



Constitution

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1 Name of association

The name of the Association is as follows:

Tasmanian Men's Sheds Association Inc. known from here on in as TMSA

2 Interpretation

In these rules -

"Act" means the Associations Incorporation Act 1964;

"Association" means the association referred to in rule 1;

"auditor" means the person appointed as the auditor of the Association under rule 9;

"basic objects of the Association" means the objects and purposes of the Association as stated in an application under section.1 of the Act for the incorporation of that Association;

"committee" means a committee as defined by the Act;

"general meeting" includes -

- a the annual general meeting; and
- b any special general meeting;

"ordinary business of the annual general meeting" means the business specified in rule 11(5);

"ordinary committee member" means a member of the committee to whom rule 2(l)(b) relates;

"special general meeting" means any general meeting other: than the annual general meeting.

"Member Shed" means any Men's Shed, or Community Shed, that operates as not-for-profit organisation and is eligible for membership of TMSA

3 Association's office

The office of the Association is to be at the following place or any other place the committee determines:

Care of the Secretary, 2/17 Clift Street, Mt Stuart, Tasmania, 7000.

4 Objects and purposes of Association

The objects and purposes of the Association include the following:

- a provide state Peak Body representation in a fair and unbiased manner to:
 - i Tasmanian member Sheds
 - ii The State and Local Government
 - iii Other State peak bodies, businesses and community organisations

- b provide information, practical support and assistance for the sustainable development of new and existing sheds in Tasmania.
- c build and contribute to policy development, strategy and communications between our member sheds and also with relevant other state and national associations.
- d act as a collective body to source commercial sponsorship, funding from business, government and the private sector for the ongoing support of Men's Sheds
- e support the promotion and development of activities and programs through sheds to the Tasmanian community, deemed appropriate by the committee
- f advance the self- esteem, confidence and well-being of all Shed Members in Tasmania by promoting, advancing, and supporting an effective and sustainable Men's Shed Movement
- g the conduct of any other business that the Committee deems appropriate, for any of the objects or purposes of the Association, that any association may legally carry out.
- h the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property necessary or convenient for any of the objects or purposes of the Association; ,
- i the buying, selling and supplying of, and dealing in, goods of all kinds;

4.1 Powers of the Association

The powers of the association are those conferred by the Tasmanian Incorporated Associations Act, 1964. In addition to the basic objects of the Association, the objects and purposes of the Association include the following:

- a. the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property necessary or convenient for any of the objects or purposes of the Association;
- b. the buying, selling and supplying of, and dealing in, goods of all kinds;
- c. the construction, maintenance and alteration of buildings or works necessary or convenient for any of the objects or purposes of the Association;
- d. the accepting of any gift for any one or more of the objects or purposes of the Association;
- e. the taking of any step the committee or the members in general meeting consider expedient for the purpose of procuring contributions to the funds of the Association;
- f. the printing and publishing of any newspapers, periodicals, books, leaflets or other documents the committee or the **Member Sheds** in general meeting consider desirable for the promotion of the objects and purposes of the Association;
- g. the borrowing and raising of money in any manner and on terms –
 - i the committee thinks fit; or
 - ii approved or directed by resolution passed at a general meeting;
- h. subject to the provisions of the Trustee Act 1898, the investment of any moneys of the Association not immediately required for any of its objects or purposes in any manner the committee determines;

- i. the making of gifts, subscriptions or donations to any of the funds, authorities or institutions to which section 78(1)(a) of the Income Tax Assessment Act 1936 of the Commonwealth relates;
- j. the establishment and support, or aiding in the establishment or support, of any other association formed for any of the basic objects of the Association;
- k. the purchase or acquisition, and undertaking, of all or any part of the property, assets, liabilities and engagements of any association with which the Association is amalgamated in accordance with the provisions of the Act and the rules of the Association;
- l. the doing of any lawful thing incidental or conducive to the attainment of the basic objects of the Association or of any of the objects and purposes specified in this rule.

5. Qualifications for Membership of the Association

- a Membership of the Association is open to:
 - i Sheds in Tasmania either incorporated; or
 - ii Unincorporated; but auspiced by another incorporated association.
- b Membership applications must be directed to the TMSA Committee in writing- signed by an authorised representative of the applying Shed, using the membership form provided by the Secretary, or at appendix A.
- c The Committee members must consider each application made under sub-rule 5.a at a Committee meeting and must at that Committee meeting or the next Committee meeting accept or reject that application.
- d If an application is rejected under sub-rule 5.a the applicant may make a representation at the next meeting, or appeal against that decision by giving notice to the Secretary of the intention to do so within a period of 14 days from the date he or she is advised of the rejection.
- e When notice is given under sub-rule 5.d, the Association in a general meeting no later than the next annual general meeting, must either confirm or set aside the decision of the Committee to reject the application, after having afforded the applicant who gave that notice a reasonable opportunity to be heard by, or to make representations in writing to, the Association in the general meeting.
- f On an application being approved by the committee, the Secretary or Public Officer-
 - i is to notify the nominee, in writing, only if that Shed has not been approved for membership of the Association; and
 - ii upon receipt of the sum payable as the first year's subscription, is to enter the nominee's name in a register of members.
- g A member of the Association may resign from the Association by delivering electronically or sending by post to the Secretary or Public Officer, a written notice of resignation.
- h On receipt of a notice from a Member Shed under subrule (5.g), the Public Officer is to remove the name of the member from the register of members.
- i A Shed becomes a member of the Association when –
 - i the name of the Shed is entered in the register of members; and

- ii ceases to be a member of the Association when its name is removed from the register of members.
- j Any right, privilege or obligation of a Shed as a member of the Association-is not capable of being transferred or transmitted to another Shed; and terminates on the cessation of the membership.

6. Membership fees

- a The annual membership fee and joining fees will be determined annually at the Annual General Meeting, and will apply for the following financial year.
- b The annual membership fee is due and payable on the first day of the financial year of the association (1 July).
- c The annual membership fee may only be altered by the members of the Association by special resolution.

7. Income and Property

- a. 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, transferred or otherwise distributed, directly or indirectly, to members, except in good faith for reimbursement of “Out of pocket expenses” to any officer or employee of the Association or to any person other than a member, in return for services actually rendered to the Association.
- b. Income received for a specific purpose by funding contract, will be dispersed according to that contract.

8. General meetings

8.1 AGM's

- a The Annual General Meeting, will be convened by The Committee each year, within 3 months of the end of the financial year.
- b The ordinary business of the annual general meeting is to be as follows:
 - i To confirm the minutes of the preceding annual general meeting and of any general meeting held since that meeting;
 - ii To receive from the committee, auditor and servants of the Association reports on the transactions of the Association during the preceding financial year;
 - iii To elect the officers of the Association and the ordinary committee members;
 - iv To appoint the auditor and determine his or her remuneration;
 - v To determine the remuneration of servants of the Association.
 - vi To set the membership fees of the association.

8.2 Special general meetings

- a A special general meeting of the association may be convened at any time by:
 - vii The Committee
 - viii The committee, on the request in writing of at least 7 member sheds,

- b A request for a special general meeting –
 - ix is to state the objects of the meeting; and
 - x is to be signed by those making the request; and
 - xi is to be deposited with the Secretary or Public Officer of the Association, or sent electronically; and
 - xii may consist of several documents, each signed by one or more of those making the request;
- c If the committee does not cause a special general meeting to be held within 21 days from the day on which a request is deposited at the office of the Association, those making the request, or any of them, may convene the meeting within 2 months from the day of the deposit of the request.
- d A special general meeting convened by those making the request, is to be convened in the same manner, or as nearly as possible as meetings are convened by the Committee.
- e All reasonable expenses incurred by those making the request in convening a special general meeting are to be refunded by the Association.

8.3 Notices of general meetings

The Secretary or Public Officer of the Association, at least 14 days before the date fixed for holding a general meeting of the Association, is to in at least one newspaper published in this State place an advertisement:

- a. specifying the place, day and time for the holding of the meeting; and
- b. the nature of the business to be transacted at the meeting.
- c. notify all member Sheds either electronically or by post.

8.4 Business and quorum at general meetings

- a All business transacted at a general meeting, except the ordinary business of the annual general meeting, is special business.
- b A quorum for the transaction of the business of a general meeting is **10** Member Shed Representatives present and entitled to vote.
- c Business is not to be transacted at a general meeting unless a quorum of **10** Member Shed Representatives entitled to vote are present at the time the meeting is considering that business.
- d If a quorum is not present 30 minutes after the appointed time for the commencement of a general meeting, the meeting -
 - i. if convened on the request of members; is to be dissolved; or
 - ii. in any other case, is to be adjourned to the same day in the next week at the same time at the same place.
- e If at an adjourned meeting a quorum is not present 30 minutes after the time appointed for the commencement of the meeting, the meeting is to be dissolved.
- f The President, by written notice or at the time of the adjournment, may specify another place to which a meeting is to be adjourned.

8.5. Adjournment of general meetings

- a The President of a general meeting at which a quorum is present may, with the consent of 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.

- b If a meeting is adjourned for 14 days or more, the notice of the adjourned meeting is to be given in the same manner as the notice of the original meeting.

8.6. Determination of questions arising at general meetings

- a A question arising at a general meeting of the Association is to be determined on a show of hands.
- b Unless before or on the declaration of the result of the show of hands a poll is demanded, a declaration by the President that a resolution has, on a show of hands been carried, or carried unanimously, or carried by a particular majority, or lost, and an entry to that effect in the minutes of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

8.7 Votes

- a On any question arising at a general meeting of the Association, a Member Shed has one vote only.
- b All votes are to be given personally.
- c In the case of an equality of voting on a question, the President has a second or casting vote.

8.8 Taking of poll

- a A poll that is demanded on the election of a President, or on a question of adjournment, is to be taken immediately.
- b A poll that is demanded on any other question is to be taken at any time before the close of the meeting as the President directs.
- c If at a meeting a poll on any question is demanded –
 - i. it is to be taken at that meeting in the manner the President directs; and
 - ii. the result of the poll is taken to be the resolution of the meeting on that question.

8.9 Proxies of members of Association

A member (in this rule called "the appointing member") may appoint in writing another member who is a natural person to be the proxy of the appointing member and to attend, and vote on behalf of the appointing member at, any general meeting.

9. Committee of Management

- a Subject to sub-rule (9.i), the affairs of the Association will be managed exclusively by a Committee of Management consisting of the following, all of whom must be members of a Shed:
 - i a President;
 - ii a Vice-President;
 - iii a Secretary;

- iv a Public Officer;
 - v a Treasurer; and
 - vi not less than 6 (new number) other persons with each of the three regions (as defined by the 62, 63 and 64 phone prefix,) to be represented.
- b Committee members must be elected to membership of the Committee at an annual general meeting or appointed under sub-rule (9.h).
- c Subject to sub-rule (9.h), a Committee member's term will be from his or her election at an annual general meeting until the election referred to in sub-rule (9.b) at the next annual general meeting after his or her election, but he or she is eligible for re-election to membership of the Committee.
- d Except for nominees under sub-rule (9.g), a person is not eligible for election to membership of the Committee unless a member Shed has nominated him or her for election by delivering notice in writing of that nomination, signed by-
- i the nominator; and
 - ii the nominee to signify his or her willingness to stand for election,
 - to the Secretary not less than 7 days before the day on which the annual general meeting concerned is to be held.
- e A person who is eligible for election or re-election under this rule may -
- i propose or second himself or herself for election or re-election; and
 - ii vote for himself or herself.
- f If the number of persons nominated in accordance with sub-rule 9.d for election to membership of the Committee does not exceed the number of vacancies in that membership to be filled-
- i the Secretary must report accordingly; and
 - ii the President must declare those persons to be duly elected as members of the Committee at the annual general meeting concerned.
- g If vacancies remain on the Committee after the declaration under sub-rule (9.h) additional nominations of Committee members may be accepted from the floor of the annual general meeting. If such nominations from the floor do not exceed the number of vacancies the President must declare those persons to be duly elected as members of Committee. Where the number of nominations from the floor exceeds the remaining number of vacancies on the Committee, elections for those positions must be conducted.
- h If a vacancy remains on the Committee after the application of sub-rule (9.g) or when a casual vacancy within the meaning of rule (9.4) occurs in the membership of the Committee-
- i the Committee may appoint a member to fill that vacancy; and
 - ii a member appointed under this sub-rule will –
 - hold office until the election referred to in sub-rule 9.2; and
 - be eligible for election to membership of the Committee, at the next following annual general meeting.
- i The Committee may delegate, in writing, to one or more sub-committees (consisting of such member or members of the association as the Committee thinks fit) the exercise of such functions of the Committee as are specified in the delegation other than-
- i the power of delegation; and

- ii a function which is a duty imposed on the Committee by the Act or any other law.
- j Any delegation under sub-rule (9.i) may be subject to such conditions and limitations as to the exercise of that function or as to time and circumstances as are specified in the written delegation and the Committee may continue to exercise any function delegated.
- k The Committee may, in writing, revoke wholly or in part any delegation under sub-rule (9.i)
- l The committee may co-opt any person as a member of the committee or a subcommittee without voting rights, whether or not the person is a member of the Association, for the specific purpose of utilising skills required by the Committee.

9.1 President and Vice-President

- a Subject to this rule, the President must preside at all general meetings and Committee meetings.
- b In the event of the absence from a general meeting of-
 - i the President, a Vice-President; or
 - ii the President and the Vice-President,
 a member elected by the other members present at the general meeting, must preside at the general meeting.

9.2 Secretary

The Secretary must-

- a co-ordinate the correspondence of the Association;
- b keep full and correct minutes of the proceedings of the Committee and of the Association;
- c maintain the register of members of the Association, as referred to in rule 5;
- d keep and maintain in an up to date condition the rules of the Association and, upon the request of a member of the Association.
- e make available the rules of the association to any member and the member may make a copy of the rules.
- f maintain a record of -
 - i the names and residential or postal addresses of the persons who hold the offices of the Association provided for by these rules, including all offices held by the persons who constitute the Committee and persons who are authorised to use the common seal of the Association under rule 17; and
 - ii the names and residential or postal addresses of any persons who are appointed or act as trustees on behalf of the Association,
 and the Secretary must, upon the request of a member of the Association, make available the record for the inspection of the member and the member may make a copy of the record.
- g unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Association, including those referred to in sub-rule (9.2) but other than those required by rule (9.3) to be kept and maintained by, or in the custody of, the Treasurer; and
- h perform such other duties as are imposed by these rules on the Secretary.

9.3 Treasurer

The Treasurer must-

- a be responsible for the receipt of all moneys paid to or received by, or by him or her on behalf of, the Association and must issue receipts for those moneys in the name of the Association;
- b pay all moneys referred to in paragraph (9.3 a) into such account or accounts of the Association as the Committee may from time to time direct;
- c make payments from the funds of the Association with the authority of a general meeting or of the Committee and in so doing ensure that all cheques or EFT's are signed/authorised by himself or herself and at least one other authorised Committee member, or by any two others as are authorised by the Committee;
- d comply on behalf of the Association with the Act with respect to the accounting records of the Association by-
 - i keeping such accounting records as correctly recorded and explain the financial transactions and financial position of the Association;
 - ii keeping its accounting records in such manner as will enable true and fair accounts of the Association to be prepared from time to time;
 - iii keeping its accounting records in such manner as will enable true and fair accounts of the Association to be conveniently and properly audited; and
 - iv submitting to members at each annual general meeting of the Association accounts of the Association showing the financial position of the Association at the end of the immediately preceding financial year.
- e whenever directed to do so by the President, submit to the Committee a report, balance sheet or financial statement in accordance with that direction;
- f unless the members resolve otherwise at a general meeting, have custody of all securities, books and documents of a financial nature and accounting records of the Association, including those referred to in paragraphs 9.d and 9.e and
- g perform such other duties as are imposed by these rules on the Treasurer.

9.4 Casual vacancies in membership of Committee

- a A casual vacancy occurs in the office of a Committee member and that office becomes vacant if the Committee member-
 - i dies;
 - ii resigns by notice in writing delivered to the President or, if the Committee member is the President, to the Vice-President and that resignation is accepted by resolution of the Committee;
 - iii is convicted of an offence under the Act;
 - iv is permanently incapacitated by mental or physical ill-health;
 - v is absent from more than 3 consecutive Committee meetings, or 3 Committee meetings in the same financial year without tendering an apology to the person presiding at each of those Committee meetings; providing the member received notice, and the Committee has resolved to declare the office vacant;

- vi ceases to be a member of the Association; or
- vii is the subject of a resolution passed by a general meeting of members terminating his or her appointment as a Committee member.

9.5 Proceedings of Committee

- a The Committee must meet together for the dispatch of business not less than 4 times in each year and the President, or at least half the members of the Committee, may at any time convene a meeting of the Committee.
- b By resolution of the Committee a meeting may be held by teleconference, audio-visual link or other means of instantaneous communication provided that all other provisions of the Constitution relating to these meetings are observed including:
 - i required notice
 - ii entitlement to vote
 - iii quorum
 - iv the taking of minutes
 - v adjournment and provided that each Committee member taking part in the meeting announces his presence at the commencement of the meeting
 - remains in contact throughout the whole of the meeting
 - is able to participate in and to hear all discussion taking place at all times
 - is able to vote on any resolutions and
 - announces his departure at the close of the meeting
- c Each Committee member has a deliberative vote.
- d A question arising at a Committee meeting must be decided by a majority of votes, but, if there is no majority, the person presiding at the Committee meeting will have a casting vote in addition to his or her deliberative vote.
- e At a Committee meeting 50% of the Committee members constitute a quorum.
- f Subject to these rules, the procedure and order of business to be followed at a Committee meeting must be determined by the Committee members present at the Committee meeting.
- g A Committee member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the Committee (except if that pecuniary interest exists only by virtue of the fact that the member of the Committee is a member of a class of persons for whose benefit the Association is established), must-
 - i as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee; and
 - ii not take part in any deliberations or decision of the Committee with respect to that contract.
- h Sub-rule (9.5 g, i) does not apply with respect to a pecuniary interest that exists only by virtue of the fact that the member of the Committee is an employee of the Association.

- i The Secretary must cause every disclosure made under sub-rule (9.5 g,i) by a member of the Committee to be recorded in the minutes of the meeting of the Committee at which it is made.

9.6 Executive committee

- a The President, the Vice-Presidents, the Treasurer, Public Officer and the Secretary constitute the executive committee.
- b The executive committee may issue instructions to the public officer and the servants of the Association in matters of urgency connected with the management of the affairs of the Association during the period between meetings of the committee.
- c The Executive Committee is to report on any instructions issued under subrule (b) to the next meeting of the committee.

10. Financial year

The financial year of the Association is the period beginning on 1st July in one year and ending on the 30th June the next following year.

11. Auditor

- a At each annual general meeting of the Association, the members present are to appoint a person as the auditor of the Association.
- b The auditor is to hold office until the annual general meeting next after that at which he or she is appointed, and is eligible for re-appointment.
- c If an appointment is not made at an annual general meeting, or if a casual vacancy occurs in the office of Auditor, the committee is to appoint an auditor for the current financial year of the Association.
- d The auditor may only be removed from office by special resolution.

12. Audit of Accounts

- a The auditor is to examine the accounts of the Association at least once in each financial year of the Association.
- b The auditor is to -
 - i. certify as to the correctness of the accounts of the Association; and
 - ii. provide a report to the members present at the annual general meeting.
- c In the report and in certifying to the accounts, the auditor is to state if -
 - i. he or she has obtained the required information, and
 - ii. in his or her opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association, according to the information at his or her disposal and the explanations given; and
 - as shown by the books of the Association; and
 - the rules relating to the administration of the funds of the Association have been observed.
- d The treasurer of the Association is to cause to be delivered to the auditor a list of all the accounts, books and records of the Association.
- e The auditor may -

- i. have access to the accounts, books, records, vouchers and documents of the Association; and
- ii. require from the servants of the Association any information and explanations he or she considers necessary for the performance of the duties as auditor; and
- iii. employ persons to assist in investigating the accounts of the Association; and
- iv. in relation to the accounts of the Association, examine any member of the committee or any servant of the Association

13. Notices

A notice may be served by or on behalf of the Association on any Member Shed

- a personally; or
- b by sending it through the post in a prepaid envelope addressed to the Member Shed at its usual or last-known address; or
- c electronically through email or other electronic mechanism agreed by the submission of such contact information to the secretary.

14. Expulsion of members

- a The committee may expel a Member Shed from the Association if, in the opinion of the committee, the Member Shed is guilty of conduct detrimental to the interests of the Association.
- b The expulsion of a Member Shed under subrule (14. a) does not take effect until whichever of the following is the later date:
 - i. the expiration of 14 days after the service on the Member Shed of a notice under subrule (3);
 - ii. if the Member Shed exercises its right of appeal under this rule, the conclusion of the special general meeting convened to hear the appeal.
- c If the committee expels a Member Shed from the Association, the Public Officer of the Association, without undue delay, is to serve a written notice on the Member Shed:
 - i. stating that the committee has expelled the Member Shed; and
 - ii. specifying the grounds for the expulsion; and
 - iii. informing the Member Shed of a right to appeal against the expulsion under rule 15.

15. Appeal against expulsion

- a A Member Shed may appeal against an expulsion under rule 14 by delivering or sending by post or electronic mail to the Secretary or Public Officer of the Association, within 14 days after the service of a notice under rule (14.c), a requisition in writing demanding the convening of a special general meeting for the purpose of hearing the appeal.
- b On receipt of a request -
 - i. the Public Officer is to immediately notify the committee of its receipt; and
 - ii. the committee is to cause a special general meeting of members to be held within 21 days after the date on which the request is received.

- c At a special general meeting convened for the purpose of this rule -
 - i. no business other than the question of the expulsion is to be transacted; and
 - ii. the committee may place before the meeting details of the grounds of the expulsion and the committee's reasons for the expulsion; and
 - iii. the expelled Member Shed is to be given an opportunity to be heard; and
 - iv. the Member Shed Representatives present are to vote by secret ballot on the question whether the expulsion should be lifted or confirmed.
- d If at the special general meeting a majority of the Member Shed Representatives present vote in favour of the lifting of the expulsion -
 - i. the expulsion is to be taken to have been lifted; and
 - ii. the expelled Member Shed is entitled to continue as a member of the Association.
- e If at the special general meeting a majority of the Member Shed Representatives present vote in favour of the confirmation of the expulsion -
 - i. the expulsion takes effect; and
 - ii. the expelled Member Shed ceases to be a member of the Association.

16. Disputes

- a A dispute between a Member Shed of the Association in the capacity as a member and the Association is to be determined by arbitration in accordance with the provisions of the Commercial Arbitration Act 1986.
- b This rule does not affect the operation of rule 15.

17. Seal of Association

- a The seal of the Association is to be in the form of a rubber stamp inscribed with the name of the Association encircling the word "Seal".
- b The seal of the Association is not to be affixed to any instrument except by the authority of the committee.
- c The affixing of the seal is to be attested by the signatures of -
 - i. 2 members of the committee; or
 - ii. one member of the committee and the public officer of the Association or any other person the committee may appoint for that purpose.
- d Attestation under subrule (17. c) is sufficient for all purposes that the seal was affixed by authority of the committee.
- e The seal is to remain in the custody of the public officer.

18. Winding up the Association

- a If the Association is wound up, every committee member of the Association ; and every Member Shed who, within the period of 12 months immediately preceding the commencement of the winding up, was a member of the Association, is liable to contribute to the assets of the Association for payment of the debts or liabilities of the Association; and for the costs, charges and expenses of the winding up; and for the adjustment of the rights of the contributories among themselves.
- b Any liability under subrule (18.a) is not to exceed five dollars.

- c A former member is not liable to contribute under subrule (18.a) in respect of any debt or liability of the Association contracted after he, she or Shed ceased to be a member.

19. Alteration of the Objects and Rules of the Association.

The alteration of the Objects or Rules of the Association may only be done through special resolution at a General meeting of the membership of the Association.

Appendix A – membership form



Application for Membership Form

Date of application or update:- ___/___/_____

Shed Name:- _____

Shed Address:- _____

Shed Postal Address (if different from above):- _____

Shed Phone:- _____

Shed email:- _____ Website (if you have one):- _____

Representative name:- _____

Contact email address:- _____

Contact Phone number:- _____

Governance Structure:

Is your shed an Independent Incorporated Association? Yes/No

Is your shed Auspiced by another organisation? Yes/No

(please name):- _____

Does your Shed have full OH&S policies in place and are such policies enforced by the Shed Committee? Yes/No

Do you induct your members on the use of each piece of machinery? Yes/No

Does your Shed hold regular committee meetings? Yes/No

Does your Shed provide all members with a full financial report each year? Yes/No

Insurance: AMSA policy Other

Hours and days that you are currently operating:

Membership

Number of members in your shed:- _____

Do you charge a membership fee?- Yes/No - If so, how much per Annum or Month \$____.00

Activities that your shed offers:

- Woodwork Metalwork Boat repair/building
 Leatherwork Printmaking Model making Ham radio
 Upholstery projects for the community Other _____

Is your shed:

- accessible to people with disabilities
 providing mentoring opportunities for young people

Signed:- _____ Position:- _____ Date:- ___/___/_____

Office section

Joining Fee paid:- Yes/No/NA

Cheque/Direct Deposit/Money Order/Cash/Other

Annual fee paid:- Yes/No

Cheque/Direct Deposit/Money Order/Cash/Other

Date paid/deposited:- ___/___/_____