

MAITLAND REGIONAL ART GALLERY MEMBERS CONSTITUTION

Adopted 22 March 2005

1. NAME

The name of the organisation shall be the "Maitland Regional Art Gallery Members" and shall be referred to hereafter as MRAGM

2. OBJECTIVES

MRAGM is a body of people from the community who work in conjunction with the Maitland Regional Art Gallery staff to:

- (i) promote public awareness of Maitland Regional Art Gallery (MRAG) and its activities.
- (ii) provide visitors and supporters of the arts an opportunity to develop an ongoing relationship with MRAG.

MRAGM is recognised by MRAG as a vital ingredient to the growth of the Maitland Cultural Precinct.

3. FUNCTION OF MRAGM

- i) To promote the visual arts and craft in the Maitland local government area and the region.
- ii) To support MRAG in raising awareness of the importance of the Maitland Cultural Precinct and in particular MRAG through publications, seminars, excursions, public displays, lectures and other educational and rewarding activities which further the visual arts and craft.

4. DELEGATED POWERS

MRAGM is constituted with the powers as set out hereunder, delegated to it by Maitland City Council in accordance with Section 377 of the Local Government Act, 1993.

- i) To raise revenue, in accordance with the Local Government Act 1993, and other applicable legislation, for the support of the above objectives

NB Council may at any time by resolution, withdraw or amend any such delegations.

5. MEMBERSHIP

Membership to MRAGM is open to any member of the public.

- i) A fee, as set by the Executive and approved by Maitland City Council, shall be paid by those wishing to become a part of MRAGM
- ii) For the sake of equity, there are 'Levels of Membership'.
Single membership, Family membership, Concession membership
- iii) Corporate membership is available upon request and will have different benefits (as determined by the Cultural Director with Maitland City Council) to those for Members stated in 3(ii)

6. EXECUTIVE

- i) The Executive of MRAGM shall consist of a Chairperson, Vice Chairperson, Treasurer and Secretary.
- ii) The Chairperson, Vice Chairperson, Treasurer and Secretary shall be appointed annually at the first meeting following the Annual General Meeting.
- iii) Maitland City Council reserves the right to remove all or any such officers at any time during such term, after consultation with the Cultural Director and the Executive.
- iv) No member of the Executive shall be appointed to any salaried/rewarded office or receive payments from the MRAGM monies
- v) Positions on the Executive becomes vacant:
 - a) If he/she resigns his/her office by notice in writing to the Cultural Director, Maitland City Council.
 - b) If he/she is absent for more than three (3) meetings without apology and acceptable cause.
 - c) Casual vacancies of the Executive shall be filled by the Cultural Director, Maitland City Council.

7. TERM OF OFFICE

- i) All members of the Executive shall cease to hold office at the expiration of twelve months (i.e. Annual General meeting).

- ii) In the event of an extraordinary vacancy occurring, such vacancy shall be filled forthwith in the same manner as the original Executive members are appointed

8. MEETINGS

- i) Three (3) members the Executive and the Cultural Director (or delegate) from MRAG shall form a quorum.
- ii) Should within half an hour of the time set down for a meeting to commence, a quorum be not present, then the meeting shall be adjourned to the same time and place seven days after or to a place and to a time within one month of the date of such meeting to be determined thereat.
- ii) All decisions shall be passed by a simple majority of those present and in the case of equality or a tie, the Chairperson shall have a second or casting vote.
- iii) Meetings shall be held as frequently as required or as called by the Chairperson or Cultural Director; or by a requisition signed by at least three (3) of the members of the Executive, with a minimum of four (4) meetings per year.
- iv) Meeting procedure shall generally follow the rules contained in "Councils Code of Meeting Practice" (Section 360(2) Local Government Act 1993).
- v) The Executive shall cause minutes to be made and kept:-
 - a) Of all appointments of the Executive and the Cultural Director and Council notified forthwith.
 - b) Of the names of the Executive and Members of MRAGM present at all meetings.
 - c) Of all proceedings at all meetings of the Executive and copies kept at MRAG.

Such minutes shall be signed by the Chairperson of the meeting at which the proceedings were held or by the Chairperson of the next succeeding meeting.

- vi) Special Meetings of the Executive may be summoned by the Cultural Director or the Secretary on the authority of the Chairperson or on written requisition signed by not less than three (3) members of the Executive.

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- vii) At all Special Meetings of the Executive business other than that for which the meeting was convened, shall not be transacted unless all members of the Executive are present and they unanimously consent to such other business being dealt with.
- iii) At least forty-eight (48) hours notice of Special Meetings shall be given to all members of the Executive, but failure to receive a notice on the part of any Executive members shall not affect the validity of any Special Meeting.
- iv) The Executive may set up sub-committees and work groups, comprising of MRAGM, to concentrate on specific objectives of the Executive or specific tasks

9. ANNUAL GENERAL MEETING

- i) Shall be held in Maitland no later than 1 November in each and every year.
- ii) Twenty-one (21) days notice of such Annual General Meeting shall be given in writing.
- iii) The business of the Annual General Meeting which shall take precedence over all other business shall be:-
 - a) Confirm minutes of previous Annual General Meeting.
 - b) Receive the annual report and audited financial statement.

10. REVENUE

- i) Maitland City Council may direct the payments of MRAGM monies shall be made to the General Manager (or his/her nominee) at any time considered necessary and after consultation with the Executive and the Cultural Director.
- ii) The Finance Officer shall be responsible for the proper keeping of the books and accounts which shall be kept in accordance with the General Manager's directions and shall be made available to Maitland City Council when required by the General Manager.
- iii) All monies received by MRAGM shall be banked in the name of Maitland Regional Art Gallery Members with Maitland City Council.

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- iv) All revenue shall be managed in such a manner as may be directed by the Cultural Director.

11. EXPENDITURE

- i) The Executive must not at any time incur expenditure in excess to the amount at its credit in the bank.
- ii) Accounts for expenses incurred shall be confirmed at the next meeting of the Executive.

12. FINANCIAL YEAR

The financial year shall be the period from the 1st July to the 30th June. All books, chequebooks, bank statements will be sent to Maitland City Council's Finance Department for the financial year Audit.

13. ANNUAL REPORT AND FINANCIAL STATEMENTS

- i) Not later than fourteen (14) days after such Annual General Meeting a copy of the Annual Report and Financial Statement duly certified by the Chairperson and Treasurer shall be forwarded to the General Manager.

14. ALTERATION AND AMENDMENTS

- i) No amendments shall be made to this Constitution unless notice of the proposed amendment is given in writing to the Executive at least fourteen (14) days prior to a meeting.
- ii) The amendment must be passed by at least two-thirds of those Executive members present. The amendment will also be subject to the approval of Maitland City Council.