

# Bendigo Gem Club Inc Reg.A. 0000448C

10 Galvin Street BENDIGO VIC 3550 ■ Telephone (03) 5442 3691 [gembendigo.org.au](http://gembendigo.org.au)

**This By-law document was authorised by the Bendigo Gem Club on 21/11/2014 and supersedes any previous version.**

## **Document History**

- **Initial Release 1.0, 25/10/2013**
- **Updated 1.1, 15/11/2013, additions to section 9, Member Expenses**
- **Updated, 21/1/2014, addition of fees table, alteration of membership year**

## **By-laws**

- *By-law: A law or rule governing the internal affairs of an organisation.*
- *These By-laws will form part of the contract between the Association and its Members.*
- *The By-laws will be supplied to all new members, any member can request a copy.*

### **1. Alteration of By-laws**

These By-laws may be altered by a resolution adopted by a simple majority of financial members voting at an Annual General Meeting or Special General Meeting.

### **2. Membership Classes, Definitions and Fee.**

#### **a) Qualification for membership.**

- 1) Any person of good standing interested in Lapidary and associated activities and who agrees to abide by the By-Laws and Regulations of the Bendigo Gem Club Inc.
- 2) Agree to actively support the annual exhibition, working bees and any other club events.

#### **b) Type of membership**

See attachment One for actual dollar amounts.

- 1) Single member: An adult 16 years of age and over. (full voting rights)
- 2) Family Members: A joint membership of Adult/s and dependants of the same family. (only the adults have voting rights)
- 3) Junior Member: Under 16 years of age at the time of joining/renewal. Persons under 12 years of age may not use club machinery except under direct supervision of an adult member. (No voting rights)
- 4) Life Member: No annual or normal workshop fee. A member who has been granted full membership for life. This member is exempt of routine fees and annual subscription but otherwise has the same rights and obligations as financial members.
- 5) Honorary Member: No annual or normal workshop fee. Granted for one year to someone who though not a member has provided meritorious service to the Club in some capacity. (No voting rights)
- 6) Associate Member: One who only receives Bendigem but does not have voting rights and cannot attend workshop.

#### **c) Payment of Joining and Annual Fee**

- 1) A joining fee is payable with all new membership applications (one fee per adult, single, family or junior application)
- 2) The annual subscription shall be due and payable on the 1<sup>st</sup> day of January each year and must be paid by the end of February.

- 3) Persons applying for membership of the Club at any time of the year shall pay the full joining fee and the subscription shall be proportional to the time of year of joining, as follows:
- Quarter One Full Annual Subscription
  - Quarter Two 75% Annual Subscription
  - Quarter Three 50% Annual Subscription
  - Quarter Four Full Annual Subscription which will run for the following year

**d) Late and unpaid fees.**

- a) Persons paying fees late must pay the full years fees.
- b) Any person not having paid their fees by the due date will be deemed to be unfinancial.
- c) Unfinancial members will have all rights and access to club facilities suspended, but will continue to receive Bendigem as a reminder for three months.
- d) Unfinancial members reapplying for membership after 12 months must pay a re-joining fee of \$5 plus a pro rata annual fee for the remaining part of the financial year.
- e) The committee may vary the annual fee in cases of hardship. Each case to be determined on its merits.
- f) A member resigning their membership shall forfeit the unexpired portion of their annual fee for that year.

**3. Nomination for life membership.**

- a) Life membership may be granted to members for loyal, meritorious service to the club, subject to the member having no less than 15 years of membership with the club.
- b) Nominations, with detailed citation, shall be made to or by the Committee and recommended for approval by a resolution adopted by a simple majority of financial members present and voting at an Annual General Meeting.
- c) Not more than two life memberships may be granted in any one year, and no more than three may be granted in any two year period.
- d) No more than 10% of members may be life members at any time.

**4. Auditor**

A suitably qualified person shall be appointed Auditor by the Committee.

**5. Club sub- groups**

- a) Club Sub-Groups may be formed by the Committee
- b) Such Sub -Groups may elect responsible officers, but may not act in the Club's name or incur any expenses on behalf of the Club, without approval of the Committee.
- c) Will provide the Club with reports of activities.

## **6. Purpose of meetings**

- a) Committee Meetings authorise expenditure, establish or disallow club regulations, manage workshop sessions, manage membership.
- b) Annual General Meetings establish or disallow By Laws, appoint or remove committee and office bearers, make recommendations to committee on matters affecting the club. To consider and sanction the audited financial statement for the preceding year. To hear reports from Committee about the clubs progress in the preceding year. The Annual General Meeting (AGM) is to be held on the third Friday in November each year.
- c) General Meetings Receive reports from committee, make recommendations to committee.
- d) Special General Meetings are called to address a particular issue and will deal with only that issue. The issue could be anything within scope of General Meetings or Annual General Meeting.
- e) Exhibition Committee manages the Exhibition programme, content, trader relations. Authorise expenditure relating to Expo.

## **7. Conduct of Meetings**

- a) At the Chairman's discretion a limit may be set on the length of time a member may speak.
- b) The proposer shall have the right of reply.

## **8. Correspondence.**

All correspondence relating to Club business must be printed on Club letterhead and a copy given to the Club Secretary and relevant persons. All inwards mail should be addressed to the Club, marked for attention of the responsible officer.

## **9. Members Expenses.**

- a) Except as specified under clause 9 (b) Members incurring expenses on the Club's behalf must first have such expenditure ratified by the Treasurer and present any receipts or supporting paper work to the treasurer.
- b) The Committee may authorise certain Committee Members to incur expenses on the club's behalf with out prior approval provided -
  - 1) That the expenditure is for the Club and consistent with the Club's declared purposes.
  - 2) The Committee Member reasonably believes the expenditure is appropriate for the Club.
  - 3) Receipts and/or supporting documentation should be presented to the treasurer at or before the next Committee Meeting.
  - 4) That any such expenditure ceases immediately if the President so requests, in writing or verbally.
  - 5) In the event that the expenditure is against a Club card, the Committee Member agrees to pay back any monies spent under clause 9 if the Committee deems the expenditure inappropriate.
- c) The Committee may establish, as an attachment to Club Regulations, a document listing Committee Members with limits and conditions applying under clause 9.

## Attachment One – Club Fees

Fee Name	Details	\$
Joining Fee	Single or Family	\$30
Annual - Single		\$30
Annual - Family		\$40
Associate Member	Bendigem and occasional drop in for Cuppa. No access to workshop facilities or field trips.	\$15
Workshop Fee	Per 'session"', one session is, for example, an evening, morning or afternoon.	\$3
Course Fee	Per 'session"', one session is, for example, an evening, morning or afternoon. Plus, direct cost of course.	\$3
Casting - Flask	Per flask to bake in the oven (workshop fee also applies)	\$3
Casting - Investment	Irrespective of flask size (unless member has their own investment)	\$3
Casting – wax tree		50 cents
Casting – wax spru	Per approx 70mm length	20 cent
Tea/Coffee	All day access to cuppa and biscuits, per day.	\$2
Soft drinks	From Fridge	\$1
Photo Copy / Printing	Black / Colour A4 only	15 cents / \$1
Laminating	A4 only	\$1
Silver mark up	Approx factor applied to silver sales to reflect cost of delivery and losses.	10%
Dichroic Glass - baking	Per kiln session, full or otherwise. (May be divided between people if they wish)	\$5
Rock Saw	Applies to either trim or slab saw	25 cents per sq inch