



The Storytelling Guild of Australia (WA) Inc.

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CONSTITUTION
Storytelling Guild of Australia (WA) Incorporated

Adopted 17 July 1989

Amended 10 February, 1992
Amended 8 February, 1994
Amendments and corrections: 6 February 1996
Amended 13 February, 2011

1.0 Name:

- 1.1 The name of the Incorporated Association is the Storytelling Guild of Australia (WA), herein after referred to as the Guild.

2.0 Definitions

In these rules unless the contrary appears -

- 2.1 Committee means the Committee of Management of the Guild;
- 2.2 General Meeting means a General Meeting of members of the Guild convened in accordance with these rules;
- 2.3 Ordinary Meeting means an event or activity organised by the Committee to further the objects and purposes of the Guild, attended by both members and non-members;
- 2.4 Member means a financial member of the Guild;
- 2.5 The Act means the Associations Incorporation Act, 1985.

3.0 Aims

The aims of the Guild shall be:

- 3.1 to promote oral storytelling in the wider community by bringing together people from all sections of society to share experiences and stories;
- 3.2 to encourage and advocate storytelling as an integral part of school, library and community life;
- 3.3 to support the development of the art and craft of oral storytelling among members and associates;
- 3.4 to assist individuals or groups to develop their own storytelling skills and styles;
- 3.5 to act as a centre and information exchange for individuals or groups involved or associated with oral storytelling who seek advice and guidance in oral storytelling;
- 3.6 to liaise and cooperate with other organisations which possess similar or related objectives and purposes;
- 3.7 to coordinate storytelling activities within the state of Western Australia;
- 3.8 to maintain links with oral storytelling organizations in other States and Territories within Australia and overseas; and actively encourage visiting interstate and overseas storytellers to share in the life of the local guild.

4.0 Membership

- 4.1 Membership of the Guild shall be open to any adult or institution supporting the aims of the Guild.
- 4.2 The financial year of the Guild shall run concurrently with the calendar year, 1 January - 31 December. Membership subscriptions fall due on the 1 January each year and are to be paid prior to the Annual General Meeting, at rates previously determined by the Executive Committee. Payment of the annual subscription shall confer the rights and privileges of membership for the financial year in respect of which the subscription is paid.
- 4.3 All financial members shall be entitled to attend, take part in discussion and vote at general meetings of the Guild.

5.0 Office Bearers

- 5.1 The Office Bearers of the Guild shall comprise the **President, Vice President, Secretary, Treasurer** and such other officers as may be needed from time to time.
- 5.2 The duties of office bearers shall include the following:
The **President** or designated Chairperson shall be head of the Guild, and chair all Executive Committee and General Meetings.

The **Vice President**, in the absence of the President or when so requested to do so, will act with the same powers as that of the President

The **Secretary** shall record and distribute minutes of all Executive Committee and General Meetings of the Guild. Minutes of all proceedings will be entered within twenty-one days after the relevant meeting, in minute books kept for the purpose. These minutes will be signed by the designated Chairperson of the specific meeting at which the proceedings took place, or by the Chairperson of the next successive meeting. Where minutes have been entered and signed they will be evidence, until the contrary is proved, that the meeting was convened and duly held.

The Secretary shall be responsible for keeping a register of members of the Guild, including their full names, addresses and telephone numbers and for passing this information to the Treasurer.

The **Treasurer** shall maintain and present to all meetings Statements of Income and Expenditure and Assets and Liabilities of the Guild. The Treasurer shall collect all monies on behalf of the Guild and present the accounts to an independent person nominated by the executive Committee as required.

6.0 Executive Committee

- 6.1 The affairs of the Guild shall be managed by the Executive Committee which shall consist of the Office Bearers and three other Guild members elected at the Annual General Meeting.
- 6.2 The Executive Committee shall be empowered to co-opt members of the Guild; such co-options to be subject to later ratification by a General Meeting of the Guild.
- 6.3 The Executive Committee shall meet not less frequently than once every three months.

7.0 Meetings

7.1 Ordinary and Special General Meetings.

- i. Ordinary Meetings of the Guild may be called at such times as may be determined by the Executive committee to discuss the Guild's activities and such other matters as may arise.
- ii. Special General Meetings shall be called by the Secretary when requested in writing by the President, or when requested by no less than three (3) committee members or by five (5) ordinary members. The purpose of the proposed Special Meeting shall be indicated and only this specific matter discussed at the meeting. A quorum for any general meeting is 10% of financial membership (in person or by proxy)
- iii. Adjournment of General Meetings If within 30 minutes after the appointed time for a general meeting, a quorum of members is not present, the meeting shall be adjourned. Where practicable, the adjourned meeting will be held the following week on the same day, time and in the same location.
- iv. Chairperson for General Meetings The President of the Association will preside as Chairperson for all general meetings. In this person's absence, members may select a Committee member or another member to be Chairperson for the specific meeting.

7.2 Annual General Meeting

- i. An Annual General Meeting (hereafter referred to as the AGM) shall be conducted in the month of February each year.
- ii. Notice of the Annual General Meeting shall be given to all financial members of the Guild at least ten days before the set date. This will be done either by email or post to each individual member, or by both means
- iii. At every AGM the quorum necessary for the transaction of the business shall be ten percent of financial members. Each member shall have one vote. In the event of an equal number of votes for and against the question, the President shall declare the question resolved so as to maintain the status quo.

7.3 The order of business of the AGM shall be:

- confirmation of minutes of the last AGM;
- reports of the Office Bearers, including the Auditor's Report;
- election of the Returning Officer;
- election of the Office Bearers and other Executive Committee members; and,

- business of which written notice has been given.

8.0 Elections

- 8.1 The AGM shall appoint a member of the Guild to act as Returning Officer for elections held during the coming year.
- 8.2 All elections of the Guild shall be conducted on the "optional preferential" voting system.
- 8.3 The Office Bearers and other members of the Executive Committee shall be elected annually at the AGM. In the event of vacancies in the Executive Committee occurring during the year, the Executive Committee reserves the right to appoint replacement members to operate in an acting capacity until the end of the current term.
- 8.4 To be eligible for election as an executive office bearer, the applicant must have been a financial member of the guild for at least 12 months prior to nomination; and be a financial member at the time of nomination.
- 8.5 All elected positions of the Guild shall be declared vacant immediately prior to the election for Office Bearers and Executive Committee members during the AGM.
- 8.6 No Office Bearer may hold the same office for more than three consecutive years, although they shall be eligible to stand for the same office after a minimum period of twelve months has elapsed.
- 8.7 Members unable to attend an AGM may cast an absentee vote by post or electronic means, including by email in respect of the Election of Officers and business of which notice has been given. Such votes must be received by the secretary or such other officer appointed seven days prior to the AGM

9.0 Finance

- 9.1 The financial year of the Guild shall extend from the first day of January to the thirty-first day of December.
- 9.2 The accounts of the Guild shall be audited annually by an auditor appointed by the Executive Committee, whose report shall be presented to the AGM.
- 9.3 The funds of the Guild shall be kept in the name of the Guild with a financial institution approved by the Executive Committee. All cheques and other documents in connection with the Guild's funds shall be signed by any two of the Treasurer, the President or Secretary.
- 9.4 Any Guild Member must contact a signatory for approval for a contingency cheque before the Treasurer will issue such a cheque and all other cheques will be processed after the Treasurer has received appropriate invoicing.
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- 9.6 Where members have provided storytelling services on behalf of the Guild they shall be entitled to remuneration. Where the Guild is paid for the service as a group - then that money shall be paid into Guild funds.
- 9.7 The income and property of the Guild shall be applied solely towards the furtherance of its objectives and no portion of assets and income of the Guild shall be paid or distributed directly or indirectly to members except as a genuine remuneration for services rendered or expenses incurred on behalf of the Guild.
- 9.8 If on the winding up of the Guild, or its dissolution, there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Guild but shall be given or transferred to some other institution having similar objectives to the objectives of the Guild.

10.0 Amendments to the Constitution of the Guild

- 10.1 This constitution may only be altered, amended, enlarged or repealed by resolution of which due notice has been given and the amendments specified in writing passed by a two-thirds majority of the financial members present at an Annual General Meeting.

11.0 Suspension of Guild Membership

- 11.1 The Executive Committee may, by a vote of two-thirds of the Executive Committee meeting, suspend the membership of any member of the Guild.
- 11.2 Following such action, the Office Bearers shall call a General Meeting of the Guild within 30 days to report to the Guild members on the suspension, and shall recommend the removal or extension of the suspension, or alternately, the expulsion of the suspended member.
- 11.3 The suspended member shall have full speaking, but not voting rights at the General Meeting.

12.0 Life Membership

- 12.1 Honorary life membership may be conferred on any individual by an affirmative vote by two-thirds of those present at an AGM.

13.0 Miscellaneous

- 13.1 All members shall be supplied with a copy of the Constitution on request.
- 13.2 All copies of the Constitution and sections of the Constitution shall include the date of printing on each page.