

Constitution of the DDC Club
An Un-incorporated Association

1. Name of the Association.

The Association shall be known as the DDC Club. DDC being the acronym for Dubbo and District Computer.

2. Mission Statement.

The aims of the Association shall be to promote computer awareness in the community and to provide a forum for the social exchange of ideas and information.

3. Membership.

- a) Membership is open to all individuals who accept the Mission Statement and rules of the Association as set out in this Constitution, with any amendments that may be made in the future.
- b) Members shall pay such fees as are determined by the Association Management.
- c) Membership shall cease upon resignation, expulsion or failure to pay outstanding fees within two (2) months of the due date.
- d) No refunds of membership fees will be given for any reason.
- e) Membership in this Association is non-transferable and can not be lent, sold or bartered in any manner.
- f) Membership does not convey the right for members to use the Association name or any of its' letterheads, logos or other badges of membership in any way except as proof of membership.
- g) Honorary membership may be conferred on anyone who has directly or indirectly assisted the Association at the discretion of the Association management.

4. Members Liability.

No ordinary member of the Association shall have any liability to contribute towards the payment of debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association except to the amount of any unpaid fees or dues.

5. Disciplining of Members.

- a) A member may be expelled from membership of the Association (or otherwise disciplined) by the Association management, if in the opinion of the management, after affording the member the opportunity of offering an explanation if their conduct, the conduct is regarded as being detrimental to the interests of the Association.
- b) A member who wishes to appeal against a decision expelling or otherwise disciplining them may do so by notifying the Secretary in writing that they wish the decision to be reviewed at the next general meeting of the Association.
- c) A review of any disciplinary action taken by management will be undertaken by a committee made up of three ordinary members, one nominated by the appealing member and two by management. Any decision reached by this committee will be accepted as final by both management and the appealing member.

6. Management by Executive.

- a) The Association will have its' affairs controlled and managed by an Executive Committee that will be voted into office by the membership.
- b) Any Officer appointed to the Executive Committee will remain in office for a period of 12 months where upon such time members will vote again on who shall hold office.
- c) An Executive Officer can appoint other members to act in their stead for any and all duties for any period of not more than two months with approval from the remaining Executive Committee.
- d) The Officer acting as Treasurer will have sole responsibility and power to purchase or realise assets and incur expenses on behalf of the Association.
- e) The current Executive Committee will call for nominations of members to act as President, Secretary/Treasurer and various sub-committees/Offices in the Association as the need arises.
- f) The Officers of the Association shall be elected by a majority vote of bona fide members attending the meeting where nominations were called for.
- g) If there are no nominations or there is no clear majority then the Officers may be appointed by the current Executive Committee.
- h) No member shall be compelled, constrained or otherwise pressured to hold office.
- i) All Executive Officers will be directly responsible to members of the club and can be removed from Office at any time, if a vote of the entire membership is taken and 70% of the membership so desires that the Office be declared vacant.
- j) No person can hold Office in the Association unless they have been a financial and or contributing member of the Club for a period of not less than three months.
- k) Honorary members have the same rights and responsibilities as a fully financial contributing member.

7. Meetings.

- a) Meetings will be held as appropriate and as called for by the Executive Committee.
- b) Notice of a meeting will be given at the immediately preceding meeting.
- c) Meeting times and dates will be advertised as appropriate.
- d) Every meeting will be presided over by a Chairperson who will control the meeting procedures.
- e) At each meeting the Secretary will read the minutes from the preceding meeting and any correspondence, any sub-Committees will report on their progress or findings.
- f) Voting on any issue at a meeting will be conducted by a show of hands unless the majority of members present indicate that a secret ballot should be cast on an issue.
- g) Secret ballots will be conducted with each member placing a zero for NO or a one for YES on a slip of paper, these papers are to be collected and counted by the Secretary.
- h) Only current bona fide members will be entitled to be heard or to vote on any issue.
- i) Visitors will be welcomed and treated respectfully at any meeting but no visitor may attend more than two meetings without becoming a member of the Association.

8. Profit by Members.

The income and assets of the Association, where so ever derived, shall be applied solely towards the promotion of the Mission Statement of the Association as set forth in this Constitution. No portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise how so ever by way of profit, to the members of the Association. Provided that nothing herin shall prevent the payment, in good faith, of remuneration to any Officer or servant of the Association, or to any member of the Association, in return for any services actually rendered to the Association, or reasonable and proper rent for assets demised or let by any member to the Association, but so that no member of the Association shall be appointed to any salaried Office of the Association or any Office of the Association paid by fees, and that no remuneration or other benefit in money or monies worth shall be given by the Association to any member except in repayment of out of pocket expenses or remuneration for services rendered.

9. Dissolution of the Association.

- a) The Association may be dissolved in terms of a resolution carried at a general meeting of bona fide members, provided due notice of the motion has been given to all bona fide members two weeks in advance of any meeting where the motion to dissolve the Association is to be put forward.
- b) Where the Association is dissolved, after the Books of Account have been audited, the residue of funds and any such assets so transmitted shall be, after satisfaction of all debts and liabilities, paid, given or transferred as a community contribution to an established charity as selected by a majority vote of the membership at the time of dissolution.

10. Miscellaneous.

- a) The Executive Committee will effect and maintain insurance as required by law or regarded as necessary by the Association.
- b) These rules shall not be added to or amended except at a general meeting of the bona fide members, and only after due notice has been given at a previous meeting that a motion for amendment will be put forward.

Version Number : 200008

Ratified: _____ (Current President)

_____ (Current Secretary/Treasurer)

Voted on

By: _____ members at meeting _____ held on _____