



**MIRANDA  
MUSICAL  
THEATRE** COMPANY

**CONSTITUTION**

**OF**

**MIRANDA MUSICAL THEATRE COMPANY  
INCORPORATED**

Under the Associations Incorporation Act 2009

[NSW Legislation - Associations Incorporation Act 2009](#)

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## Section 1 Statement of Objects

- 1) The name of the Company is the Miranda Musical Theatre Company Incorporated.
- 2) The Company is established to be a charity whose purpose is to advance culture and community wellbeing through the funding of public performance works of musicals, concerts, or other performing arts for the benefit of the local community in which it operates.
- 3) The objectives of the Company are:
  - a) to enrich the local community through the provision of community-based theatre and performance art and opportunities for such performance.
  - b) Through such performances, to promote interest and knowledge in acting, singing, stagecraft, technical aspects and similar performing arts for and with the public.
  - c) To advance culture and enhance community wellbeing by providing accessible and inclusive opportunities for the development, engagement, and appreciation of the performing arts. Our programs will benefit the general public, with a focus on young performers, aspiring professionals, amateur enthusiasts, and patrons of all ages and genders in the local community.
  - d) By offering educational workshops, public performances, and community outreach initiatives, we aim to foster creativity, cultural participation, and social connection. These efforts will improve the cultural fabric of the community and contribute to its overall social and emotional wellbeing, serving a broad and diverse population.
  - e) to work towards the attainment of the highest standard in productions and all associated aspects as possible.
  - f) ensure the provision of a strong administrative and financial management.
  - g) to provide artistic direction and show selection, as guided by the Committee, with the aim of enhancing the cultural offerings to the public while also supporting the needs and interests of the members. The Committee's decisions will ensure that performances contribute to the artistic and cultural enrichment of the broader community, while maintaining accountability to the association's membership.
- 4) The Company will deliver its mission in line with the following values, as implemented in the Company's Code of Conduct, as maintained by the Committee:
  - a) Act with integrity and be open, honest, respectful and transparent.
  - b) Strive for the highest quality and continually improve.
  - c) Create opportunity through collaboration and support.
  - d) Seek diverse backgrounds, experiences and thought.
  - e) Lead by example.
- 5) The Company must apply its profits, if any, and other income it receives to the promotion of its objectives.
- 6) The Company must utilise its assets, if any, to the promotion of its objectives.
- 7) The Company is a not-for-profit company and must not pay dividends or distribute assets, profits or income to its members.
- 8) In the event of the winding up or the cancellation of the incorporation of the Company any surplus property or assets shall vest in a company having the same or similar objectives as the Company nominated by a special resolution of its members.

## Section 2 Definitions

In this constitution:

- **Association, Company or Society** all refer to Miranda Musical Theatre Company Incorporated.
- **Committee** or committee refers to the committee group elected as office bearers for the association at each annual general meeting under the terms of this constitution.
- **committee member** means an office-bearer or ordinary committee member.
- **Deliberative vote means** a vote cast by each member of the committee (including the Chair or member presiding at the meeting for the purpose of deciding the matter under deliberation.
- **exercise a function** includes perform a duty.
- **function** includes a power, authority or duty.
- **office-bearer** means a committee member who is elected to an office referred to in clause 4.21)1)a)1)a)i)-1)a)v).
- **ordinary committee member** means a committee member who is not an office-bearer.
- **Pecuniary gain** means the acquisition of money or something of monetary value.
- **register of members** means the register of members maintained under clause 3.3.
- **secretary**, of the association, means:
  - the person holding office under this constitution as secretary, or
  - if no person holds that office - the public officer of the association.
- **special general meeting**, of the association, means a general meeting of the association other than an annual general meeting.
- **subcommittee** means a subcommittee established under clause 4.8. A subcommittee is not to be
- **the Act** means the Associations Incorporation Act 2009.
- **the Regulation** means the Associations Incorporation Regulation 2022.
- **written notice** includes, but is not limited to emails, website announcements, social media announcements etc

**Note:** The Act and the Interpretation Act 1987 contain definitions and other provisions that affect the interpretation and application of this constitution.

The Interpretation Act 1987 applies to this constitution as if it were an instrument made under the Act.

**Note:** The Act, Part 4 deals with various matters relating to the management of associations.

## Section 3 Membership

### 3.1 Membership generally

- 1) An individual is taken to be a member of the association if:
  - a) the person applied to be a member under clause 3.2 and the application has been approved; and
  - b) the person was one of the individuals on whose behalf an application for registration of the association was made under the Act, section 6(1)(a).
- 2) A person who is not an individual is not eligible to be a member of the association.

### 3.2 Membership applications

- 1) An application by a person to be a member of the association must be:
  - a) Made in writing, and
  - b) In the forms determined by the committee (e.g. membership or audition forms), and
  - c) Lodged with the secretary or through an audition process.
- 2) The committee may determine that an application may be made or lodged by email or other electronic means.
- 3) The secretary must refer an application to the committee as soon as practicable after receiving the application.
- 4) The committee must approve or reject the application/audition results.
- 5) The audition panel will refer all casting results, including new members to the committee.
- 6) As soon as practicable, the committee will:
  - a) Give the applicant written notice of the decision, including by email or other electronic means if determined by the committee, and
  - b) If the application is approved – inform the applicant that the applicant is required to pay the annual subscription fee payable under Clause 3.4 within 28 days of the day the applicant received the notice.
- 7) The secretary must enter the applicant's name in the register of members as soon as practicable after the applicant pays the annual subscription fee payable under Clause 3.4.
- 8) The applicant becomes a member once the applicant's name is entered in the register.
- 9) By being a member of MMTci, all members agree that they will abide by the Code of Conduct as maintained by the Committee and attached to all application or audition forms.

### 3.3 Register of members

- 1) The secretary must establish and maintain a register of members of the association.
- 2) The register:
  - a) may be in written or electronic form, and
  - b) must include, for each member:
    - i) the member's full name, and
    - ii) a residential, postal or email address, and
    - iii) the date on which the person became a member, and

- iv) if the person ceases to be a member - the date on which the person ceased to be a member, and
  - c) must be kept in New South Wales:
    - i) at the association's main premises, or
    - ii) if the association has no premises - at the association's official address, and
  - d) must be available for inspection, free of charge, by members at a reasonable time, and
  - e) if kept in electronic form - must be able to be converted to hard copy.
- 3) If the register is kept in electronic form, the requirements in subclause 3.3 2) 2)c) and 2)d) apply as if a reference to the register is a reference to a current hard copy of the register.
- 4) A member may obtain a hard copy of the register, or a part of the register, on payment of a fee of not more than \$1, as determined by the committee, for each page copied.
- 5) Information about a member, other than the member's name, must not be made available for inspection if the member requests that the information not be made available.
- 6) A member must not use information about a member obtained from the register to contact or send material to the member, unless:
- a) the information is used to send the member:
    - i) a newsletter, or
    - ii) a notice for a meeting or other event relating to the association, or
    - iii) other material relating to the association, or
  - b) it is necessary to comply with a requirement of the Act or the Regulation.

### 3.4 Fees and subscriptions

- 1) All annual subscriptions shall become due and payable in advance on the first day of May each year.
- 2) A member must pay to the association a reasonable annual subscription fee; the amount of which is determined by the Committee:
- a) if the member becomes a member on or after the first day of the financial year of the association:
    - i) in accordance with subclause 3.2 6)b) and
    - ii) before the first day of the financial year of the association in each subsequent calendar year, or
  - b) otherwise, before the first day of the financial year of the association in each calendar year.
- 3) At the discretion of the Committee, the subscription fees of an individual may be waived or reduced.
- 4) Performing members must pay, in addition to subscription fees payable, a fee for each show in which they participate, as reasonably determined by the Committee.

### 3.5 Members' liabilities

- 1) The liability of a member of the association to contribute to the payment of either of the following is limited to the amount of any outstanding fees for the member under clause 3.4:
- a) The debts and liabilities of the association,
  - b) The costs, charges and expenses of the winding up of the association.

### 3.6 Disciplinary action against members

- 1) A person may make a complaint to the committee that a member of the association has:
  - a) failed to comply with a provision of this constitution, or
  - b) wilfully acted in a way prejudicial to the interests of the association.
- 2) The committee may refuse to deal with a complaint if the committee considers the complaint is trivial or vexatious.
- 3) If the committee decides to deal with the complaint, the committee must:
  - a) Serve notice of the complaint on the member, and
  - b) give the member at least 14 days from the day the notice is served on the member within which to make submissions to the committee about the complaint, and
  - c) Consider any submissions made by the member.
- 4) The committee may, by resolution, expel the member from the association or suspend the member's membership if, after considering the complaint, the committee is satisfied that:
  - a) the facts alleged in the complaint have been proved, and
  - b) the expulsion or suspension is warranted.
- 5) If the committee expels or suspends the member, the secretary must, within 7 days of that action being taken, give the member written notice of:
  - a) the action taken, and
  - b) the reasons given by the committee for taking the action, and
  - c) the member's right of appeal under clause 3.7.
- 6) The expulsion or suspension does not take effect until the later of the following:
  - a) the day the period within which the member is entitled to exercise the member's right of appeal expires, or
  - b) if the member exercises the member's right of appeal within the period - the day the association confirms the resolution under clause 3.7.
- 7) The Committee may, by resolution, exclude a member from participating in a production if:
  - a) that member fails to attend three consecutive rehearsals without the approval of the production team; or
  - b) that member breaches the Code of Conduct; or
  - c) that member consistently does not act in accordance with community standards.
- 8) If the committee excludes a member from a production, the secretary must, within 7 days of that action being taken, give the member written notice of:
  - a) the action taken, and
  - b) the reasons given by the committee for taking the action, and
  - c) the member's right of appeal under clause 3.7.

### 3.7 Right of appeal against disciplinary action

- 1) A member may appeal against a resolution of the committee under clause 3.6 by lodging a notice of appeal with the secretary within 7 days of being served notice of the resolution.



- 2) The member may include, with the notice of appeal, a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- 3) The secretary must notify the committee that the secretary has received a notice of appeal.
- 4) If notified that a notice has been received, the committee must call a general meeting of the association to be held within 28 days of the day the notice was received.
- 5) At the general meeting:
  - a) no business other than the question of the appeal is to be transacted, and
  - b) the member must be given an opportunity to state the member's case orally or in writing, or both, and
  - c) the committee must be given the opportunity to state the committee's case orally or in writing, or both, and
  - d) the members present must vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 6) The appeal is to be determined by a simple majority of votes cast by the members.

### 3.8 Resolution of internal disputes

- 1) The following disputes must be referred to a Community Justice Centre (<https://www.cjc.justice.nsw.gov.au/>) within the meaning of the Community Justice Centres Act 1983 for mediation:
  - a) a dispute between 2 or more members of the association, but only if the dispute is between the members in their capacity as members, or
  - b) a dispute between 1 or more members and the association.
- 2) If the dispute is not resolved by mediation within 3 months of being referred to the Community Justice Centre, the dispute must be referred to arbitration.
- 3) The *Commercial Arbitration Act 2010* applies to a dispute referred to arbitration.
- 4) Internal disputes do not include casting disputes.

### 3.9 Membership entitlements not transferable

- 1) A right, privilege or obligation that a person has because the person is a member of the association:
  - a) cannot be transferred to another person, and
  - b) terminates once the person ceases to be a member of the association.

### 3.10 Member resignation

- 1) A member of the association may resign from being a member by giving the secretary written notice of at least 1 month, or another period determined by the committee, of the member's intention to resign.
- 2) The member ceases to be a member on the expiration of the notice period.

### 3.11 Cessation of membership

- 1) A person ceases to be a member of the association if the person:
  - a) dies, or
  - b) resigns from being a member, or
  - c) is expelled from the association, or

- d) fails to pay the annual subscription fee payable under clause 3.4 within 3 months of the due date.

### 3.12 Life membership

- 1) The considerations and processes for life membership or honorary life membership are:
  - a) Any member of the Company may be elected to the position of life member and any person may be elected to the position of honorary life member, providing such a person has given outstanding service to the Company for a period of at least ten years.
  - b) Nominations for life membership will be made in writing and signed by a proposer, seconder and two other members, all of whom must be full members.
  - c) Such nominations shall be delivered to the secretary at least one calendar month before the end of the financial year.
  - d) Upon receipt of a nomination for life membership or honorary life membership, the secretary shall add this as an agenda item for the next scheduled management committee meeting for discussion. The proposer and supporters may be called upon to discuss the nomination.
  - e) Prior to an annual general meeting at which a nomination for life membership or honorary life membership is to be put to the vote, the President shall inquire of the nominee if he or she has any objection to the nomination and the nominee's wishes shall be adhered to.
  - f) Nominations in the affirmative shall be notified on the Notice of Meeting/Agenda for the next annual general meeting as a formal motion and be listed as the first item of business. The name of the proposer and the names of the supporters shall be included as part of the formal motion.
  - g) The vote on a nomination for life membership or honorary life membership shall only be taken at the annual general meeting next after the nomination is made. The voting shall be by way of a secret ballot. The nomination shall be carried upon 60% of the members present voting in the affirmative.

## Section 4 The Committee

### 4.1 Functions of committee

- 1) Subject to the Act, the Regulation, this constitution and any resolution passed by the association in general meeting, the committee:
  - a) is to control and manage the affairs of the association, and
  - b) may exercise all the functions that may be exercised by the association, other than a function that is required to be exercised by the association in general meeting, and
  - c) has power to do all things that are necessary or convenient to be done for the proper management of the affairs of the association.
  - d) has power to overrule, suspend or otherwise put aside the decisions of a production team, casting panel or other such group under the proper management of the affairs of the association.
  - e) Shall cause proper accounting and other records to be kept, maintained and made available as per the requirement of the Act.

### 4.2 Composition of committee

- 1) The committee must have 9 members, as elected in accordance with clause 4.3 consisting of:
  - a) the following office-bearers:

- i) the president,
  - ii) the vice-president,
  - iii) the secretary,
  - iv) the treasurer,
  - v) the publicist, and
- b) 4 general committee members.

**Note:** The Act, section 28 contains requirements relating to membership eligibility and composition of the committee.

- 2) An office-bearer may hold up to 2 offices, other than both the offices of president and vice-president.

### 4.3 Election of committee members

- 1) Any member of the association may be nominated as a candidate for the election as an office-bearer or general committee member.
- 2) The nomination must be:
  - a) made in writing to the Secretary, and
  - b) signed by at least 2 members of the association, not including the candidate, and
  - c) accompanied by written or oral consent of the candidate to the nomination, and
  - d) given to the secretary at least 7 days before the date fixed for the annual general meeting at which the election is to take place.
- 3) If insufficient nominations are received to fill all vacancies:
  - a) The candidates nominated are taken to be elected, and
  - b) A call for further nominations must be made at the meeting.
- 4) A nomination made at the meeting in response to a call for further nominations must be made in the way directed by the member presiding at the meeting.
- 5) Vacancies that remain after a call for further nominations are taken to be casual vacancies.
- 6) If the number of nominations received is equal to the number of vacancies to be filled, the members nominated are taken to be elected.
- 7) If the number of nominations received is more than the number of vacancies to be filled, a secret ballot must be held at the meeting in the way directed by the committee:
  - a) Three scrutineers shall be appointed by the meeting to count votes cast in accordance with a method of voting determined by the meeting, e.g. first past the post or preferential; and
  - b) At the conclusion of the elections, the member presiding at the meeting shall call for a motion that all ballot papers be destroyed.

### 4.4 Terms of office

- 1) Subject to this constitution, a committee member holds office from the day the member is elected until immediately before the next annual general meeting.
- 2) A member is eligible, if otherwise qualified, for re-election.
- 3) There is no limit on the number of consecutive terms for which a committee member may hold office.
- 4) All members of the committee or sub-committees of the Company shall act in honorary capacities.

## 4.5 Vacancies in office

- 1) A casual vacancy in the office of a committee member arises if the member:
  - a) dies, or
  - b) ceases to be a member of the association, or
  - c) resigns from office by written notice given to the secretary, or
  - d) is removed from office by the association under this clause, or
  - e) is absent from 3 consecutive meetings of the committee without the prior knowledge of the committee, or
  - f) becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
  - g) is prohibited from being a director of a company under the Corporations Act 2001 of the Commonwealth, Part 2D.6, or
  - h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty is imprisonment for at least 3 months, or
  - i) becomes a mentally incapacitated person.
- 2) The Company in general meeting may, by resolution:
  - a) remove a committee member from office at any time, and
  - b) appoint another member of the association to hold office for the balance of the committee member's term of office.
- 3) A committee member to whom a proposed resolution referred to in subclause 4.5 2) relates may:
  - a) give a written statement, of a reasonable length, to the president or secretary, and
  - b) request that the committee send a copy of the statement to each member of the association at least 7 days before the general meeting at which the proposed resolution will be considered.
- 4) If the committee fails to send a copy of a statement received under subclause 4.5 3) 3)a) to each member in accordance with a request made under subclause 4.5 3) 3)b), the statement must be read aloud by the member presiding at the general meeting at which the proposed resolution will be considered.
- 5) The committee may appoint a member of the association to fill a casual vacancy other than a vacancy arising from the removal from office of a committee member.
- 6) Subject to this constitution, a member appointed to fill a casual vacancy holds office until the next annual general meeting.

## 4.6 Secretary

- 1) As soon as practicable after being elected as secretary, the secretary must lodge a notice with the association specifying the secretary's address.
- 2) The secretary must keep minutes of:
  - a) all elections of committee members, and
  - b) the names of committee members present at a meeting of the committee or a general meeting, and
  - c) all proceedings at committee meetings and general meetings.

- 3) The minutes must be:
  - a) kept in written or electronic form, and
  - b) for minutes of proceedings at a meeting -signed, in writing or by electronic means, by:
    - i) member who presided at the meeting, or
    - ii) the member presiding at the subsequent meeting.

## 4.7 Treasurer

- 1) The treasurer of the association must ensure:
  - a) all money owed to the association is collected, and
  - b) all payments authorised by the association are made, and
  - c) correct books and accounts are kept showing the financial affairs of the association, including full details of value of assets, receipts and expenditure relating to the association's activities, and
  - d) the Company adheres to the financial reporting as required by the Act.

## 4.8 Delegation to subcommittees

- 1) The committee may:
  - a) establish 1 or more subcommittees to assist the committee to exercise the committee's functions, and
  - b) appoint 1 or more members of the association to be the members of the subcommittee.
- 2) The committee may delegate to the subcommittee the exercise of the committee's functions specified in the instrument, other than:
  - a) this power of delegation, or
  - b) a duty imposed on the committee by the Act or another law.
- 3) The President, by virtue of office, is a member of all sub-committees but need only attend any sub-committee meeting as appropriate.

**Note:** The Interpretation Act 1987, section 49 deals with various matters relating to delegations.

# Section 5 Committee meetings

## 5.1 Frequency of meetings

- 1) The Committee must meet at least 10 times in each 12 month period at a place and time determined by the Committee.
- 2) Additional meetings of the Committee may be called by any Committee member.
- 3) The procedure for calling and conducting business at a meeting of Committee is to be as determined by the Committee.
- 4) The procedure for calling and conducting business at a meeting of a subcommittee is to be as determined by the subcommittee.

## 5.2 Notice of committee meeting

- 1) The secretary must give each committee member oral or written notice of a meeting of the committee at least 48 hours, or another period on which the committee members unanimously agree, before the time the meeting is due to commence.

- 2) The notice (i.e. an agenda) must describe the general nature of the business to be transacted at the meeting.
- 3) The only business that may be transacted at the meeting is:
  - a) the business described in the notice/agenda, and
  - b) business that the committee members present at the meeting unanimously agree is urgent business.

### 5.3 Quorum

- 1) The quorum for a meeting of the committee is 5 committee members.
- 2) No business may be transacted by the committee unless a quorum is present.
- 3) If a quorum is not present within half an hour of the time the meeting commences, the meeting is adjourned to a place and time determined by the committee.
- 4) If a quorum is not present within half an hour of the time the adjourned meeting commences, the meeting is dissolved.
- 5) If the number of committee members is less than the number required to constitute a quorum for a committee meeting, the committee members may appoint 1 or more members of the association as committee members to enable the quorum to be constituted.
- 6) A committee member appointed under subclause 4.3(5) holds office, subject to this constitution, until the next committee meeting.
- 7) This clause does not apply to the filling of a casual vacancy to which clause 3.5 applies.

### 5.4 Presiding committee member

- 1) The following committee member presides at a meeting of the committee:
  - a) the president,
  - b) if the president is absent - the vice-president,
  - c) if both the president and vice-president are absent - 1 of the members present at the meeting, as elected by the other members.
- 2) The member presiding at the meeting has:
  - a) a deliberative vote, and
  - b) in the event of an equality of votes - a second or casting vote.

### 5.5 Voting

- 1) A decision supported by a majority of the votes cast at a meeting of the committee or a subcommittee at which a quorum is present is the decision of the committee or subcommittee.

### 5.6 Acts valid despite vacancies or defects

- 1) Subject to clause 5.3 1), the committee may act despite there being a casual vacancy in the office of a committee member.
- 2) An act done by a committee or subcommittee is not invalidated because of a defect relating to the qualifications or appointment of a member of the committee or subcommittee.

### 5.7 Transaction of business outside meetings or by telephone or other means

- 1) The committee may transact its business by the circulation of papers, including by electronic means, among all committee members.

- 2) If the committee transacts business by the circulation of papers, a written resolution, approved in writing by a majority of committee members, is taken to be a decision of the committee made at a meeting of the committee.
- 3) The committee may transact its business at a meeting at which 1 or more committee members participate by telephone or other electronic means, provided a member who speaks on a matter can be heard by the other members.
- 4) The member presiding at the meeting and each other member have the same voting rights as they would have at an ordinary meeting of the committee for the purposes of:
  - a) the approval of a resolution under subclause 5.7 2), or
  - b) a meeting held in accordance with subclause 5.7 3).
- 5) A resolution approved under subclause 5.7 2) must be recorded in the minutes of the meetings of the committee.

**Note:** The Act, section 30(2) and (3) contains requirements relating to meetings held at 2 or more venues using technology.

## Section 6 Annual general meetings

### 6.1 Conducting annual general meetings

- 1) The association must hold subsequent annual general meetings within:
  - a) 6 months of the last day of the association's financial year, or
  - b) the later period allowed or prescribed in accordance with the Act, section 37(2)(b).
- 2) Subject to the Act and clause 6.1 1), the annual general meeting is to be held at the place and time determined by the committee.
- 3) The business that may be transacted at an annual general meeting includes the following:
  - a) confirming the minutes of the previous annual general meeting and any special general meetings held since the previous annual general meeting,
  - b) receiving reports from the committee on the association's activities during the previous financial year,
  - c) electing office-bearers and ordinary committee members,
  - d) receiving and considering financial statements or reports required to be submitted to members of the association under the Act,
  - e) financial reports from productions during the previous financial year,
  - f) any other matters pertinent to the operations of the association.

**Note:** The Act, section 37(1) and (2) provides for when annual general meetings must be held.

### 6.2 Special general meetings

- 1) The committee may call a special general meeting whenever the committee thinks fit.
- 2) The committee must call a special general meeting if the committee receives a request made by at least 5% of the total number of members.
- 3) The request:
  - a) must be in writing, and

- b) must state the purpose of the meeting, and
  - c) must be signed by the members making the request, and
  - d) may consist of more than 1 document in a similar form signed by 1 or more members, and
  - e) must be lodged with the secretary, and
  - f) may be in electronic form and signed and lodged by electronic means.
- 4) If the committee fails to call a special general meeting within 1 month of the request being lodged, 1 or more of the members who made the request may call a special general meeting to be held within 3 months of the date the request was lodged.
- 5) A special general meeting held under subclause 6.2 4) must be conducted, as far as practicable, in the same way as a general meeting called by the committee.

### 6.3 Notice of general meeting

- 1) The secretary must give each member notice of a general meeting:
- a) if a matter to be determined at the meeting requires a special resolution - at least 21 days before the meeting, or
  - b) otherwise - at least 14 days before the meeting.
- 2) The notice must specify:
- a) the place and time at which the meeting will be held, and
  - b) the nature of the business to be transacted at the meeting, and
  - c) if a matter to be determined at the meeting requires a special resolution - that a special resolution will be proposed, and
  - d) for an annual general meeting - that the meeting to be held is an annual general meeting.
- 3) The only business that may be transacted at the meeting is:
- a) the business specified in the notice, and
  - b) for an annual general meeting - business referred to in clause 6.1 3)
- 4) A member may give written notice to the secretary of business the member wishes to raise at a general meeting.
- 5) If the secretary receives a notice under subclause 6.3 4) the secretary must specify the nature of the business in the next notice calling a general meeting.

### 6.4 Quorum

- 1) The quorum for a general meeting is 15 members of the association entitled to vote under this constitution.
- 2) No business may be transacted at a general meeting unless a quorum is present.
- 3) If a quorum is not present within half an hour of the time the meeting commences, the meeting:
- a) if called on the request of members - is dissolved, or
  - b) otherwise - is adjourned:
    - i) to the same time of the same day in the following week, and
    - ii) to the same place, unless another place is specified by the member presiding at the meeting at the time of the adjournment or in a written notice given to members at least 1 day before the adjourned meeting.



- 4) If a quorum is not present within half an hour of the time an adjourned meeting commences, but there are at least 7 members present, the members present constitute a quorum.

## 6.5 Adjourned meetings

- 1) The member presiding at a general meeting may, with the consent of the majority of the members present, adjourn the meeting to another time and place.
- 2) The only business that may be transacted at the adjourned meeting is the business remaining from the meeting at which the adjournment took place.
- 3) If a meeting is adjourned for at least 14 days, the secretary must give each member oral or written notice, at least 1 day before the adjourned meeting, of:
  - a) the time and place at which the adjourned meeting will be held, and
  - b) the nature of the business to be transacted at the adjourned meeting.

## 6.6 Presiding member

- 1) The following member presides at a general meeting:
  - a) the president,
  - b) if the president is absent - the vice-president,
  - c) if both the president and vice-president are absent - 1 of the members present at the meeting, as elected by the other members.
- 2) The member presiding at the meeting has:
  - a) a deliberative vote, and
  - b) in the event of an equality of votes - a second or casting vote.

## 6.7 Voting

- 1) A member is not entitled to vote at a general meeting unless the member:
  - a) Is at least 18 years of age, and
  - b) has paid all money owed by the member to the association, and
  - c) has been a member for more than 12 months.
- 2) Each member has 1 vote, except as provided by clause 6.6 2) b).
- 3) A question raised at the meeting must be decided by:
  - a) a show of hands, or
  - b) if clause 6.9 applies - an appropriate method as determined by the committee, or
  - c) a written ballot, but only if:
    - i) the member presiding at the meeting moves that the question be decided by ballot, or
    - ii) at least 5 members agree the question should be determined by ballot.
- 4) If a question is decided using a method referred to in subclause 6.7 3) a) or 3) b), either of the following is sufficient evidence that a resolution has been carried, whether unanimously or by a majority, or lost, using the method:
  - a) declaration by the member presiding at the meeting,
  - b) an entry in the association's minute book.
- 5) A written ballot must be conducted in accordance with the directions of the member presiding.

- 6) A member cannot cast a vote by proxy.

## 6.8 Postal or electronic ballots

- 1) The association may hold a postal or electronic ballot, as determined by the committee, to decide any matter other than an appeal under clause 3.7.
- 2) The ballot must be conducted in accordance with Schedule 2 of the Regulation.

## 6.9 Transaction of business outside meetings or by telephone or other means

- 1) The association may transact its business by the circulation of papers, including by electronic means, among all members of the association.
- 2) If the association transacts business by the circulation of papers, a written resolution, approved in writing by a majority of members, is taken to be a decision of the association made at a general meeting.
- 3) The association may transact its business at a general meeting at which 1 or more members participate by telephone or other electronic means, provided a member who speaks on a matter can be heard by the other members.
- 4) The member presiding at the meeting and each other member have the same voting rights as they would have at an ordinary meeting of the association for the purposes of:
  - a) the approval of a resolution under subclause 6.9 2), or
  - b) a meeting held in accordance with subclause 6.9 3).
- 5) A resolution approved under subclause 6.9 2) must be recorded in the minutes of the meetings of the association.

**Note:** The Act, section 37(3) and (4) contains requirements relating to meetings held at 2 or more venues using technology.

# Section 7 Management of Miranda Musical Theatre Company Inc

## 7.1 Change of name, objects or constitution

- 1) An application for registration of a change in the association's name, objects or constitution made under the Act, section 10 must be made by:
  - a) the public officer, or
  - b) a committee member.

## 7.2 Funds

- 1) Subject to a resolution passed by the association, the association's funds may be derived from the following sources only:
  - a) the annual subscription fees payable by members,
  - b) production box office takings
  - c) donations,
  - d) other sources as determined by the committee.

- 2) Subject to a resolution passed by the association, the association's funds and assets must be used to pursue the association's objects in the way that the committee determines.
- 3) As soon as practicable after receiving money, the association must:
  - a) deposit the money, without deduction, to the credit of the association's authorised deposit-taking institution account, and
  - b) issue a receipt for the amount of money received to the person from whom the money was received.
- 4) A cheque or other negotiable instrument must be signed or authorised by 2 authorised signatories.

**Note:** The Act, section 36 provides for the appointment of authorised signatories.

### 7.3 Insurance

- 1) The association may take out and maintain insurance as appropriate for the association's assets and liabilities.

### 7.4 Non-profit status

- 1) Subject to the Act and the Regulation, the association must not conduct the association's affairs in a way that provides a pecuniary gain for a member of the association.

**Note:** See the Act, section 40.

### 7.5 Service of notices

- 1) For the purposes of this constitution, a notice may be given to or served on a person:
  - a) by delivering the notice to the person personally, or
  - b) by sending the notice by pre-paid post to the address of the person, or
  - c) by sending the notice by electronic transmission to an address specified by the person for giving or serving the notice.
- 2) A notice is taken to have been given to or served on a person, unless the contrary is proved:
  - a) for a notice given or served personally - on the date on which the notice is received by the person, or
  - b) for a notice sent by pre-paid post - on the date on which the notice would have been delivered in the ordinary course of post, or
  - c) for a notice sent by electronic transmission:
    - i) on the date the notice was sent, or
    - ii) if the machine from which the transmission was sent produces a report indicating the notice was sent on a later date—on the later date.

### 7.6 Custody of records and books

- 1) Except as otherwise provided by this constitution, all records, books and other documents relating to the association must be kept in New South Wales:
  - a) at the association's main premises, in the custody of either of the following persons, as determined by the committee:
    - i) the public officer, or
    - ii) a member of the Company, or

- b) if the association has no premises - at the association's official address, in the custody of the public officer, or member of the Company.
- c) within regulated electronic storage maintained by the committee.

## 7.7 Inspection of records and books

- 1) The following documents must be available for inspection, free of charge, by members of the association at a reasonable time:
  - a) this constitution,
  - b) minutes of committee meetings and general meetings of the association,
  - c) records, books and other documents relating to the association.
- 2) A member may inspect a document referred to in subclause 6.7(1):
  - a) in hard copy, or
  - b) in electronic form, if available.
- 3) A member may obtain a hard copy of a document referred to in subclause 6.7(1) on payment of a fee of not more than \$1, as determined by the committee, for each page copied.
- 4) The committee may refuse to allow a member to inspect or obtain a copy of a document under this clause:
  - a) that relates to confidential, personal, commercial, employment or legal matters, or
  - b) if the committee considers it would be prejudicial to the interests of the association for the member to do so.

## 7.8 Financial year

- 1) The association's financial year is each period of 12 months after the expiration of the previous financial year, commencing on 1 May and ending on the following 30 April.

**Note:** The Regulation, section 21 contains a substitute clause 44 for certain associations incorporated under the Associations Incorporation Act 1984.

## 7.9 Distribution of property on winding up

- 1) Subject to the Act and the Regulation, in a winding up of the association, the surplus property of the association must be transferred to another organisation:
  - a) with similar objects, and
  - b) which is not carried on for the profit or gain of the organisation's members.
- 2) In this clause **surplus property** has the same meaning as in the Act, section 65.