.5. Perform the clerical work of the association and carry out all directions given at such meetings.
      - 14.2.3.6. Ensure that a copy of the association constitution is available to all members upon request.
      - 14.2.3.7. Hold the common seal and keep an up to date record of its use.
  - 14.3. The Treasurer shall,
    - 14.3.1. Be responsible for the receipt of all monies paid to, received by or on behalf of the association and shall issue receipts for those monies in the name of the association.
    - 14.3.2. Pay all monies referred to in subclass 14.3.1 into such account or accounts of the association as the committee may direct.
    - 14.3.3. Make payments from the funds of the association with the authority of a General Meeting or committee and in doing so ensure that all cheques are signed by two of the authorised signatories.

- 14.3.4. Shall keep such accounting records which correctly record and explain the financial transactions and the financial position of the Association,
  - 14.3.5. Keep the accounting records in such a manner as will enable true and fair accounts of the Association to be prepared from time to time.
  - 14.3.6. Shall present a full financial statement at each General Meeting, and
  - 14.3.7. Shall submit to the members at the Annual General meeting the accounts of the Association showing the financial position at the end of the year.
15. Common seal
- 15.1. The Association shall have a common seal on which its corporate name shall appear in legible characters.
  - 15.2. The common seal of the Association shall not be used without the expressed authority of the committee and every use of that common seal shall be recorded in the minute book.
  - 15.3. The affixing of the common seal shall be witnessed by any two (2) of, the chairperson, the secretary or the treasurer.
  - 15.4. The common seal of the Association shall be kept in the custody of the secretary or other such person as the committee from time to time decides.
16. Inspection of records
- 16.1. A member may at any reasonable time inspect without charge the books, documents, records and securities of the Association.
17. Non-profit making
- 17.1. The income and property of the association shall be applied solely towards the promotion of its objectives as set out in this constitution, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise to its members. Provided that, nothing herein shall prevent the payment or reimbursement in good faith to any officer or student of the association for services actively rendered to the Association.
18. Dissolution of the association.
- The association may at any time, with the consent of 75% of the members at a special general meeting called for that purpose, be dissolved,
- 18.1. If upon the dissolution or winding up of the association, there remains after the satisfaction of all debts and liabilities of the Association and the cost, charges and expenses of that winding up shall not be paid or distributed amongst the members or former members but shall be given or transferred,
    - 18.1.1. To another incorporated association having objects similar to the association.
    - 18.1.2. For charitable purposes.