

SMSA

(SYDNEY MECHANICS' SCHOOL OF ARTS)

THE BY-LAWS

APPROVED IN GENERAL MEETING
ON
THURSDAY, 6 DECEMBER 2012

PAUL REID
PRESIDENT

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MAKING A DIFFERENCE THROUGH LEARNING

THE BY-LAWS OF THE SYDNEY MECHANICS' SCHOOL OF ARTS APPROVED 6 DECEMBER 2012

CONTENTS

PART 1—PRELIMINARY

- 1. Definitions..... 1

PART 2—MEMBERSHIP

- 2. Membership Qualifications..... 1
- 3. Types of Membership 1
- 4. Cessation of Membership..... 2
- 5. Membership Entitlements 2
- 6. Resignation of Membership 2
- 7. Register of members 2
- 8. Fees and Subscriptions 2
- 9. Members' Liabilities 2
- 10. Conduct of Members..... 2
- 11. Complaints Against Members 3
- 12. Right of Appeal of Disciplined Member 3

PART 3—THE BOARD

- 13. Powers of the Board 3
- 14. Constitution and Membership..... 4
- 15. Election of Members 4
- 16. Secretary 5
- 17. Treasurer..... 5
- 18. Casual Vacancies 5
- 19. Meetings and Quorum 5
- 20. Delegation by the Board to Committees 6
- 21. Voting and Decisions 6

PART 4—GENERAL MEETINGS

- 22. Annual General Meetings..... 6
- 23. Annual Report 7
- 24. Special General Meetings..... 7
- 25. Notice 7
- 26. Procedure..... 7
- 27. Presiding Member..... 8
- 28. Adjournment 8
- 29. Making of Decisions..... 8
- 30. Special Resolution..... 8
- 31. Voting Entitlements 8
- 32. Sealing of Ballot Papers..... 9

PART 5—MISCELLANEOUS

- 33. Insurance 9
- 34. Funds I..... 9
- 35. Funds II 9
- 36. Alteration of Objects and By-Laws 9
- 37. Common Seal..... 10
- 38. Custody of Books..... 10
- 39. Annual Report 10
- 40. Service of Notices 10
- 41. Non-profit Clause 10

BY-LAWS OF THE SYDNEY MECHANICS' SCHOOL OF ARTS APPROVED 30 OCTOBER 2010

PART 1—PRELIMINARY

1. Definitions

In these By-Laws:

- a. The Committee referred to in the Sydney Mechanics' School of Arts Incorporation Act 1886 shall be referred to as "the Board" and the Committee-men as "the Directors".
- b. "Special General Meeting" means a General Meeting of the Sydney Mechanics' School of Arts other than an Annual General Meeting.
- c. "The Act" means the Sydney Mechanics' School of Arts Incorporation Act 1886 as amended.
- d. The provisions of the Interpretation Act 1987 apply to and in respect of these By-Laws in the same manner as those provisions would so apply if these By-Laws were an instrument made under the Act.
- e. Where the Act and By-Laws of the Sydney Mechanics' School of Arts are silent on any point reference shall be made to the Model Rules for Associations incorporated under the Associations Incorporation Act, 1984 (New South Wales) (as amended from time to time).
- f. The Secretary of the Sydney Mechanics' School of Arts (see By-law 16) may be contacted or served with notices in person, or by postal mail, to Level 3, 280 Pitt Street, Sydney, NSW 2000 or by email to secretary@smsa.org.au.

PART 2—MEMBERSHIP

2. Membership Qualifications

- 2.1 The Sydney Mechanics' School of Arts shall consist of all persons who shall from time to time be admitted as members, and who comply with the By-Laws for the time being of the Sydney Mechanics' School of Arts and such amended and new By-Laws and as may be approved.
- 2.2 A person is qualified to be a member of the Sydney Mechanics' School of Arts if the person is a natural person:
 - a. who has applied for membership of the Sydney Mechanics' School of Arts as provided by By-Law 3; and
 - b. who has been approved for membership of the Sydney Mechanics' School of Arts by the Board.
- 2.3 If a member becomes an employee of the School, their membership shall be suspended during their employment and their membership will automatically resume when he/she ceases employment. Time employed shall be included when calculating membership duration

3. Types of Membership

- 3.1 Ordinary Members—any person wishing to become a member shall make application to the Secretary in such form as the Board may from time to time prescribe and shall accompany such application with the prescribed subscription. The acceptance or rejection of an application for membership shall be the responsibility of the Board, which shall not be bound to give reasons for its decisions. Ordinary members may vote at General Meetings in accordance with By-law 31 and stand for election in accordance with By-law 15.3.
 - 3.2 Honorary Members—any person who has rendered exceptional service to the Sydney Mechanics' School of Arts, or who is eminent for their attainments in literature, science, or art may, upon the recommendation of the Board, be elected for any period as an Honorary Member at any General Meeting of the members. These Honorary Members shall not be entitled to vote or to stand for election.
 - 3.3 Life Members—any member who has rendered exceptional service to the Sydney Mechanics' School of Arts may, upon the recommendation of the Board, be elected as a Life Member at any General Meeting of the members. Life Members will not be required to pay any further annual fees or subscriptions. They shall be entitled to vote and to stand for election.
 - 3.4 Reader Members—members who may not vote or stand for election. Reader members must be students (current student id cards must be produced on applying for, or renewing, membership).
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3.5 Perpetual Members—any ordinary members who have paid a subscription such that no further annual subscriptions need to be paid.

3.6 The Board may create additional categories of membership.

4. Cessation of Membership

A person shall cease to be a member of the Sydney Mechanics' School of Arts if the person:

- a. dies;
- b. resigns that membership;
- c. fails to renew their membership within one month of it falling due for renewal (see By-law 8);
- d. has their membership cancelled by the Board of the Sydney Mechanics' School of Arts; or
- e. becomes a member of staff.

5. Membership Entitlements

A right, privilege or obligation which a person has by reason of being a member of the Sydney Mechanics' School of Arts may not be transferred or transmitted to another person and terminates on cessation of the person's membership.

6. Resignation of Membership

6.1 A member of the Sydney Mechanics' School of Arts who has paid all amounts payable may resign their membership in writing to the Secretary.

6.2 If a member of the Sydney Mechanics' School of Arts ceases to be a member under this By-Law, and in every other case where a member ceases to hold membership, the Secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

7. Register of members

7.1 The Secretary of the Sydney Mechanics' School of Arts must establish and maintain a register of members of the Sydney Mechanics' School of Arts specifying the name, and residential address, email address (where available) and telephone number of each person who is a member of the Sydney Mechanics' School of Arts together with the date on which the person became a member.

7.2 Any member of the Sydney Mechanics' School of Arts may view a list of members' names during business hours after giving at least five working days notice to the Secretary. Records may not be copied.

8. Fees and Subscriptions

8.1 The rates of subscription payable by members shall be as determined by the Board. At least one month's notice of any proposed change in subscription shall be given to members.

8.2 The membership year is from 1st January to 31st December (i.e. a calendar year) and membership subscriptions are due by 31st December of the previous year.

8.3 Every member, on paying their subscription, shall receive a receipt. Members must produce evidence of their membership identity if required by the Secretary or other officers.

9. Members' Liabilities

The liability of a member of the Sydney Mechanics' School of Arts to contribute towards the payment of the debts and liabilities of the Sydney Mechanics' School of Arts or the costs, charges and expenses of the winding up of the Sydney Mechanics' School of Arts is limited to the amount, if any, unpaid by the member in respect of membership of the Sydney Mechanics' School of Arts as required by By-Law 8.

10. Conduct of Members

10.1 Members will behave with due decorum and in consideration of other people whilst engaged in activities run by the Sydney Mechanics' School of Arts or in premises operated by the Sydney Mechanics' School of Arts. Staff of the Sydney Mechanics' School of Arts or Board members may request any member who acts or speaks in a manner contrary to the spirit of this By-Law to remove themselves from the premises.

10.2 The Library may not be used for purposes not authorised by the Board.

11. Complaints Against Members

- 11.1 A complaint, which must be in writing, may be made to the Board by any person, that a member:
 - a. has persistently refused or neglected to comply with a provision or provisions of these By-Laws; or
 - b. has persistently and wilfully acted in a manner prejudicial to the interests of the Sydney Mechanics' School of Arts.
- 11.2 On receiving such a complaint, the Board shall refer the matter to the appropriate Committee of the Board which shall:
 - a. cause notice of the complaint to be served on the member concerned; and
 - b. give the member at least 14 days from the time the notice is served within which to make submissions to the Board in connection with the complaint; and
 - c. take into consideration any submissions made by the member in connection with the complaint; and
 - d. make recommendations to the Board.
- 11.3 The Board may, by resolution, admonish, fine or suspend a member or cancel their from membership of the Sydney Mechanics' School of Arts if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been substantiated.
- 11.4 If the Board admonishes, fines or suspends a member or cancels their membership, the Secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the Board for having taken that action and of the member's right of appeal under By-Law 12.
- 11.5 The admonition, fine, suspension or cancellation of membership shall not take effect:
 - a. until the expiration of the period within which the member is entitled to appeal against the resolution concerned; or
 - b. if within that period the member exercises the right of appeal, unless and until the Sydney Mechanics' School of Arts confirms the resolution under By-Law 12.4, whichever is the later.

12. Right of Appeal of Disciplined Member

- 12.1 A member may appeal to the Sydney Mechanics' School of Arts in a General Meeting against a resolution of the Board under By-Law 11, within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect. The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- 12.2 On receipt of a notice from a member under By-Law 12.1, the Secretary must notify the Board which is to convene a General Meeting of the Sydney Mechanics' School of Arts to be held within 28 days after the date on which the Secretary received the notice.
- 12.3 At a General Meeting of the Sydney Mechanics' School of Arts convened under By-Law 12.2:
 - a. no business other than the question of the appeal is to be transacted, and the Board and the member must be given the opportunity to state their respective cases orally or in writing, or both; and
 - b. the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 12.4 If, at the General Meeting, the Sydney Mechanics' School of Arts passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

PART 3—THE BOARD

13. Powers of the Board

- 13.1 The control and management of the affairs of the Sydney Mechanics' School of Arts shall be entrusted to a Board to be elected as provided by these By-Laws.
 - 13.2 The Board is to control and manage the affairs of the Sydney Mechanics' School of Arts, and may exercise all such functions as may be exercised by the Sydney Mechanics' School of Arts, other than those functions that are required by these By-Laws to be exercised by a General Meeting of members of the Sydney Mechanics' School of Arts, and has power to perform all such acts and do all such things as appear to the Board to be necessary or desirable for the proper management of the affairs of the Sydney Mechanics' School of Arts.
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14. Constitution and Membership

The Board shall consist of:

- a. The President;
- b. The Treasurer;
- c. Four Vice-Presidents; and
- d. Seven Directors.

15. Election of Members

15.1 Each member of the Board shall hold office until the conclusion of the second Annual General Meeting following the meeting at which the member was elected. A member of the Board is eligible for re-election, however, no person may hold the office of President for more than 2 consecutive terms.

15.2 The elections for the Board shall be conducted at the Annual General Meeting as follows:

- a. The President shall be elected directly by the members.
- b. All other members of the Board shall be elected as Directors. The Board shall determine which Directors are to fill the offices of Treasurer and Vice Presidents at the first Board meeting after the Annual General Meeting.

Note: The Treasurer and all the Vice President positions are elected annually by the Board.

- c. At each Annual General Meeting any Directors who have completed their term of office must retire but may stand for re-election.
 - d. A Director who has been appointed to the Board to fill a casual vacancy during the year must retire at the first Annual General Meeting after such appointment but may stand for election at that meeting.
- 15.3 A person wishing to stand for election must be a member of the Sydney Mechanics' School of Art for the two previous consecutive membership years, is eligible to vote and has been nominated by another member who has been a member for the two previous consecutive membership years and is eligible to vote. Nominations must be made in the format prepared by the Secretary for this purpose and submitted to the Secretary by the closing date for nominations. Details of the closing date for nominations shall accompany the Notice of the AGM.
- 15.4 A member of the Board may be nominated for the office of President whilst sitting as a Director. However, any member may:
- a. be elected to only one office; and
 - b. hold only one office at any one time.
- Note: A member may nominate for both the President and a Director position, but if elected as the President, the nomination as a Director lapses.
- 15.5 If a sitting Director is elected President then that Directorship will be declared vacant and filled by the election of another member. If there are insufficient candidates to complete the full complement of Directors then the provisions of By-Law 15.7 shall be used.

15.6 The Secretary shall prepare a list showing:

- a. the names of the candidates;
- b. the name of their proposer; and
- c. the offices for which the candidates are nominated and show those standing for re-election.

The list of candidates will be displayed to members at the Annual General Meeting with the Agenda for the meeting.

15.7 If insufficient nominations are received to fill all vacancies on the Board, the candidates nominated are taken to be elected. Any vacant positions remaining on the Board are taken to be casual vacancies.

15.8 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected. If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held (see By-law 31.5).

16. Secretary

16.1 The position of Secretary to the Board shall be appointed by the Board and may be filled by an employee of the Sydney Mechanics' School of Arts.

16.2 It is the duty of the Secretary to keep minutes of:

- a. all appointments of office-bearers and members of the Board;
- b. the names of members of the Board present at a Board meeting or a General Meeting; and
- c. all proceedings at Board meetings and General Meetings.

16.3 Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

17. Treasurer

It is the duty of the Treasurer of the Sydney Mechanics' School of Arts to ensure:

- a. that all money due to the Sydney Mechanics' School of Arts is collected and received and that all payments authorised by the Sydney Mechanics' School of Arts are made; and
- b. correct books and accounts are kept showing the financial affairs of the Sydney Mechanics' School of Arts, including full details of all receipts and expenditure connected with the activities of the Sydney Mechanics' School of Arts.

18. Casual Vacancies

18.1 A vacancy on the Board occurring during the year should be filled within two months by another qualified member who assents to join the Board. If for any reason the vacancy is not filled within the appointed time the validity of the Board remains.

18.2 For the purposes of these By-Laws a casual vacancy in the office of a member of the Board occurs if the member:

- a. dies;
- b. ceases to be a member of the Sydney Mechanics' School of Arts;
- c. becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth;
- d. resigns office by notice in writing given to the Secretary;
- e. is removed from office under By-Law 11;
- f. becomes a mentally incapacitated person;
- g. is absent without the consent of the Board from three consecutive monthly meetings of the Board;
- h. receives a pecuniary advantage or payment for goods or services supplied to the Sydney Mechanics' School of Arts other than as allowed in By-Law 35.4; or
- i. in terms of By-law 15.7.

18.3 The term of the office of any member appointed to fill a casual vacancy shall extend until the next Annual General Meeting at which time the office shall be declared vacant and filled by election.

18.4 If the President resigns or becomes incapacitated or is granted extended Leave of Absence, the Board shall select one of their number as Acting President, with all the authority of the President's role. This member will remain in office until either:

- a. the elected President resumes the position; or
- b. the next Annual General Meeting.

19. Meetings and Quorum

19.1 The Board shall meet once a month at such place and time as the Board may determine.

19.2 Notice of a monthly meeting of the Board must be given by the Secretary to each member of the Board at least 48 hours (or such other period as may be unanimously agreed on by the members of the Board) before the time appointed for the holding of the meeting.

19.3 The President, or two Vice-Presidents, or any three Directors may call a special meeting of the Board, provided twenty-four hours' notice of such meeting is conveyed by the Secretary to each member of the Board.

19.4 Notice of a meeting given under By-Law 19.2 and 19.3 must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the Board members present at the meeting unanimously agree to treat as urgent business.

19.5 Any 7 members of the Board constitute a quorum for the transaction of the business of a meeting of the Board. No business is to be transacted by the Board unless a quorum is present and if, within half an hour of the time

appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.

- 19.6 The President shall normally preside at Board meetings. In the absence of the President, one of the Vice Presidents shall preside.

20. Delegation by the Board to Committees

- 20.1 As soon as is practicable after the Annual General Meeting, the Board may delegate to one or more Committees (consisting of such members of the Sydney Mechanics' School of Arts as the Board thinks fit) the exercise of such of the functions of the Board other than:
- a. this power of delegation; and
 - b. a function which is a duty imposed on the Board by the Act or by any other law.
- 20.2 A function, the exercise of which has been delegated to a Committee under this By-Law, may, while the delegation remains in force, be exercised from time to time by the Committee in accordance with the terms of the delegation.
- 20.3 Any act or thing done or suffered by a Committee acting in the exercise of a delegation under this By-Law has the same force and effect as it would have if it had been done or suffered by the Board.
- 20.4 The Board may revoke wholly or in part any delegation given under this By-Law.
- 20.5 A Committee may meet and adjourn, as it thinks proper.
- 20.6 Pursuant to these By-Laws the Board may adopt a set of Standing Orders and Regulations to govern the conduct of the Institution.

21. Voting and Decisions

- 21.1 Questions arising at a meeting of the Board, or of any Committee appointed by the Board, are to be determined by a majority of the votes of members of the Board or Committee present at the meeting. Each member present at a meeting of the Board or of any Committee appointed by the Board (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 21.2 Subject to By-Law 19.5, the Board may act despite any vacancy on the Board. Any act or thing done or suffered, or purporting to have been done or suffered, by the Board or by a Committee appointed by the Board, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Board or Committee.

PART 4—GENERAL MEETINGS

22. Annual General Meetings

- 22.1 The Annual General Meeting of the Sydney Mechanics' School of Arts shall be convened on such date and at such place and time as the Board thinks fit and within three months of the end of the Financial Year (1 January to 31 December annually).
- 22.2 In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting is to include the following:
- a. to confirm the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting;
 - b. to receive from the Board the Annual Report on the activities of the Sydney Mechanics' School of Arts during the last preceding financial year;
 - c. to elect the President of the Sydney Mechanics' School of Arts and Directors of the Board in accordance with By-Law 14; and
 - d. to appoint the Auditors.
- 22.3 An Annual General Meeting must be specified as such in the notice convening it.

23. Annual Report

- 23.1 The Annual Report of the Sydney Mechanics' School of Arts shall be prepared by the Board for approval by the members at the Annual General Meeting.
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- 23.2 The Annual Report shall be made available for inspection by the members in the Library at least ten working days before the Annual General Meeting. The Annual Report shall consist of the President's report of the activities of the Sydney Mechanics' School of Arts in the preceding year and the Audited Accounts for the previous Financial Year.

24. Special General Meetings

- 24.1 A majority of the Board may, whenever it thinks fit, convene a Special General Meeting of the Sydney Mechanics' School of Arts.
- 24.2 The Board must, on the requisition in writing of at least 50 members, convene a Special General Meeting of the Sydney Mechanics' School of Arts. A requisition of members for a Special General Meeting:
- must state the purpose or purposes of the meeting;
 - must be signed by the members making the requisition;
 - must be lodged with the Secretary, and
 - may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 24.3 If the Board fails to convene a Special General Meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a Special General Meeting to be held not later than 3 months after that date.
- 24.4 A Special General Meeting convened by a member or members as referred to in By-Law 24.2 must be convened as nearly as is practicable in the same manner as General Meetings are convened by the Board and any member who consequently incurs expenses is entitled to be reimbursed by The Sydney Mechanics' School of Arts for any expense so incurred.

25. Notice

- 25.1 In accordance with Clauses 10 and 11 of the Sydney Mechanics' School of Arts Incorporation Act 1886 the following notice periods shall be observed:
- For the Annual General Meeting — 10 working days; and
 - For a Special General Meeting — 10 working days.

Notice, stating the objects of the meeting, is to be placed in two daily newspapers in Sydney. Notice will also be given to members through a sign in the Library, a newsletter and by email.

- 25.2 No business other than that specified in the notice convening a General Meeting is to be transacted at the meeting except, in the case of an Annual General Meeting, business which may be transacted under By-Law 22.2.
- 25.3 A member desiring to bring any business before a General Meeting shall give notice in writing of that business to the Secretary not less than seven days before the General Meeting. The notice must be signed by not less than three members qualified to vote, and a duplicate of the notice must be posted in a prominent place within the Institution at the same time.

26. Procedure

- 26.1 No item of business is to be transacted at a General Meeting unless a quorum of members entitled under these By-Laws to vote is present during the time the meeting is considering that item. Fifteen members present in person (being members entitled under these By-Laws to vote at a General Meeting) constitute a quorum for the transaction of the business of a General Meeting.
- 26.2 If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting:
- if convened on the requisition of members, is to be dissolved; and
 - in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- 26.3 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 10) is to constitute a quorum.
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27. Presiding Member

At every General Meeting of the Sydney Mechanics' School of Arts the President shall preside, if present, or one of the Vice Presidents. In the absence of the President and all the Vice-Presidents, the Presiding Officer shall be elected from the members of the Board present. Should no member of the Board be present, the members assembled shall have power to elect a Presiding Officer from among their number.

28. Adjournment

- 28.1 The Presiding Officer of a General Meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to a nominated date, time and 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.
- 28.2 If a General Meeting is adjourned for 14 days or more, the Secretary must give notice of the adjourned meeting to members of the Sydney Mechanics' School of Arts stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting. This notice is to be through a sign in the Library and by email.
- 28.3 Except as provided in By-Laws 28.1 and 28.2, notice of an adjournment of a General Meeting or of the business to be transacted at an adjourned meeting is not required to be given.

29. Making of Decisions

- 29.1 A question arising at a General Meeting of the Sydney Mechanics' School of Arts is to be determined on a show of hands unless before or on the declaration of the show of hands a poll is demanded. A declaration by the Presiding Officer that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, is to be entered to that effect in the minute book of the Sydney Mechanics' School of Arts and is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 29.2 At a General Meeting of the Sydney Mechanics' School of Arts, a poll may be demanded by the Presiding Officer or by at least 6 members (entitled to vote) present at the meeting.
- 29.3 If a poll is demanded at a General Meeting, the poll must be taken;
- a. immediately in the case of a poll which relates to the election of the Presiding Officer of the meeting or to the question of an adjournment; or
 - b. in any other case, in such manner and at such time before the close of the meeting as the Presiding Officer directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

30. Special Resolution

No motion for winding up the Institution or for repealing, altering, adding to or amending any of its By-Laws, or for any other purpose except formal motions, shall be proposed at any General Meeting unless seven days previous notice thereof in writing be given to the Secretary and a duplicate of such a notice be at the same time posted in a prominent place within the Sydney Mechanics' School of Arts (see Sydney Mechanics School of Arts Incorporation Act, Clause 12).

31. Voting Entitlements

- 31.1 On any question arising at a General Meeting of the Sydney Mechanics' School of Arts a member has one vote only. All votes must be given personally. In the case of an equality of votes on a question at a General Meeting, the Presiding Officer of the meeting is entitled to exercise a second or casting vote.
- 31.2 A member is not entitled to vote at the Annual General Meeting of the Sydney Mechanics' School of Arts unless they have paid the appropriate membership fee prior to 15th October in the preceding year and the subscription for the present year, and all money due and payable by the member to the Sydney Mechanics' School of Arts has been paid.
- 31.3 A member is not entitled to vote at any General Meeting, other than the Annual General Meeting, of the Sydney Mechanics' School of Arts unless they have paid the appropriate membership fee at least 120 days prior to the date of the General Meeting, and all money due and payable by the member to the Sydney Mechanics' School of Arts has been paid.
- 31.4 At every General Meeting, except as otherwise provided, the voting shall be by show of hands.
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- 31.5 Voting for elections shall be only by a secret ballot of qualified members present at the Annual General Meeting. Any qualified member wishing to vote shall use only the ballot papers provided. Qualified members must complete the ballot papers personally in accordance with the directions given by the Presiding Officer of the Annual General Meeting. Those unable to complete ballot papers may be assisted by the Returning Officers only.
- 31.6 At least two Returning Officers shall be appointed by the members present on the recommendation of the Presiding Officer at the start of the Annual General Meeting. They shall collect completed ballot papers, count the votes cast and report to the Presiding Officer the number of votes recorded for each candidate and the number of invalid votes. The Presiding Officer shall declare the results.
- 31.7 If two or more candidates have an equal number of votes for any office further elimination ballots of these candidates shall take place. If the final elimination ballot between two candidates provides equal votes, the Presiding Officer alone shall determine the ballot by lot.
- 31.8 Notwithstanding any other By-Law, in any election for the office of President where the voting results in the candidate with the highest number of votes achieving less than forty per cent of the total number of valid votes cast, the vote shall be repeated with the candidate with the least number of votes deleted from the ballot paper. If necessary the procedure will be repeated until such time as a candidate achieves at least forty per cent of the valid votes cast. If the final elimination ballot between two candidates results in equal votes, the Presiding Officer alone shall determine the ballot by lot.

32. Sealing of Ballot Papers

Immediately after the elections the ballot papers will be sealed in an envelope and held by the Auditor until the next Annual General Meeting after which they shall be destroyed. They shall not be opened except by order of the Board.

PART 5—MISCELLANEOUS

33. Insurance

The Sydney Mechanics' School of Arts shall effect and maintain appropriate insurance.

34. Funds I

- 34.1 The funds of the Sydney Mechanics' School of Arts are to be derived from entrance fees and annual subscriptions of members, donations, investments, rental of office space, hiring of meeting rooms with associated equipment and facilities and, subject to any resolution passed by the Sydney Mechanics' School of Arts at a General Meeting, such other sources as the Board may determine.
- 34.2 All money received by the Sydney Mechanics' School of Arts must be deposited as soon as practicable and without deduction to the credit of the Sydney Mechanics' School of Arts bank account.
- 34.3 The Sydney Mechanics' School of Arts must, as soon as practicable after receiving any money, issue an appropriate receipt for monies not covered by Sydney Mechanics' School of Arts issued invoices.

35 Funds II

- 35.1 Subject to any resolution passed by the Sydney Mechanics' School of Arts in General Meeting, the funds of the Sydney Mechanics' School of Arts are to be used in pursuance of the objects of the Sydney Mechanics' School of Arts in such manner as the Board determines.
- 35.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 of the nominated members of the Board or employees of the Sydney Mechanics' School of Arts, being members or employees authorised to do so by the Board.
- 35.3 The Board shall ensure that payments made by means other than cheques are managed under a system that has adequate safeguards to protect the funds and assets of the Sydney Mechanics' School of Arts.
- 35.4 Any member may be reimbursed for reasonable expenditures made on behalf of the Sydney Mechanics' School of Arts, or on duty as a member of the Board, provided such expenditure is approved by the Board or the Secretary under proper delegation from the Board.

36. Alteration of Objects and By-Laws

The statement of objects and these By-Laws may be altered, rescinded or added to only by a special resolution of the members of the Sydney Mechanics' School of Arts in a General Meeting.

37. Common Seal

- 37.1 The custody and use of the common seal of the Sydney Mechanics' School of Arts shall be controlled by the Board.
- 37.2 The common seal must not be affixed to any instrument except by the authority of the Board and the affixing of the common seal must be attested by the signatures of 2 duly authorised members of the Board or a member of the Board duly authorised and the Secretary.

38. Custody of Books

Except as otherwise provided by these By-Laws, the Secretary must keep in their custody, or under their control, all records, books and other documents relating to the Sydney Mechanics' School of Arts.

39. Annual Report

The latest Annual Report shall be available for inspection on request by members during normal office hours.

Note: The latest Annual Report is usually available on the School's web site.

40. Service of Notices

- 40.1 For the purpose of these By-Laws, a notice may be served on or given to a person:
- a. by delivering it to the person personally; or
 - b. by sending it by pre-paid post to the address of the person; or
 - c. by sending it by email or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- 40.2 Service of notices on Sydney Mechanics' School of Arts shall be either in person on the Secretary or by postal mail or email to the Secretary (see By-law 1).
- 40.3 For the purpose of these By-Laws, unless the contrary is proved, a notice is taken to have been given or served:
- a. in the case of a notice given or served personally, on the date on which it is received by the addressee;
 - b. in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post; and
 - c. in the case of a notice sent by email or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

41 Non-profit Clause

- 41.1 The Sydney Mechanics' School of Arts is constituted by an Act of the NSW Parliament that established it as a literary institution with the objects of the intellectual improvement of its members and the cultivation of literature, science and art.
- 41.2 These By-Laws hereby require that:
- a. the income and assets of the Sydney Mechanics' School of Arts shall be applied solely in furtherance of its objects and no portion shall be distributed directly or indirectly to the members except as bona fide compensation for services rendered or expenses incurred on behalf of the Sydney Mechanics' School of Arts;
 - b. in the event of the Sydney Mechanics' School of Arts being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another institution with similar purposes which is not carried on for the profit or gain of its individual members.
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