



The Pastel Society of Victoria, Australia, Inc.

1. Name

The Society shall be known as "The Pastel Society of Victoria, Australia, Inc."

2. Definition

A pastel work is one in which artists' pastel is the predominant medium (80%) and excludes oil pastel and crayon.

3. Objectives

- (a) To operate as a non-profit Society for the benefit of its members.
- (b) To provide contact and information for the people who are interested in pastels.
- (c) To encourage the use of pastel.
- (d) To seek greater recognition from the public of the beauty and permanence of the pastel medium.
- (e) To hold exhibitions of works in pastel.
- (f) To liaise with other Pastel Societies in Australia and other countries.
- (g) To hold regular meetings, demonstrations, workshops and appraisals with a view to helping and advising members wishing to work in pastel.
- (h) To encourage separate pastel categories in art exhibitions.
- (i) To develop communications with manufacturers of materials and pastels.
- (j) To administer and provide for such scholarships, prizes and awards as the Society from time to time determines, whether from the funds of the Society, from gifts, bequests or from any other source.
- (k) To perform such functions as are incidental to the attainment of the above objectives.

4. Membership

- (a) Membership shall be open to any person who has a genuine interest in pastel.
- (b) Categories of Membership:
There shall be three categories of membership;
 - (i) Full Membership which entitles the member to all facilities offered by the Society, and voting rights at an Annual General Meeting;
 - (ii) Associate Membership which has no voting rights and does not entitle the member to exhibit; and
 - (iii) Country Membership which is for members who live more than 50km (as the crow flies) from the monthly meeting venue. Country Membership entitles members to all facilities offered by the Society and voting rights at an Annual General meeting.
- (c) Members shall pay an annual subscription and new members shall in addition pay an initial entrance fee as determined from time to time by the Committee of Management. Annual subscriptions shall be payable on the 1st February each year.

Funds for the Incorporated Association are to be or may be derived from:

- (i) Annual subscriptions.
 - (ii) Initial entrance fees.
 - (iii) Other fundraising events or activities.
- The Society is to operate as a non-profit Society with funds used for the benefit of all members.
- (d) Any person wishing to join the Society shall pay within 28 days, any entrance fee and the first year's subscription. The Membership Secretary of the Society shall, upon payment of the amounts referred to in 4(c) enter the member's name in the Register of members.
 - (e) Membership is not transferable.
 - (f) Should a member fail to pay the prescribed fee by the 1st April each year, the member will be given a written reminder that their membership is overdue, and if the prescribed fee is not paid within 14 days of the date of the written notice then the member will be deemed to have resigned. A member may also resign by giving written notice to the Membership Secretary.
 - (g) Disciplinary Action:
 - (i) The Committee shall have the power to take disciplinary action against a member, if in their reasonable opinion his/her conduct is prejudicial to the interests of the Society.
 - (ii) If the Committee is satisfied that there are sufficient grounds for taking such disciplinary action against the

member, the Committee must appoint a disciplinary subcommittee of at least 3 people to hear the matter and determine what action, if any, to take against the member.

(iii) The members of the disciplinary subcommittee may be members of the Committee, members of the Society or anyone else, but must not be biased against or in favour of the member.

(iv) The member must, at least two weeks prior to the disciplinary subcommittee meeting, be given written notice that the Society proposes to take disciplinary action against the member, stating:

(A) the grounds for the proposed action

(B) the date, time and place of the meeting at which the disciplinary subcommittee intends to consider the proposed action; and

(C) that the member may appear at the meeting in person, or give a written statement to the disciplinary subcommittee to consider.

(v) After giving the member the opportunity to be heard, or after considering the member's written statement, the disciplinary subcommittee may make such decision as it considers appropriate in the circumstances, including by terminating the membership of the member. The disciplinary subcommittee's decision is final and there are no appeal rights.

(h) Grievance Procedure:

The Society adopts the grievance procedure set out in Division 3 of Part 3 of the Model Rules for an Incorporated Association as set out in the Association Incorporation Reform Regulations 2012.

5. Register of Members

(a) The Membership Secretary shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member.

(b) The register shall be available for inspection by members.

6. Committee of Management

(a) The affairs of the Society shall be managed by a Committee of Management constituted with the following officers:

(i) President

(ii) Vice President, who shall also be the Public Officer for the purposes of the Associations Incorporation Reform Act 2012

(iii) Treasurer

(iv) Correspondence Secretary

(v) Membership Secretary

(vi) Minute Secretary

(the Committee members noted in (i) to (vi) being "Office Bearers"); and

(vii) up to six ordinary Committee Members.

(b) The Committee shall be appointed at an Annual General Meeting of the Society.

(c) The Committee of Management shall be financial members of at least six month's standing.

(d) The Committee shall have the power to carry out such duties as are within the objectives of the Society.

Specifically, it may determine membership fees and expend such funds as are collected, for the benefit of the Society.

(e) Every two (2) years the office bearers and half of the ordinary members of the Committee shall retire, but each retiring member shall be eligible for re-election. Elections shall be a "first past the post" system.

(f) The President may not be re-elected to the office more than once consecutively.

(g) A position on the Committee shall fall vacant if a motion of "no confidence" in that member is passed by a three-quarters majority of those present and voting at an Annual General Meeting. No such motion shall be considered unless at least 14 days' notice of that motion has been given to all members and the member of the Committee who is the subject of the motion has been given the opportunity to address the Annual General Meeting. In the event of such a motion being passed, that Member's position on the Committee shall fall vacant and he/she shall not be eligible for co-option to the Committee.

(h) Members of the Committee may retire on personal grounds at any time by giving written notice to the Committee and their position may be filled by a co-opted Committee member until the next Annual General Meeting.

(i) Casual vacancies on the Committee may be filled at a meeting of the Committee at which a quorum is present.

A co-opted Committee member shall fulfil the office of the member replaced as if he/she were that Committee member.

7. Meetings

(a) The Committee shall meet at least once every six (6) weeks on an agreed date.

(b) At least seven days' notice shall be given to all Committee members of all Committee Meetings, except in the case of meetings solely to consider an urgent item of business.

(c) The Society shall hold an Annual General Meeting each October, and shall publish the notice of such meeting including any proposed motions in the Society's newsletter at least 14 days prior to the meeting.

(d) The Committee may call a Special General Meeting at any time subject to 14 days' notice being given to all members.

(e) An Extraordinary General Meeting shall be held on the written requisition of not less than 25 members and must be held within one month of the President or Secretary receiving that correspondence. At least 14 days' notice of the meeting and the business to be considered shall be given to all members. No business other than the business for which the meeting has been convened may be discussed.

8. Quorum

Six members of the Committee shall constitute a quorum at a Committee Meeting. Fifteen per cent of members of the Society shall constitute a quorum at an Annual General Meeting, Special General Meeting or Extraordinary General Meeting.

9. Voting

Voting at the Committee and at Annual General Meetings, Special General Meeting or Extraordinary General Meeting shall be by simple majority of those present and voting. In the event of an equal division, the President is entitled to vote and shall also have a casting vote. In the case where those present are holding proxies for absent members, they will be entitled to vote if a letter of authorisation signed and dated by the member is submitted to the President prior to the voting taking place.

10. Finance

(a) The financial year of the Society shall begin on the 1st July.

(b) The management of the finances shall be vested in the Committee of the Society.

(c) The Committee shall cause true and fair accounts to be kept of all monies received and expended by the Society and shall present an annual statement of receipts and expenditure to the membership of the Society.

(d) The accounts of the Society shall be ratified annually and the Committee shall appoint a Certified Accountant each year for this purpose.

11. Cheques

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two Office Bearers.

12. Dissolution Clause

In the event of the dissolution of the Society, the Committee shall contribute the whole of the finances to a non-profit organisation within Victoria with similar objectives.

13. Alterations to the Rules and Purposes

Alterations to the Rules and Purposes shall be made at an Annual General Meeting or Special General Meeting and with the authorisation of three-quarters of those present and voting. A minimum of twenty-one days' notice of the proposed alteration shall be given to all members.

14. Minutes of meetings

The Committee must ensure that minutes are taken and kept of each Committee meeting and or each Annual General Meeting, Special General Meeting or Extraordinary General Meeting. The minutes must record the attendees at the meeting, business considered and any resolution on which a vote is taken and the result of the vote.

15. Treasurer of the Society

The Treasurer of the Society shall be responsible for the custody of the books, documents and securities of the incorporated association.

Any member of the Society will have the right to inspect and make copies of the books and documents (including minutes of the Annual General Meeting) of the Society.

16. Archivist of the Society

There shall be a person designated to be the archivist of the Society who shall be responsible for the custody of the historical documents and records of the society. These shall be kept in a secure place for inspection of any of these documents by any member of the society or any other person doing research on this society, within a reasonable time and being limited in time for return of those documents.