

**THE CONSTITUTION  
OF THE  
CALLIGRAPHY SOCIETY OF SOUTH  
AUSTRALIA  
INCORPORATED**

Approved at the Society's Annual General Meeting  
28 February 2016

<b>THE CONSTITUTION OF THE CALLIGRAPHY SOCIETY OF SOUTH AUSTRALIA INCORPORATED</b>	
1	<b>The name of the Society shall be The Calligraphy Society of South Australia, Inc (hereinafter called the Society).</b>
2	<b>OBJECTS</b>
	The objects of the Society include, but are not limited to:-
2.1	<ul style="list-style-type: none"> <li>• To foster and promote the appreciation and understanding of calligraphy and handwriting</li> </ul>
2.2	<ul style="list-style-type: none"> <li>• To cater for the needs of its members by sharing information, organizing lectures, workshops, discussion groups, etc. for all levels of competence</li> </ul>
2.3	<ul style="list-style-type: none"> <li>• To form and strengthen relationships between the Society and related associations and crafts.</li> </ul>
3	<b>MEMBERSHIP</b>
3.1	Membership is available to any person sympathetic to the Objects of the Society and who agrees to abide by its Constitution. An applicant shall, upon the payment of any membership fees, become a member of the Society.
3.2	Membership subscriptions shall be determined by the Annual General Meeting.
3.3	Membership shall run for a 12 month period from 1 April to 31 March. Fees will be due and payable in the period 1 April – 31 May each year. Unpaid fees, from 31 May onwards each year, shall lead to loss of membership.
3.4	<p>New members may join at any time during a year by paying the full annual fee.</p> <p>A member may resign from membership of the Society by giving written notice to the Treasurer. Fees shall not be refunded to members who resign and resigning members will be held liable for any outstanding monies owed to the Society.</p>
3.5	<p>The Management Committee has the power to terminate the membership of any person whose conduct is deemed detrimental to the Society or contrary to the Objects of the Society, and will inform the member in writing of the inappropriateness of their conduct.</p> <p>The member will have the right to appear before the Committee to discuss the proposed termination prior to any Committee communication to the full membership.</p> <p style="text-align: right;">3(5)i Reasons for termination will be forwarded in writing to all Society members ahead of a General Meeting at which</p>

CSSA Constitution  
Approved AGM 28 February 2016

	<p>the termination will be discussed.</p> <p>3(5)ii The individual whose membership is being terminated will be given a right of written reply to all members and the right to appeal any decision.</p> <p>3(5)iii Votes on the appeal shall be by secret ballot at a General Meeting.</p>
3.6	Life membership may be conferred upon a member who has rendered outstanding service to The Society. Nominations shall be made to the Management Committee for its approval or otherwise and its recommendation to members. Persons elected to life membership shall not be required to pay annual subscriptions but shall be entitled to all benefits and privileges of membership. Life memberships will be limited to a number of four.
3.7	A Register of Members shall be kept.
<b>4</b>	<b>OFFICE BEARERS</b>
4.1	Office bearers shall be: <ul style="list-style-type: none"> <li>• the President</li> <li>• the Vice-President</li> <li>• the Treasurer</li> <li>• the Secretary, and</li> <li>• the Minute Secretary.</li> </ul>
<b>5</b>	<b>MANAGEMENT COMMITTEE</b>
5.1	The affairs of The Society shall be managed and controlled exclusively by the Management 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 Aims of The Society, and are not by the Act or by these rules required to be done by The Society in a General Meeting.
5.2	The Management Committee shall have a minimum of six (6) members and a maximum of nine (9).
5.3	The Committee shall consist of:- <ul style="list-style-type: none"> <li>(i) a President</li> <li>(ii) a Vice-President</li> <li>(iii) a Secretary</li> <li>(iv) a Treasurer</li> <li>(v) a Minutes Secretary, and</li> </ul> at least three (and up to five) elected members.
5.4	The Management Committee shall have the power to co-opt or appoint a person or subcommittee to perform specific duties or tasks. Such appointments shall be ratified at the next General meeting of The Society.

CSSA Constitution  
Approved AGM 28 February 2016

6	<b>MEETINGS</b>
6.1	<p>An Annual General Meeting (AGM) shall be held each calendar year in February. The quorum shall be fifteen (15) financial members or one third of the total financial membership which ever is the lesser number.</p> <p>If quorum for the AGM is not reached, the Society will call another AGM within 28 days.</p>
6.2	General meetings shall be held at least four (4) times per year, and the quorum shall be fifteen (15) financial members or one third of the total financial membership which ever is the lesser number.
6.3	The Management Committee shall meet at least four (4) times per year, and the quorum shall be more than half its members.
6.4	Only financial members of The Society have voting rights at meetings.
6.5	An Extraordinary Meeting may be convened by the Management Committee or by not less than five (5) members who shall put such a request to the secretary in writing at least twenty-one (21) days before the requested date.
6.6	Members shall receive at least seven (7) days notice in writing of all General Meetings and Extraordinary Meetings sent, via post or electronic means, to the last address known to The Society,
6.7	The President, Vice-President, or President's nominee, shall chair all meetings of the Society.
6.8	The Society shall allow participation in any meeting via conference phone or other electronic means, with the costs associated with this participation to be borne by the participant unless otherwise specified.
7	<b>ELECTIONS</b>
7.1	Office Bearers and the Management Committee shall be elected at the Annual General Meeting.
7.2	Tenure shall be for a period of one (1) year.
7.3	Office Bearer vacancies occurring during the year shall be announced at the following General Meeting, and may be filled by election at that meeting or at an Extraordinary Meeting if called for.
7.4	The Management Committee may appoint a member to fill the vacancy until an election can take place.

CSSA Constitution  
Approved AGM 28 February 2016

	<b>FINANCE</b>
8.1	The Society's financial year shall run from 1 January to 31 December .  Financial records, as per the legal requirements of the Incorporations Associations Act 1985, shall be retained to explain the financial transactions and position of the Society.
8.2	An independent auditor approved at the Annual General Meeting shall be appointed for the annual Treasurer's Report, or for an audit requested by a General or Extraordinary Meeting
8.3	Requisite bank accounts shall be opened by The Society and their method of operation, and all delegations, shall be determined by the Management Committee
8.4	All the Society's assets, both tangible and intangible, shall be applied exclusively to the pursuance of its Objects. No portion shall be in any way paid, distributed, or gifted to any member, or their associates, except as bona fide compensation for services rendered or expenses incurred on behalf of the Society pursuant to its objects.
9	<b>DISSOLUTION OF THE SOCIETY</b>
	If the Society dissolves, all finance and property shall be forwarded to the State Library of South Australia, and used for the purchase of calligraphic manuscripts.
10	<b>ALTERATION OF THE CONSTITUTION</b>
10.1	The provisions of the Society's Constitution (including its Aims) may be altered by a special resolution of an Annual General Meeting.
10.2	Notice of a meeting to amend the Constitution, including the amendments, shall be given to members at least six weeks ahead of the meeting.
10.3	Approved changes shall be advised to the relevant authority within one month of the change being approved.
11	<b>POWERS</b>
	The Association shall have all the powers conferred by section 25 of the Act.