



Constitution Rewrite Sub Committee Meeting
Monday 23 August, 2010
Pauline's house, East Fremantle
4.00pm - 6.00pm
Record of Meeting

Attendees Pauline, Rachel

Apologies Ana, Ilsa

Meeting opened 4.10pm

Minutes of Previous Meeting 2 August, 2010

1) **Acceptance** – unable to as Ilsa not present – will present both minutes at next meeting

2) **Business arising**

a) Minutes used as a framework for Rachel's catch up.

3) **Review progress from last meeting**

a) Report on actions list

i) Constitution Minutes and amendments from 2 Aug Meeting were not forwarded to M/Com – no meeting to prepare a summary for.

ii) Requested minutes and next M/Comm date (31 Aug) were provided on 18 August

iii) Formulating MoU proformas – need to wait for Ilsa to be at Meeting – Hayley for King's Park (non-profit) and Rachel (corporate) to be our trial 'users'.

Items for discussion

1) **Work through documentation, suggestions and revisions**

a) Catch Rachel up to current stage of modification of Rules 1-4, 5-9, 20-25.

Rachel stated that she really appreciates the effort by the sub committee to formulate the document to date and the positives associated with the work already done by the committee using a constitution template on which to build.

i) Added a few definitions.

b) Start to work through the last two sections highlighting areas for feedback from M/Comm – their next meeting planned for August 31

i) Membership (Rules 5 – 9)

(1) Rule 2 and 5

Defined post service as "no longer employed in art education"

Added descriptors to Corporate, Non Profit, Partnership – a better word to use than partnership? Could be corporate as well as non profit group?

(2) Rule 6

Register of Members of Association – remove Secretary and insert Membership Registrar

ii) Management Committee (Rules 10 – 15)

(1) Discussion re the role of Membership Registrar – has a lot of responsibility - could actually be specified and elected as a member of the Executive Committee, rather than be appointed from within the General members of the Management Committee. Would mean size of Management Committee rose to 11 (better to have odd rather than even numbers for voting)

(2) Role definitions for all of the Exec positions – could be included in the Constitution itself – can be very limiting and a hassle to change when revising protocols! OR to be created and then revised as needed by the Management Committee itself and be published so that all members are privy to who does what if they have a query to make, an issue to raise or a suggestion to make.

(3) Role definitions for all of the Convenor positions – again useful to have created, and then revised annually as part of the formal handover between incoming and outgoing Sub Committees, posted online, but not in the Constitution.

(4) Public Officer – Pauline to follow up – thought it was mandatory, but is not in the Model rules?

iii) Meeting procedures (Rules 16 – 19)

(1) Left for the next meeting

2) **Other**

a) Coming dates for

- i) Management Committee Meetings 31 August – time to get summary to M/Com members and agenda items to Rosie/Von.
- ii) General meeting – is there one set for the Spring holidays for country members to participate so that we can address the Constitution to the general membership?
 - (1) Neither of us present knew, Pauline to follow up with Rosie and Von.

3) Identify those specific items that still need to be worked on in the next meeting 6 Sept.

- a) Continue to use Instruction Sheet 'Checklist II' to identify all items required are included in our modified format. Highlight areas – and specifics - for next meeting
 - i) Definitions... (Rules 1 -4) *almost done* - adding new words/definitions as we need to add them
 - ii) Membership (Rules 5 – 9) *Done!*
 - iii) Management Committee (Rules 10 – 15) Needs considerable review with full sub committee plus M/Com feedback
 - iv) Meeting procedures (Rules 16 – 19) Priority for next Meeting
 - v) Rules of Association (Rules 21 – 25) *Done!*
 - vi) Forms –
 - (1) use as provided – Appointment Of Proxy (as required for Model Rule 20), Notification of change of Constitution, Appointment Of Corporate Member Representative – (as required for Model Rule 19), Notice Of General Meeting To Alter The Rules (Constitution) – (as required for Model Rule 21)
 - (2) formulate – nomination form for Management Committee elections (Pauline to locate previous one created by Lynda), application for membership, proforma for an MoU for a) Corporate members and b) not for profit partnership members
 - vii) Formalising the Constitution – Process

4) Allocate jobs and review Timeline for remainder of Term 3/4

Follow up meetings for Monday 6 September, Monday 20 September, a day on the holidays to fit in with Ana coming up to Perth.

5) Next Meeting Monday 6 September 4.00 – 6.00 (OR possibly 12.45 – 2.45 so Ana a can attend?)

6) Meeting Closed 6.15pm

List Actions:

- Pauline - Minutes completed, forwarded to Sub Com members and Management Committee along with summary of progress in readiness for the 31 August M/Comm Meeting. Ilsa to present.
- Pauline – find previous nomination form for AGM positions
- Pauline – check on mandatory status here in WA re having a Public Officer.
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