

Articles of Association

Select Wedding Services Macarthur Network

MACARTHUR is defined as: the area under the jurisdiction of Camden, Campbelltown and Wollondilly local governments. The boundaries include: Picton, Oakdale, Werombi, Bringelly, Leppington, Denham Court, Rossmore, Ingleburn, Minto, Kentlyn, Campbelltown, Menangle, Appin, Wilton, Cawdor and encompasses all suburbs within this outer circle of suburbs

1. Membership qualifications

To become a member, a business owner must firstly be nominated and seconded by a current financial member.

A member must solemnly declare in relation to my application to the "Select Wedding Services Macarthur Network" that I satisfy at least 5 of the following criteria *(please tick all relevant points)*

1. My office of business is in the Macarthur area as defined above
2. My business has been running actively for 5 or more years
3. I own the business or am employed with the business
4. I am a member of a relevant industry association and abide by that associations' code of ethics
5. I am a single service business
6. I am a graduate of a relevant TAFE or University course or have been accredited by an approved training provider
7. I have a functioning website and own the domain name
8. I have a Registered Business Name
9. I accept email enquiries
10. I supply clients with a written contract or proposal with terms and conditions
11. I comply with all taxation/copyright/moral right requirements
12. I will have 50% attendance at SWS Macarthur network meetings
13. I have current Public Liability Insurance
14. I do not satisfy all points above, however I attach supporting evidence as to why I should be accepted *

2. Register of members

Any business involved in any aspect of the wedding industry but not a Government body or marketing company.

The public officer of the association must establish and maintain a register of members of the association specifying the name and address of each person who is a member together with the date on which the person became a member.

The register of members must be kept at the principle place of administration of the association and must be open for inspection, free of charge by any member of the association at any reasonable hour.

3. Fees and Subscriptions

The initial joining fee for any charter member business is \$300

The initial joining fee for any business is \$500

The annual fee to be a member of SWS Macarthur network is \$500

4. Members' Liabilities

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of the membership of the association

5. Disciplining of Members

Professional members of SWS are subject to the disciplinary procedures of SWS in the event of a complaint being referred to SWS regarding inappropriate professional conduct on the part of an SWS member, SWS reserves the right to investigate the complaint. The complaint will be dealt with thoroughly and impartially by the board. If the SWS board finds against the member, SWS reserves the right to expel the member from the association.

5A. Internal Disputes

As per point 5.



6. Committee

The committee is to be called the committee of management of the association and, subject to the Act and these rules and to any resolution passed by the association in general meeting:

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all such functions as may be exercised by the association, other than those functions that are required by these rules to be exercised by a general meeting of members of the association, and
- (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

7. General Meetings

A meeting shall be called once every three (3) months at an agreed location. An AGM shall be called in December each year.

Election of officials shall take place at the Annual General Meeting

- (a) Nominations for positions shall be made in writing and lodged with the Secretary prior to the commencement of the meeting. The nomination shall be made by a proposer and a seconder both being financial members of the association and endorsed by the nominee.
- (b) If insufficient written nominations are received to fill an available position the candidates nominated shall be deemed to be elected and further nominations shall be called and received from the floor at the meeting.
- (c) Only financial members present at the AGM and/or special meetings are entitled to vote.

8. Duties of Office Bearers

Office bearers of the Association and committee members shall, subject to the Association rules, hold office until all positions are declared vacant at the next annual general meeting. All office bearers are eligible for re election. The President is chief executive office and shall preside at all general and management meetings of the Association. The President shall carry out or cause to be carried out all service and operation of the Association in accordance with the resolutions of the management committee and general meetings. The President, in the case of equality of voting, has a second or casting vote.

The Vice President is there to assist the President in their duties and act as President when he/she is unavailable. The Secretary & Public Officer shall take minutes of the proceedings of the executive, management and general meetings which shall be authenticated by the chairman on their confirmation at a subsequent meeting. As soon as practicable the Secretary shall email a copy of the minutes of each management meeting to financial members and shall effect the execution of all correspondence of the Association and keep a register of all members. As Public Officer the duties include the compliance with all requirements of the Associations Incorporation Act 1999 in so far as it affects the Association.

The Treasurer shall have control of the accounts of the Association and will ensure that all money due is collected and received and that all payments by the Association are made, at each management meeting the office bearer shall table details of receipts and expenditure for the period since the previous management meeting and shall keep proper books of record showing all receipts and expenditure and assets and liabilities of the Association. At the completion of the financial year cause a statement of income and expenditure together with a balance sheet to be prepared and arrange an audit of the same for presentation to the annual general meeting of members. All monies received by the treasurer shall be banked in the name of the Association. All payments shall be made by cheque and signed by the treasurer after accounts have been passed by a management meeting and a record made in the minutes.

An Auditor, who need not be a member of the Association, shall be appointed by a general meeting of members and shall have access to all books, accounts, vouchers and property of the Association when required and shall examine and certify to the correctness of the accounts and balance sheet at the end of each season, and such other times as the management committee may direct.





9. General Meetings

The Annual General Meeting of the association is, subject to the Act, to be convened on such date and at such place and time as the committee thinks fit. In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following

- (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
- (b) to receive from the committee reports on the activities of the association during the last preceding financial year,
- (c) to elect office-bearers if the association and ordinary members of the committee, An annual general meeting must be specified as such in the notice convening it.

10. Funds Source

The funds of the association are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines. All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank account.

The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

11. Funds Management

Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in pursuance of the objects of the association in such manner as the committee determines.

12. Amendment Of Constitution

No alteration or amendment of this constitution shall be made except by a resolution at a general meeting. The amendment motion must be carried by a three quarter majority of the members present and entitled to vote. An updated copy of the constitution is to be displayed on the Association notice board.

13. Rules

The Association rules are resolutions, passed at general meeting or at management meetings, which are carried on from year to year. Rules already in existence should be endorsed at the Annual General Meeting.

14. Custody of Books

The Secretary and Public Officer shall be the custodian of all books, records and documents of the incorporated Association and shall make such books, records and documents available for inspection by a financial member of the Association given reasonable notice.

15. Inspection of books

The financial records must be kept at the principle place of administration of the association and musty be open for inspection free of charge by any member of the association at any reasonable hour.

16. Dissolution

The Association shall be dissolved in the event of the membership being less than three (3) persons, or upon the vote of a three fourths majority of the members present at a special general meeting convened to consider such a proposal. Upon dissolution, the assets and funds of the Association may after payment of all expenses and liabilities be handed over to a registered charity, such charity to be determined by a majority of the members present at the general meeting of the Association.

17. Rules



1. Members acknowledge that they are bound to use their best efforts to properly act in an ethical and professional manner as a member of the Select Wedding Services Macarthur network:
2. A member will strive at all times to conduct their business that meet the highest standards of professionalism
3. A member will promise to operate their business in a professional, moral and ethical fashion and will not bring the Select Wedding Services Network into disrepute in any way through their association.
4. A member agrees to operate my business in accordance with all Federal, State, Regional and Governing Bodies.
5. A member will declare that all information contained here is true and correct and does understand there are penalties for misrepresenting or giving misleading information
6. A member will ensure that they comply with all copyright, Environment, Staffing, Taxation Laws and requirements applicable to their business and that they possess the relevant licensing/requirements to operate a legal and ethical business.
7. The other members of SWS Macarthur Network will not be held responsible for any legal responsibility in relation to another member's business dealings.
8. A member will understand and accept that if contentious circumstances arise at anytime and for any reason their membership status may be reviewed and they will abide by any ruling or determination that may be made.
9. A member will understand that failure to satisfy any of the membership conditions will result in revoked membership
10. A member has not withheld any information that may be relevant to their application.

Also all members do solemnly declare that in the last 5 years

- A member will have not had proceedings instituted against them for failure to pay for the supply of goods and services.
- A member will have not had any complaints laid against them in any court or consumer complaints tribunal.