

Marlborough Community Potters Incorporated – Constitution

1. The name of the Group is “The Marlborough Community Potters Incorporated”.

2. The Objectives of the Group are to:

- a) promote and maintain interest in pottery in the province of Marlborough encourage members to pursue their interest in pottery, arrange lectures, exhibitions and other activities as needed.
- b) act either independently, or co-operatively with other groups, to purchase, lease or otherwise acquire buildings and/or equipment to enable the Group to function.
- c) arrange facilities and purchase materials for the use of members.
- d) maintain liaison with other pottery groups.

3. Membership

There will be two classes of members who will have voting rights and be eligible for the Committee.

- a) Associate Members. Any resident of the Marlborough region, interested in pottery, may become an associate member by submitting a written application to the Committee and have that application approved.
- b) Full Member. A full member will be one who qualifies as in 3(a) and in addition has reached a stage of proficiency acceptable to the committee. Full members will have the use of all facilities, equipment and materials belonging to the Group providing current subscriptions have been paid and subject to Committee regulations.

- c) An Associate member is entitled to all the benefits of the Group but may not use the equipment or materials of the Group except during a specific course of instruction.
- d) Full Members, Associate Members and Non-Members, with the approval of the committee, may take part in specific courses of instruction upon terms set by the Committee.
- e) A written resignation will terminate membership.
- f) The Committee, at its discretion, may terminate the membership of unfinancial members.
- g) The Committee, at its discretion, may suspend or terminate membership where a member does not comply with the Group's rules relating to use of equipment and facilities.
- h) Other groups with like objects, upon application to the Committee, may be affiliated to the Group on terms to be set by the Committee.

4. Committee

The management of all aspects of the Group will be deputed to a Committee as under:

- a) A Committee of President, Vice-President, Secretary, Treasurer, or Secretary/Treasurer and at least four or five others (minimum eight) will be elected at the inaugural and subsequent Annual General Meeting of the Group.
- b) Written nominations bearing the consent of the nominee are to be submitted to the Secretary seven days in advance of the meeting. A poll being held, if necessary. If insufficient

nominations are receive additional nominations will be accepted from the floor.

- c) Vacancies occurring on the Committee during its term of office may be filled by the Committee, co-opting as necessary.
- d) The Quorum of the Committee will be four.
- e) No person will hold the office of President, or Vice-President for more than two consecutive years, except in a special circumstance with a limit of no more than four years.

5. General Meeting

The Annual General Meeting will be held in the month of August at a time and place to be nominated by the Committee. It will:

- a) receive the Annual Report and audited Balance Sheet and Statement of Income and Expenditure for the year ended 30TM June.
- b) elect officers and committee for the ensuing year.
- c) decide on any resolution properly submitted to it.
- d) Notices of motion will be submitted to the Committee, in writing, seven days before the Annual General Meeting.
- e) A Quorum will be 20% of all members.
- f) Notices of all general meetings will be given in writing, posted or served on each financial member, 14 days before the set date and/or by newspaper advertisement, as the Committee may decide.

6. Special General Meeting

- a) The Committee may call a special general meeting at any time.
- b) On the request of any ten members of the Group the Committee will call a special general meeting stating the business to be transacted.
- c) If the Committee does not act within 14 days of the receipt of such a request the members concerned may convene a meeting.
- d) No unfinancial member is eligible to vote at any general meeting.
- e) At any special general meeting, a motion of no confidence in the committee, or of any of its members may be moved and passed provided notice of intention to so move has been given in the notice calling the meeting.
- f) If such a motion is passed the committee or member(s) named will be deemed to have resigned from the committee and a new Committee or member(s) as needed will be elected from those present.

7. Voting

Voting at all meetings will be by voices, show of hands, or by a ballot properly scrutineered as may be needed.

8. Finance

- a) Funds of the Group will be in the control of the Committee and will be kept in a bank.
- b) or Savings Bank as the Committee may decide.
- c) All accounts will be submitted to the Committee for payment to be authorised.

- d) Any two of the President, the Treasurer and two others will be authorities on the bank accounts of the Group.
- e) An auditor will be appointed at the Annual General Meeting. The Auditor may be a member but not a Committee Member.
- f) The books of the group will be audited as soon as possible after the end of the financial year.

9. Subscriptions

- a) Upon acceptance by the Committee every member will pay an annual subscription.
- b) Renewals of subscriptions will be payable by 31 October.
- c) In addition, full members upon initial acceptance under 3(b) will pay an entry fee as prescribed.
- d) The group at its Annual General Meeting will decide by simple majority both the annual subscription and the entry fee for full members.
- e) Entrance fees and subscriptions will not be refundable.

10. Borrowing and Investment

- a) The Group from time to time, for its purposes, may borrow money on terms and conditions which will first be approved by members in a general meeting.
- b) Investment of money is to be safeguarded in the same way.

11. Common Seal of the Group

This will be in the custody of the Secretary and it will only be used on the authority of the Committee.

12. Changes to Constitution

This Constitution may be added to or repelled or amended only by resolution at an annual or special general meeting provided due notice of clear intent has been given to members as in 5(f) and 75% of entitled members present agree. The meeting may amend any resolution so presented to it. No addition or alteration or decision of the rules will be approved if it affects the pecuniary profit clause or the winding up clause.

13. Dissolution

The Group may be wound up by resolution of a simple majority of financial members present at a special general meeting called for the purpose and clearly stated in writing to all members at least 14 clear days before the meeting. Such a resolution must be re-affirmed by the same sized majority at a second meeting to be held. not less than 30 nor more than 40 days later. Such final resolution will be delivered to the Registrar of Incorporated Societies.

14. Disbursements of Assets in the Event of Dissolution

All assets will be realised and after payment of debts, loans and costs incurred in the dissolution any balance will be deposited with the Local Authority, in trust, for the re-establishment of a pottery group at a future date or for the support of the arts generally as the Local Authority will deem to be in the best interests of the community.

No member or person associated with the member of the organisation will derive any income, benefit or advantage from the organisation where they can materially influence the payment of the income, benefit or advantage.

Except where that income, benefit or advantage is derived from:

- a) professional services to the organisation rendered in the course of business charged at no more than current market rates, or

- b) interest on any money lent at no more than current market rates.

15. Interpretation of the Constitution

The Committee will be the sole authority for the interpretation of the Constitution or any regulations made under them. This will be binding on all members except that appeals may be made under Rule 6(b) or 6(e).