

Australasian Motor Museums Association – Constitution.

As required by section 23a of the Associations Incorporation Act 1985, as administered by the Office of Consumer and Business Affairs, for the Government of South Australia.

1. Name

The name of the association shall be the Australasian Motor Museums Association, referred to herein as ‘the association’ or AMMA.

2. Definitions

‘Committee’ means the committee of management of the AMMA.

‘Annual General Meeting’ means a general meeting of the members of the AMMA convened in accordance with these rules.

‘Member’ means a financial member of the AMMA.

‘The Act’ means the Associations Incorporation Act 1985.

‘Special resolution’ means a special resolution defined by the Act.

‘Month’ shall mean a calendar month.

3. Objects or purpose of the association

[a] The AMMA has been formed with the objective of promoting the common interest of persons engaged in or who support the collection, preservation and promotion of motor vehicles and related memorabilia for public display, educational and research purposes.

[b] To act as a public voice on behalf of members.

[c] Promote specific displays, exhibitions and events presented by members.

[d] Develop and deliver operational cost efficiencies for members.

[e] Advise members on Government related issues, regulations, grants and assistance.

[f] To procure and provide information and establish an information sharing network for the benefit of the members.

[g] To establish tourism strategies in conjunction with members.

[h] To act on any other matter considered by the members to be mutually beneficial.

4. Powers of the association

The association shall have all the powers conferred by section 25 of the Act.[see attached]

5. Membership.

Application for membership of the AMMA shall be by writing to the committee and signed by the applicant. Upon acceptance by the committee and upon payment of the first annual subscription, the applicant shall become a member of the AMMA.

The prescribed annual membership fees shall be payable annually on 1 July or at such other time as the committee may decide. The sum will be determined at each Annual General Meeting of the AMMA. Members of the AMMA who have not paid or renewed their membership within 3 months of the due date shall be declared unfinancial and will be ineligible to vote at meetings or stand for any office of the AMMA.

At any General Meeting of the AMMA members present may decide not to accept Membership of any member. At least 14 [fourteen] days notice shall be given to members of such a motion.

Categories of membership are,

a. Associate ... individual person who is indirectly involved, but without voting rights.

b. Individual ...an individual person who is directly involved with voting rights.

c. Institutional... Museums, private collections, car clubs etc. whom are entitled to one [1] vote per institution.

d. Corporate membership ... Vehicle Manufacturers, Motor Insurance Companies etc. whom are entitled to one [1] vote.

A member may resign from membership of the association by giving written notice to the secretary or public officer. Any resigning member shall be liable for any outstanding subscriptions.

Register of Members.

A register of members must be kept and contain:

- 1] the name and address of each member;
- 2] the date on which each member was admitted to the association and
- 3] if applicable, the date and reason(s) for termination.

6. The Committee

Powers and duties.

- a. The affairs of the association shall be managed and controlled by a committee which in addition to any powers and authorities conferred by these rules may exercise all such powers and do all such things as are within the objects of the association, and are not by the Act or by these rules required to be done by the association in general meeting.
- b. The Committee has the management and control of the funds and other property of the association.
- c. The Committee shall have authority to interpret the meaning of these rules and any other matter relating to the affairs of the association on which these rules are silent.
- d. The Committee shall appoint a Public Officer as required by the Act.

Appointment.

- a. The Committee shall be comprised of a Chairperson; Secretary and / or Treasurer and at least five [5] other committee members but not more than ten [10] whom shall be deemed to represent respective States and Territories.
- b. A Committee member shall be a natural person.
- c. The first Committee of the association shall be appointed from the promoters of the association or be comprised of such persons who hold office prior to incorporation. The first Committee shall hold office until the first annual general meeting after incorporation. At this time, all positions become vacant and members of the Committee shall be eligible to stand for re-election without nomination. No person shall be eligible to stand for election unless a member of the association has nominated that person at least 28 days before the meeting by delivering that nomination to the Secretary of the association. Nomination for any vacancy may be accepted from the floor at an AGM.
- d. Notice of all persons seeking election to the committee shall be given to all members of the association with the notice calling the meeting at which the election is to take place.
- e. The Committee may appoint a person to fill a casual vacancy and such a Committee member shall hold office until the next annual general meeting of the association and shall be eligible for election to the Committee without nomination.

Proceedings of Committee.

- a. The Committee shall meet together for the despatch of business at least every six months.
- b. Questions arising from any meeting of the Committee shall be decided by a majority of votes, and in the event of equality of votes the Chairperson shall have a casting vote.
- c. A quorum for a meeting of the Committee shall be one half of the members of the Committee, plus one.
- d. A member of the Committee having a direct or indirect pecuniary interest in a contract or proposed contract with the association must disclose the nature and extent of that interest to the Committee as required by the Act, and shall not vote with respect to that contract or proposed contract. The member of the Committee must disclose the nature and extent of their interest at the next AGM of the association.

Disqualification of Committee members.

The office of a Committee member shall become vacant if a Committee member is :

*disqualified from being a committee member by the Act.

*permanently incapacitated by ill health;

*absent without an apology from both committee meetings within a 12 month period;

*no longer the duly appointed representative of an organization or corporate member.

7. The Seal.

The association shall have a common seal [rubber stamp] upon which its corporate name shall appear in legible characters.

The seal shall not be used without the express authorisation of the committee and every use of the seal shall be recorded in the minute book of the association. The affixing of the seal shall be witnessed by the chairperson and the Public Officer.

8. General Meetings

Annual General Meetings

- a. The Committee shall call an Annual General Meeting in accordance with the Act and this constitution.
- b. The first AGM shall be held within 18 months after the incorporation of the association, and thereafter within five months after the end of its financial year.
- c. The order of business at the meeting shall be:
 - 1] the confirmation of the minutes of the previous AGM and of any special general meeting held since that meeting.
 - 2] the consideration of the accounts and reports of the committee and the auditors report.
 - 3] the election of Committee members.
 - 4] the appointment of auditors.
 - 5] any other business requiring consideration by the association in general meeting.

Special General Meetings

- a. The Committee may call a special general meeting of the association at any time.
- b. Upon a requisition in writing of not less than 25% of members, the Committee shall within one month of receipt of the requisition, convene a special general meeting, with no less than 21 days notification, for the purposes specified in the requisition
- c. Every requisition for a special general meeting shall be signed by the relevant members and shall state the purpose of the meeting.
- d. If a special general meeting is not convened within one month, as required 8.2b above, the requisitionists, or at least 50% of their number may convene a special general meeting. Such a meeting shall be convened in the same manner as nearly as practical as a meeting convened by the committee, and for this purpose the committee shall ensure that the requisitionists are supplied free of charge with particulars of the members entitled to receive a notice of meeting. The reasonable expenses of convening and conducting such a meeting shall be borne by the association.

Notice of General Meetings

Shall be given to members in writing at least 14 days prior to the meeting and would be convened by the committee.

Procedures at General Meetings

- a. 25% of members present personally, or by proxy shall constitute a quorum. If a quorum is not present at the meeting then it shall be adjourned for one hour at which time those present will be deemed a quorum.

- b. The Chairperson or a member elected in their absence will preside over the meeting.
- Voting at General Meetings

- a. Subject to these rules, every member of the association has one vote [with the exception of those Members classed as associate] at a meeting of the association.
- b. Subject to these rules, a question for decision at a general meeting must be determined by a majority of members who vote in person or by proxy.
- c. Unless a poll is demanded by at least five members, a question for decision must be determined by a show of hands.
- d. Corporate members shall be entitled to appoint one person, who shall not be a member of the association, to represent it at particular or at all general meetings of the association. Such a person shall be deemed to be a member of the association for all purposes until the authority is revoked by the Corporate member.

Poll at General Meetings

- a. If a poll is demanded by at least five members, it must be conducted in a manner specified by the person presiding and the result of the poll is the resolution of the meeting on that question.
- b. A poll demanded for the election of a person presiding or on a question of adjournment must be taken immediately, but any other poll may be conducted at any time before the close of the meeting.

Special and Ordinary Resolutions

- a. A special resolution is as defined in the Act.
- b. An ordinary resolution is a resolution passed by a simple majority at a General Meeting.

Proxies

A member shall be entitled to appoint in writing a natural person who is also a member of the association to be their proxy and attend and vote at any meeting of the association. Any member wishing to appoint a proxy shall notify the secretary in writing, a period no less than 24 hours prior to the start of the meeting.

9. **Minutes.**

- a. Proper minutes of all proceedings of General Meetings of the association and of meetings of the committee, shall be entered within one month after the relevant meeting in minute books kept for the purpose.
- b. The minutes kept pursuant to this rule must be confirmed by the members of the association or the members of the committee [as relevant] at a subsequent meeting.
- c. The minutes kept pursuant to this rule shall be signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting at which the minutes are confirmed.
- d. Where minutes are entered and signed, they shall until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointments made at a meeting shall be deemed to be valid.

10. **Dispute Resolution**

- 1. This clause applies to disputes between –
 - [a] a member and another member, or
 - [b] a member and the Committee, or
 - [c] a Committee member and another Committee member
- 2. Within 14 days after the dispute comes to the attention of the parties to the dispute, they must meet and discuss the matter in dispute, and, if possible, resolve the dispute.

- 3 If the parties are unable to resolve the dispute at the meeting or, if a party fails to attend that meeting, then the parties must, within ten [10] days after the meeting, hold another meeting in the presence of a mediator.
- 4 The mediator must be –
 - [a] a person chosen by agreement between the parties, or
 - [b] in the absence of agreement –
 - [i] for a dispute between a member and another member – a person appointed by the Committee, or
 - [ii] for a dispute between a member and the Committee, or between a Committee member and another Committee member – a person chosen by ballot from a list of five [5] other members agreed to by both parties in dispute
- 5 A member of the AMMA can be a mediator.
- 6 The mediator cannot be a party to the dispute.
- 7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 8 The mediator, in conducting the mediation, must -
 - [a] give the parties to the mediation process every opportunity to be heard;
 - [b] allow due consideration by all parties of any written statement submitted by any party, and
 - [c] ensure natural justice is accorded to parties to the dispute throughout the mediation process.
- 9 The mediator must not determine the dispute.
- 10 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute at law..

11. Financial Reporting.

11.1 Financial Year

The first financial year of the association shall be the period ending on the next 30 June following incorporation, and thereafter a period of 12 months commencing on 1 July and ending on 30 June each year.

11.2 Accounts to be kept

The association shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the association in accordance with the Act.

11.3 Accounts and Reports to be laid before Members

This rule applies to ‘prescribed’ associations being those with gross receipts in excess of \$200,000 per year.

11.4 Annual Return

As in 11.3 above this is required only of ‘prescribed’ associations.

11.5 Appointment of Auditor

This rule is also intended for a ‘prescribed’ association but may be adopted for an association that is not prescribed to wit;

- a. At each A G M the members shall appoint a person to be auditor of the association.
- b. The auditor shall hold office until the next A G M and is eligible for re-appointment.
- c. If an appointment is not made at an A G M, the committee shall appoint an auditor for the current financial year.

15.0 The manner in which the rules may be changed.

These rules may be altered [including an alteration to the association's name] by special resolution of the members of the association. This includes rescission or replacement by substitute rules.

The alteration shall be registered with the Government of South Australia, Office of Consumer and Business Affairs, Corporate Affairs and Compliance Branch, or its successor, as required by the Act.

The registered rules shall bind the association and every member to the same extent as if they had respectively signed and sealed them,, and agreed to be bound by all of the provisions thereof.

CHECKLIST COMPLETED

