

# Europa Constitution

## 1. Name

- (a) The name of the association shall be Europa Re-enactment Association (referred to in these rules as 'the association').

## 2. Objects

- (a) The objects of the association shall be to:
  - i. research and re-enact the cultures and histories of the European peoples up to and including the 14 century.
  - ii. educate others and promote an interest in the cultures and histories of the European peoples up to and including the 14 century .
  - iii. raise funds for the continuation and betterment of the association

## 3. Membership

- (a) The members of the association shall be such people as the committee admits to membership.
- (b) Membership is open to all individuals who accept the objects and rules of the association.
- (c) Individuals wishing to become members of the association shall apply to the committee for membership, in an approved manner as determined by the committee.
- (d) The committee shall determine whether or not to accept an application for membership. The committee is not required to supply reasons for accepting or rejecting an application for membership.
- (e) Members shall pay such fees as are determined by the committee.
- (f) A register of members shall be kept by the association showing the name, address and date of commencement of membership for each member. Provision for noting the date of cessation of membership shall also be contained in the register.
- (g) Membership shall cease upon resignation, expulsion, or failure to pay outstanding membership fees within three months of the due date.
- (h) Membership fees shall fall due twice a year on the first day of January and the first day of July.
- (i) The financial year of the association shall run from January 1st to December 31 or such other period as is determined by the committee.

## 4. Disciplining of members

- (a) A member may be expelled from membership of the association (or otherwise disciplined) by the committee, if in the opinion of the committee, after affording the member an opportunity of offering an explanation of his/her conduct, the conduct is regarded as being detrimental to the interests of the association.
- (b) A member who wishes to appeal against a decision expelling or otherwise disciplining him/her, may do so by notifying the secretary in writing that s/he wishes the decision to be reviewed at the next general meeting of the association.

## 5. Disputes between members

- (a) In the event of a dispute arising between members (in their capacity as members), or between a member and the association, or a member and the committee, the following procedure shall apply.
  - i. Each side of the dispute shall nominate a involved in the dispute. Those representatives shall then attempt to settle the dispute by negotiation.
  - ii. Should the nominated representatives be unable to resolve the dispute within 14 days (or such other period as they may agree upon) the dispute shall be referred to a person mutually agreed upon for mediation.
- (b) If the dispute is not resolved by the above procedures, it shall be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act

1983.

6. Management—by committee

- (a) The association shall have its affairs controlled and managed by the office bearers and other members known as the committee. The committee shall act in accordance with any resolution passed by a general meeting of the association.
- (b) The office bearers shall be a president, vice president, secretary and treasurer. There shall be three other members of the committee. All committee members shall be at least 18 years of age.
- (c) The office bearers and other members of the committee shall be elected at each annual general meeting. Any casual vacancy occurring in the committee may be filled by a member appointed by the committee.
- (d) Each member of the committee shall hold office from the date of their election until the next annual general meeting.
- (e) Retiring committee members are eligible for re-election.
- (f) The committee shall meet as often as necessary to conduct the business of the association and not less than once in each month.
- (g) The quorum for meetings of the committee shall be four members of the committee .
- (h) Notice of committee meetings shall be given at the previous committee meeting or by such other means as the committee may decide upon.
- (i) A member of the committee shall cease to hold office upon resignation in writing; removal as a member of the association; or absence from three successive committee meetings without approval by the committee.
- (j) The committee may function validly provided its number is not reduced below the quorum. Should committee numbers fall below the quorum, the remaining committee members may act only to appoint new committee members.
- (k) Questions arising at any meeting of the committee shall be decided upon by the majority of votes of those present. In cases of equality of votes the person appointed to chair the meeting shall have a second or casting vote.
- (l) If within half an hour of the time appointed for a committee meeting a quorum is not present the meeting shall be dissolved.
- (m) Additional committee meetings may be convened by the president or any 2 members of the committee.

7. General meetings

- (a) An annual general meeting of the association shall be held each year within six months from the end of the financial year of the association.
- (b) The committee may, whenever it thinks fit, convene a general meeting of the association. A general meeting must be convened by the committee within three months of receiving a written request to do so from at least five per cent of the membership of the association.
- (c) At least 14 days' notice of all general meetings and notices of motion shall be given to members. In the case of general meetings where a special resolution is to be proposed, notice of the resolution shall be given to members at least 21 days before the meeting.
- (d) In the case of the annual general meeting the following business shall be transacted:
  - i. confirmation of the minutes of the last annual general meeting and any recent special general meeting;
  - ii. receipt of the committee's report upon the activities of the association in the last financial year;
  - iii. election of office bearers and other members of the committee;
  - iv. receipt and consideration of a statement from the committee which is not misleading and gives a true and fair view for the last financial year of the association's
    - A. income and expenditure
    - B. assets and liabilities

C. mortgages, charges and other securities

D. trust properties.

- (e) The quorum for a general meeting shall be five members present in person. If within half an hour of the time appointed for a general meeting a quorum is not present the meeting shall be dissolved.
  - (f) Voting at general meetings shall be by a show of hands unless a secret ballot is demanded. Decisions shall be made by a simple majority vote except for those matters which must be decided by special resolution where a three quarter majority is required.
  - (g) All votes shall be given personally and there shall be no voting by proxy.
  - (h) In the case of an equality of votes the person appointed to chair the general meeting shall have a second or casting vote.
  - (i) Nominations of candidates for election as office bearers or other committee members may be made at the annual general meeting or in such other ways as may be determined by the committee.
  - (j) Written notice of all general meetings shall be given to members either personally or by post.
  - (k) Members who have items of business they wish considered at a general meeting shall give written notice of such business to the secretary. The secretary shall include that business in the next notice calling a general meeting.
8. Office Bearers
- (a) The president or, in the president's absence, the vice-president shall act as chair at each general meeting and committee meeting of the association.
  - (b) If the president and vice-president are absent from a meeting or unwilling to act, the members present at the meeting shall elect one of their number to act as chair.
  - (c) The secretary shall ensure that records of the business of the association, including the rules, register of members, minutes of all general and committee meetings and a file of correspondence are kept. These records shall be available for inspection, by appointment at any reasonable time, by any member and shall be held in the custody of the secretary.
  - (d) The treasurer shall ensure that all money received by the association is paid into an account in the association's name. Payments shall be made through a petty cash system or by cheque signed by two signatories authorised by the committee. Major or unusual expenditures shall be authorised in advance by the committee or a general meeting.
  - (e) The treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the association. These records shall be available for inspection, by appointment at any reasonable time, by any member and shall be held in the custody of the treasurer.
9. Special Resolutions
- (a) A special resolution must be passed by a general meeting of the association to effect the following changes:
    - i. a change of the association's name;
    - ii. a change of the association's rules;
    - iii. a change of the association's objects;
    - iv. an amalgamation with another association;
    - v. to voluntarily wind up the association and distribute its property;
    - vi. to apply for registration as a company or a co-operative; or to
    - vii. apply for incorporation.
  - (b) A special resolution shall be passed in the following manner:
    - i. a notice must be sent to all members advising that a general meeting is to be held to consider a special resolution;
    - ii. the notice must give details of the proposed special resolution and give at least 21 days' notice of the meeting;
    - iii. a quorum must be present at the meeting; and
    - iv. at least three-quarters of those present must vote in favour of the resolution.

#### 10. Miscellaneous

- (a) The funds of the association shall be derived from membership fees, donations, grants and such other sources approved by the committee.
- (b) In the event that the association should be wound up any surplus property shall be distributed in accordance with the provisions of the Associations Incorporation Act.
- (c) Service of documents on the association is effected by serving them personally on two members of the committee, one of which must be the secretary.
- (d) Notices sent by post shall be deemed to have been received two days after the date of posting.
- (e) The income and property of the association shall be used only for promotion of the objects of the association and shall not be paid or transferred to members by way of dividend, bonus or profit.