

The Constitution of Uniting Technology (South Australia) Incorporated

January 1996

1 Name

- a. The name of the group shall be "UNITING TECHNOLOGY (SOUTH AUSTRALIA) INCORPORATED", here under called "the Group"
- b. The abbreviation shall be "UT".

2 Objects

- a. To co-ordinate and support, on a non-profit basis, the knowledge, skills, experience, equipment and resources of the members of the Group. The term "non-profit" shall mean that the assets and income of the Group shall be applied solely in furtherance of its Objects and no portion shall be distributed directly or indirectly to its Members except as bona fide compensation for services rendered or expenses incurred on behalf of the Group.
- b. To foster and provide as far as possible, primarily within the Church and its associated bodies, a professional approach to all aspects of communication technology and theatre technology, with particular reference to South Australia.
- c. To investigate new forms and possibilities in communication technology and theatre technology and to record, report and make available to the Group and other interested bodies the results of such investigations.
- d. To act as a consultative body to other groups seeking information and planning in the area of communication technology and theatre technology.
- e. To provide opportunity for other people to learn of, and put into practice, communication technology and theatre technology. This opportunity will include seminars, training workshops, on the job experience, and publications.

3 Membership

- a. There shall be the following classes of members:
 - (1) Full Members
 - (2) Associate Members
 - (3) Honorary Life Members
 - (4) Honorary Associate Members
 - (5) Affiliate Members
 - (6) Corporate Members
- b. **Full Members:** Full Members shall be those persons who subscribe to this Constitution and who conform to the Rules of the Group and
 - (1) who are over 18 years of age, and who are active members in their own worshipping community and complete at least 50 hours as a member of technical crews on official Group jobs and shall satisfy such other requirements as shall be determined by the committee, or
 - (2) who are nominated by the committee and whose qualifications are approved at a General Meeting or Annual General Meeting.
- c. **Associate Members:** Associate Members shall be those persons who subscribe to this Constitution and conform to the Rules of the Group and who do not qualify for Full Membership. Associates shall have Full Membership privileges except that they shall not hold office nor vote.
- d. **Honorary Life Members:** In recognition of special services to the Group the committee may nominate members as Honorary Life Members. Members nominated shall be elected at either a General Meeting, an Annual General Meeting, or an extraordinary General Meeting. Notice of the nomination shall be given and voting for the election shall take place as specified under section 11. Honorary Life Members shall enjoy Full Membership privileges.

- e. **Honorary Associate Members:** Honorary Associate Members shall be elected at a General Meeting and shall remain elected until their resignation in writing or until the next Annual General Meeting. Honorary Associate Members shall have the same rights as Associate Members.
- f. **Affiliate Members:** Affiliate Members (Henceforth to be known as "Affiliates") shall be Associations or Groups that have objectives similar to and compatible with those of this Constitution, who agree to information exchanges and such other requirements as a General Meeting shall decide. Affiliates shall enjoy all privileges of Associate Membership. Delete
- g. **Corporate Members:** Corporate Members shall be those Corporations, Companies, Partnerships, or other trading groups who seek Membership in the Group. Corporate Members who subscribe to this Constitution and conform to the rules of the Group shall enjoy all the privileges of Associate Membership.
- h. Except where specified to the contrary in Section 3 clauses (a) to (g), members may be nominated and elected at any General Meeting.

4 Committee

- a. The Committee shall consist of the following Members:
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Treasurer
 - 2 elected members
 - Public Officer
- b. The Committee shall conduct and manage the affairs of the Group between General Meetings.
- c. No action of the Committee can be deemed unconstitutional due simply to vacancy of office.
- d. Committee Members' terms of office:
 - (1) All Committee members shall hold office from 9.00 a.m. on the day following the General Meeting at which their election is announced until their successor takes office.
 - (2) All Committee positions will be declared vacant at each Annual General Meeting. Positions vacated during the year may be filled at a General Meeting.
 - (3) The nominees for election and their respective proposers and seconders shall be financial members. The nominees' consent shall be obtained and nominations shall close before the commencement of the General Meeting.
 - (4) Nominees shall declare any direct or indirect pecuniary interests in contracts or potential contracts with the Group.
- e. Duties of Committee Members
 - (1) The Chairperson shall preside at all meetings.
 - (2) The Vice-Chairperson shall assist the Chairperson and in the Chairperson's absence shall carry out the Chairperson's duties.
 - (3) The Secretary shall keep Minutes of all the meetings as prescribed in the South Australian Associations Incorporation Act, handle the correspondence of the Group and present a report to the Annual General Meeting.
 - (4) The Treasurer shall be responsible for the monies of the Group and shall submit to each Annual General Meeting an audited Annual Statement.
 - (5) The Public Officer shall perform the duties as laid down by the South Australian Associations Incorporation Act for a Public Officer. The Public Officer shall also be responsible for monitoring the legality of the Group

5 Meetings

- a. Standard procedure shall be adopted at all meetings.
- b. The Committee shall meet as instructed by the General Meeting or when convened by the Chairperson. A quorum for a Committee Meeting shall be four.
- c. General Meetings shall be held according to a schedule determined at a General Meeting, on the receipt by the Chairperson of a written and signed request by any five financial members, or as convened by the Chairperson. Fourteen days written notice of date, place and time shall be given for all General Meetings. A quorum for a General Meeting shall be a number equal to 15% of financial Full Members residing within 80 kilometres of Adelaide, South Australia
- d. The Annual General Meeting shall be held in the first quarter of each year for the presentation of the annual reports, and the election of the Committee.

6 Voting

- a. Members must be financial to vote.
- b. Members may vote by proxy. Written notification must be received by the Chairperson prior to the commencement of the meeting and proxies announced at the start of the meeting.
- c. The Chairperson shall have a casting and a deliberative vote.

7 Fees

- a. All subscriptions and charges shall be set by a General Meeting.
- b. Annual subscriptions shall become due on the first day of January.
- c. A member shall be deemed financial upon payment of all monies due at the first day of January each year.

8 Finance

- a. (1) The financial year shall begin on the 1st day of January and end on the 31st day of December each year.
(2) A General Meeting will adopt a budget for each financial year.
(3) The Treasurer shall be responsible for regular reports of actual income and expenditure to the Group.
- b. All monies received shall be recorded.
- c. All payments of monies shall be approved by any two of the following:
Chairperson
Vice Chairperson
Secretary
Treasurer
- d. An Auditor shall be appointed each year by the Committee to audit the financial records of the Group.
- e. The Treasurer shall report all financial transactions on a regular basis as determined by a general meeting.

9 Rules

- a. Rules for the orderly working of the Group may only be proposed at a General Meeting.
- b. Detailed notice of motion to alter the Rules shall be sent to all members not less than one week prior to the meeting at which it is to be presented.
- c. The motion shall require a 60% majority of those members present to be carried.

10 Alteration to the Constitution

- a. The Constitution may only be changed at a General Meeting.
- b. Detailed notice of motion to alter the Constitution shall be sent to all members not less than two weeks prior to the meeting at which it is to be presented.
- c. The motion shall require a 75% majority of those Members present to be carried.

11 Discipline

- a. Should any Member violate this Constitution or the Rules of the Group or for any reason be deemed an undesirable Member, then they may be expelled, suspended, required to resign, or cautioned by a 75% majority decision of Members present at a meeting of the Committee called for that purpose.
- b. Any member so disciplined shall have the right of appeal at the next General Meeting of the Group.

12 Disbandment

- a. The existence of the Group shall end if:
 - (1) A motion is carried to that effect, or
 - (2) Twelve months elapses without a meeting.
- b. A motion for disbandment shall be submitted and dealt with in the same manner as a motion to amend the Constitution except that the motion must be carried by 90% of the Members present.
- c. Upon disbandment all archives and property that belongs to the Group after discharge of all liabilities shall become the property of the Uniting Church in Australia (Synod of South Australia).

13 The Seal

- a. The Chairperson and the Vice-Chairperson shall be the custodians of the Group Seal.
- b. The Seal shall be affixed to documents only by direction of the Committee or General Meeting and in the presence of the custodians. The affixing of the Seal shall be attested by the signatures of the custodians in whose presence it was fixed and of the officer who affixed it.

14 Qualifiers

- a. Wherever in this Constitution and Rules the male gender is used or implied then the female gender is also to be read and visa versa.
- b. Wherever in this Constitution and Rules the singular is used or implied then if possible in the context the plural is to be read and visa versa.
- c. Wherever in the Constitution and rules the phrase set amount is used then the establishment or alteration to the set amount must be dealt with in the same manner as a motion to alter the Constitution. Wherever in the Constitution and Rules the phrase "set amount" is used then the establishment or alteration to the set amount must be dealt with in the same manner as a motion to alter the Constitution.