



Constitution Rewrite Sub Committee Meeting
Monday 6 September, 2010
Pauline's house, East Fremantle
12.50pm - 3.45pm
Minutes

Attendees Pauline, Ilsa, Rachel (at 2.00 – 3.45pm)

Apologies Ana,

Meeting opened 12.55pm

Minutes of Previous Meeting 2 August and 23 August, 2010

1) Acceptance –

2) Business arising - Review progress from last meeting

a) Report on actions list

i) Pauline – find previous nomination form for AGM positions – *currently in an online format which could be used for the 2011 elections*

ii) Pauline – check on mandatory status here in WA re having a Public Officer. – *not currently required but when the 2006 Act is finally signed off – it may be. Further advice to put the motions in chunks (as we have been working on them) for approval rather than the whole Constitution in one Motion.*

b) Feedback from Management Committee Meeting 31 August – Ilsa

- *Management committee members had not had time to read all the constitution docs so postponed comment. They have agreed to communicate amongst themselves via email and have some comments in a fortnight (which may be after our next meeting scheduled for 20 Sept?)*
- *Stated that the Constitution sub committee role is an advisory role. Constitution sub committee are all in agreement with that so will continue to consult with all members for feedback – with the idea being that any concerns can be raised and discussed prior to the Draft going to the lawyers and certainly before being put to the vote.*
- *The Management Committee thanked the committee for the hard work which has gone into the development of the constitution so far.*
- *The Management Committee will take the completed document to the lawyer once it has been completed.*

c) Coming dates for

i) Management Committee Meetings – *Weds 22 September (only 2 days after ours – 20 Sept – will need Pauline to give minutes and updates immediately to M/Com members for them to be able to read in readiness to comment.)*

ii) General meeting dates – *none planned for the Holidays, so no opportunity to speak again to the members re Draft constitution. Next one will be the one called to actually put the final Draft Constitution forward for members to accept (or refuse). An end of year function being planned for late Nov – early Dec – Ilsa will suggest that be advertised as a General Meeting at which the Constitution can be presented and ratified. Otherwise, it can be done at the AGM.*

Items for discussion

1) Work through documentation, suggestions and revisions

a) Continue to work through the last two sections highlighting areas for feedback from M/Comm – their next meeting planned for 22 September

i) Rules 1-4 added definitions of Life member

ii) Rules 5-9– redefine partnership categories ie sub groups of corporate and not for profit renamed as affiliate NB: Did not look at MoU's – will need to at next meeting.

iii) Management Committee (Rules 10 – 15) as no opportunity for M/Com feedback on previous changes, decided to leave this until next meeting when M/Com will have had time to give feedback.

iv) Meeting procedures (Rules 16 – 19)

(1) Reworded format of notice of meetings

(2) Noted numbers of members needed for quorums...

As of Sept 6, 2010

- (3) Discussion re need to define minutes 'book' and appropriate use of 'Minutes' OR 'Record' of a Meeting
- (4) Rephrased body corporate 19.2

2) Identify those specific items that still need to be worked on in the next meeting 20 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 – still adding new words/definitions as we identify them
 - ii) Membership (Rules 5 – 9) Done? We'd like to think so but we tend to keep modifying things!
 - iii) Management Committee (Rules 10 – 15) priority
 - iv) Meeting procedures (Rules 16 – 19) priority
 - v) Rules of Association (Rules 21 – 25) Done?
 - vi) Forms/Annexures – esp the MoU's corporate and Not for profit styles. priority
 - vii) Formalising the Constitution – Process – M/Committee to handle

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

Follow up meetings for, Monday 20 September, and a day on the holidays to fit in with Ana coming up to Perth – check with Anna to fit in with all of us as well..

4) Next Meeting Monday 20 September Time 12.45 – 2.45pm

5) Meeting Closed at 3.45pm

List Actions:

- Pauline write up minutes and modify rules as discussed to fwd to sub com for approval and to M/Com members for further feedback; write summary for Ilsa for next M/Comm meeting.
- Ilsa feedback to M/Com re General Meeting to present Constitution for ratification of members.
- Pauline check with Ana re available days on holidays.