

SYDNEY FEMME GUILD CONSTITUTION

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PART I – PRELIMINARY

1. NAME

The name of the Association shall be Sydney Femme Guild Incorporated (known in these rules as “Femme Guild”).

2. DEFINITIONS

(a) In this constitution, unless the contrary intention appears:

“Associate Member” means a financial member of the Association under section 4(b)

“Association” means Sydney Femme Guild Incorporated

“Committee” means the Committee of representatives of the member, as established in Section 7(a)

“Committee Meeting” means the meeting of the Committee of Femme Guild

“Femme” is a self identified term, an embodiment of femininity residing within an Individual regardless of sex, gender, sexual orientation, race or class.

“General Meeting” means a General Meeting or an Annual General Meeting of Femme Guild.

“Member” means a financial member of the Association under section 4(a)

“Public Officer” means an office bearer elected for the purposes of the Associations Incorporation Act 1984 as the Public Officer.

“Office Bearers” means those members elected to positions listed in section 7(a)

“President” means the President of the Association

“Secretary” means the Secretary of the Association

(b) In these rules

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

(2) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty.

3. AIMS

The aims of Femme Guild are to:

(a) Combat femme-phobia and femme invisibility and to celebrate femme identity with pride.

(b) Advocate for self-identified femmes of all walks of life and gender identities.

- (c) Build connections and raise consciousness of Femmes within and around the community.
- (d) Give the collective of femmes a voice to promote equality and visibility of femmes in the queer and wider communities.
- (e) Provide access to education and mentors, hospitality for our friends and community.
- (f) Conduct events in furtherance of the above purposes, either by itself or in conjunction with other invited organisations.
- (g) Engage in all activities that give effect to the above aims.

PART II – MEMBERSHIP

4. MEMBERSHIP

- (a) Membership of the Association shall be open to individuals that identify as 'Femme', and endorse the aims and constitution of Femme Guild.
- (b) Associate Membership of Femme Guild shall be open to any individual who wishes to support the Aims in Section 3, except they will not have voting rights.
- (c) The Secretary will keep a register of all members.
- (d) The Annual Membership fees for categories of members shall be set by the Annual General Meeting.
- (e) Membership is valid from 1 February to 31 January each year, and entitles the Member a place in the Mardi Gras parade under the Femme Guild entry.
- (f) Annual Membership, where applicable, shall be renewable prior to the Annual General Meeting.
- (g) Membership and its entitlements are not refundable or transferable, and ends when a person resigns, dies or is expelled from Femme Guild.
- (h) After receiving a membership resignation (either in writing or via email), that resignation takes effect at the next Committee meeting.
- (i) The Secretary will note the day of resignation in the membership register.

5. ADMISSION AND NEW MEMBERS

- (a) Applications for membership shall be submitted in writing on a form as supplied by the Secretary upon request.
- (b) As soon as practicable after receiving a membership request, the Secretary will refer the form to the Committee.
- (c) Memberships approved within 7 days of a General Meeting are ineligible to vote at that meeting.

- (d) The Committee shall, at its next meeting, consider and subject to the rules of the Association accept applications for membership from individuals and other bodies.
- (e) Where the Committee does not consider an applicant for membership satisfies the Association's membership criteria, the applicant will have the right of appeal, in person if the applicant wishes, and may put their appeal before the committee.
- (f) If the Committee rejects such an appeal, the applicant has the right to appeal to a duly constituted General Meeting of the Association, and may put the case before such meeting in person or in writing or both.
- (g) As soon as practicable after the membership has been approved and membership fees paid, the Secretary must enter the applicants name into the register of members, and on the name being so entered, the applicant becomes a member.

PART III – THE COMMITTEE

6. COMMITTEE OF THE ASSOCIATION

Femme Guild shall be managed between its General Meetings by the Committee subject to the Association being able at any general meeting to ratify, alter or rescind and decision of the Committee.

7. COMPOSITION OF THE COMMITTEE

- (a) The Committee shall consist of:
 - i) President
 - ii) Vice President
 - iii) Secretary
 - iv) Treasurer
 - v) Public Officer (if not the Secretary)
 - vi) Such other designated office holders as Femme Guild may from time to time decide at a General Meeting.
- (b) The Committee shall be elected at the Annual General Meeting of the Association.
- (c) Casual vacancies can be filled from members present at a General meeting, without prior application for Committee nomination to the Secretary.
- (d) Members of the Committee must be current full members of the Association, with a minimum membership time served of one year.
- (e) Members of the Committee absent from three consecutive Committee meetings without valid reason or leave of absence shall cease to be members of the Committee.
- (f) The Committee shall meet at least four times a year.
- (g) The quorum for meetings of the committee shall be half its membership.

- (h) All Committee meetings may be open to the ordinary membership of the Association.

8. TERMS OF OFFICE

- (a) All office bearers shall hold office until the next Annual General Meeting, unless they resign, die, or cease to be a member of the Committee or Femme Guild in the meantime.
- (b) In the case of a casual vacancy on the Committee, the Committee with forthwith call a General Meeting at which the vacancy will be filled, and
- (c) In the meantime, the Committee will have power to appoint a member of Femme Guild to act in the position, if necessary.

PART IV – MEETINGS AND VOTING

9. MEETINGS

The President shall have the right to take the chair at all Femme Guild meetings, its committees or sub-committees. If the President is absent or waives this right then another Member may chair the Meeting.

Questions arising at a meeting of the Committee or of any Sub-Committee appointed by the Committee are to be determined by a majority of the votes of Members of the Committee or Sub-Committee present at the Meeting.

10. GENERAL MEETINGS

- (a) The Committee may, whenever it thinks fit, convene a General Meeting of the Association to deal with business of which due notice has been given. Three (3) days notice shall be deemed due notice.
- (b) Any Office Bearer can convene a Meeting.
- (c) Any Member can request that a Meeting is convened.
- (d) Notice for Members of a Meeting shall be via email, mail, phone, newsletter or electronic invite.

11. QUORUMS

- (a) The quorum for General Meetings of Femme Guild shall be 5 financial Members, being individual members present at a meeting and proxy votes received prior to that meeting (subject to Section 10(a)).
- (b) Notice of a proxy must be given to the Secretary in writing prior to the Meeting at which the proxy may be exercised.

12. ADJOURNMENT OF MEETINGS

If a General, Committee or Sub-Committee meeting is adjourned, any or all of the agenda items can be moved forward to the next meeting.

13. COMMITTEE MEETINGS

Meetings of the Committee shall be held as required, between Annual General Meetings of the Association.

14. SUB-COMMITTEE MEETINGS

The Committee may create a Sub-Committee to plan and oversee events and projects, which require specialised or ongoing attention (such as Mardi Gras Parade planning). The roles and responsibilities of all Sub-Committees shall be determined by the Committee.

15. ANNUAL GENERAL MEETINGS

- (a) The Office Bearers of Femme Guild shall be elected at an Annual General Meeting. At the Meeting, the positions of all Office Bearers will be declared vacant and the Association shall hold elections to fill positions from amongst the Members.
- (b) The Annual General Meeting shall be held within 2 months after the end of the year (31 January).
- (c) For the holding of an Annual General Meeting, fourteen (14) days notice in writing (via email, letter or electronic correspondence) shall be deemed to be due notice and such notice shall show the time, place and agenda of business for the meeting.
- (d) Nominations of candidates for election as Office Bearers of Femme Guild must be made in writing, signed by two Members of the association and accompanied by the written consent of the candidate, and
- (e) must be delivered to the Secretary of Femme Guild at least 7 days before the date fixed for the holding of the Annual General Meeting at which the election is to take place.
- (f) If the number of nominations received is equal to the vacancies on the Committee, the candidates nominated are taken to be elected.
- (g) If insufficient further nominations are received, any vacant positions remaining on the Committee are taken to be casual vacancies.
- (h) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.

PART V – MISCELLANEOUS

16. FINANCES

- (a) All monies, goods and equipment collected by the Association from its activities with the exception of dedicated special purpose functions, become the property of Femme Guild.
- (b) All money received by the association must be deposited as soon as practicable and without deduction to the credit of Femme Guild's bank account.
- (c) The Treasurer and one other Member (to be nominated at the Annual General Meeting) are to be co-signatories on the Bank Account.
- (d) All costs incidental to the running of the Association shall be paid from the Association's funds.
- (e) Subject to any resolution passed by Femme Guild Members in General Meeting, the funds of the Association are to be used in pursuance of the Aims of Femme Guild (Section 3) in such manner as the committee determines.

17. ALTERATIONS TO THE CONSTITUTION

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the Association.

18. LIABILITY OF MEMBERS

The liability of a member of the Association to contribute towards the payment of debts and liabilities of the Association or the cost, charges and expenses of the winding up of the Association are limited to the amount, of any unpaid membership fees of the member.

19. DISCIPLINE OF MEMBERS

Where Femme Guild receives a complaint that a Member's general behaviour, public utterances or writings have been such as to bring or attempt to bring discredit or undue embarrassment to the Association, the Committee may call that Member to show cause why their membership should not be terminated.

20. COMMON SEAL

- (a) The Common Seal shall be kept in the possession of the Secretary and the Public Officer.
- (b) Any Member of Femme Guild may use the Common Seal by contacting the Secretary or Public Officer, so long as the usage is not contrary to our Aims (Section 3) or will bring the Femme Guild into disrepute. The usage may be revoked by the Committee at any time.

- (c) Associate Members and Non-Members may not affix the Common Seal to any instrument except by the authority of the Association, and the affixing of the Common Seal shall be attested by the signatures of two Members of the Committee.

21. INSURANCE AND FUNDS MANAGEMENT

- (a) The Treasurer is responsible for Association funds management.
- (b) Insurance policies covering the property so purchased leased or rented as legally required by contracts, together with Public Liability Insurance, giving the Association adequate protection shall be kept current at all times