

# COPACABANA COMMUNITY MEN'S SHED INCORPORATED

## Constitution

*As amended 09/02/2021*

The following is the constitution of the **Copacabana Community Men's Shed (CCMS)**, which was founded by the Copacabana Community Association in 2018.

1. The Copacabana Community Men's Shed is established as a charity with the following **objects**:

- To build and operate a men's shed, in the sense defined by the Australian Men's Shed Association, in Copacabana.
- To provide meaningful activities in which men can participate in the company of others.
- To improve the health of men in Copacabana and neighbouring communities who are at risk of issues arising from loneliness and isolation.
- To facilitate programs that address men's mental, physical and emotional health issues.
- To undertake charitable activities for the benefit of the broader community.

2. **Membership** of CCMS is subject to the following rules:

- Membership is open to all males aged 18 years or more on application to the Shed Management Committee.
- Females aged 18 years or more may participate in Shed activities at the discretion of the Shed Management Committee.
- Each shed member shall pay such fees and subscriptions as are agreed from time to time by the Shed Management Committee. To be considered a member, their membership fees must have been paid on or before a date and time as agreed by the Shed Management Committee
- A shed member's liability towards any CCMS debts is not more than \$2.
- All shed members are required to sign up to a Code of Conduct as defined from time to time by the Shed Management Committee. The Shed Executive Committee may at any time discipline a member who offends against the Code of Conduct by limiting his access to the shed or by terminating his membership. A shed member whose membership has been terminated may appeal to the Shed Management Committee, whose decision is final.
- Disputes between shed members and between shed members and CCMS will be resolved by the Shed Management Committee, whose decision is final.

3. The CCMS **Shed Management Committee** is subject to the following rules.

- The Shed Management Committee shall consist of a Shed Coordinator, a Shed Secretary, a Shed Treasurer, a Shed Safety Officer, a Community Liaison Officer and up to two other officers as the Shed Management Committee may from time to time decide.
  - The Shed Coordinator leads the Shed and chairs all meetings of the Shed Management Committee and all Shed General Meetings.
  - The Shed Secretary keeps records of Shed Management Committee meetings and maintains a register of shed members. He is responsible for calling Shed General Meetings and chairs meetings of the Shed Management Committee and Shed General Meetings if the Shed Coordinator is unable to be present.
  - The Shed Treasurer keeps records of income and expenditure and an inventory of capital goods purchased by CCMS. He also presents regular reports to the Shed Management Committee and a summary report once a year to the Shed Annual General Meeting.
  - The Shed Safety Officer is responsible for ensuring safety in the shed, including assessing applicants for shed membership and training members in safety procedures.

- The Community Liaison Officer is responsible for maintaining relations with the Copacabana Community Association and other local community organisations, including organising their use of Shed premises.
  - The Shed Management Committee shall meet once a month or more often if requested by the Shed Coordinator. The quorum shall be any four members, including at least two members of the Shed Executive Committee. Decisions are taken by a simple majority.
  - Each member of the Shed Management Committee is elected at the Shed Annual General Meeting for a period of one year. Committee members may not serve more than three consecutive terms of office in the same position unless there are no other nominations for that position.
  - Any member of the Shed Management Committee may be removed from office by a unanimous vote of the remaining Shed Management Committee members.
  - The Shed Management Committee may fill a casual vacancy caused by the resignation, death or removal of one of its members by a majority decision, and this person will have all the rights and responsibilities as if elected.
  - Any matter not specifically covered in this Constitution shall be resolved by a majority decision of the Shed Management Committee.
4. The CCMS **Shed Executive Committee** is subject to the following rules.
- The Shed Executive Committee consists of the Shed Coordinator, the Shed Secretary and the Shed Treasurer.
  - It is the responsibility of the Shed Executive Committee to manage CCMS affairs between meetings of the Shed Management Committee.
  - All actions taken by the Shed Executive Committee must be ratified by the Shed Management Committee at its next meeting.
5. CCMS **general meetings** are subject to the following rules.
- A Shed Annual General Meeting (AGM) shall be held once a year between 1 July and 31 September on a date to be decided by the Shed Management Committee. The Shed Secretary shall give shed members at least 21 days' notice of an AGM.
  - Shed members wishing to propose motions for debate at the AGM shall submit such motions to the Shed Secretary at least 10 days before the date of the AGM. The Shed Secretary shall give shed members at least 5 days' notice of such motions.
  - The Shed Management Committee shall call a Shed Special General Meeting (SGM) between AGMs if at least ten shed members propose a motion for discussion. The Shed Secretary shall give shed members at least 10 days' notice of an SGM, at which only the proposed motion may be discussed.
  - The quorum for a Shed General Meeting shall be the shed members present, provided this include at least two members of the Executive Committee. Apart from motions for changes in the CCMS, motions are approved by a simple majority. No proxy voting is allowed.
  - The chairman of a Shed General Meeting may allow discussion on motions for which due notice has not been given only if he deems them to be procedural in nature.
  - If there is no quorum at a General Meeting, the meeting shall decide by simple majority vote on a date to which the General Meeting is to be postponed. If there is no quorum at the postponed meeting, then in the case of an SGM the motion shall lapse and in the case of an AGM the CCMS shall be dissolved.
6. CCMS **finances** are subject to the following rules.
- The CCMS financial year runs from 1 July to 30 June annually.
  - CCMS derives its income from member subscriptions, grants and sponsorship, donations, and any other source approved by the Shed Management Committee.

- CCMS funds may only be used in pursuance of its objects and no shed member may derive a pecuniary gain from participation in the CCMS.
  - All financial transactions are to be recorded by the Shed Treasurer.
7. **CCMS records, books and other documents** are subject to the following rules.
- All CCMS records, books and other documents shall be kept in the custody of the relevant shed officer until a CCMS office is available, when they shall be transferred there.
  - Any shed member may inspect any CCMS document at any reasonable time, unless the Shed Management Committee determines that the document is confidential.
8. **Changes** in the CCMS are subject to the following rules.
- Changes to this Constitution require a two-thirds majority at a Shed General Meeting and come into effect immediately they are approved by NSW Fair Trading.
  - The CCMS shall be dissolved if a motion to dissolve is proposed at a Shed General Meeting and supported by a two-thirds majority. The CCMS shall also be dissolved if a quorum cannot be found for a postponed Shed Annual General Meeting or if the number of paid-up members falls below five.
  - If CCMS is dissolved or its endorsement as a deductible gift recipient is revoked (whichever comes first), any surplus of the following assets shall be transferred to another organisation with similar objects, which is charitable at law, and to which income tax deductible gifts can be made:
    - Gifts of money or property for the principal purpose of the organisation.
    - Contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation.
    - Money received by the organisation because of such gifts and contributions.
  - In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes, that is charitable at law, and which is not carried on for the profit or gain of its individual members.