

CONSTITUTION

AUSTRALIAN WING CHUN FEDERATION

1. NAME

The association will be called Australian Wing Chun Federation (AWCF)

2. DEFINITIONS

‘Committee’ means the committee of management of the association.

‘General meeting’ means a general meeting of members of the association convened in accordance with these rules.

‘Member’ means any member of the association.

The terms ‘Club’ and ‘Association’ both refer to the Australian Wing Chun Federation and are interchangeable.

3. AIMS AND OBJECTIVES

The aims and objectives of the association are:

- To unite Australian Wing Chun schools in the preservation of the authenticity and skills of Wing Chun
- To encourage students and instructors of Wing Chun schools to communicate and share skills and knowledge
- To provide a unified system of grade recognition amongst associated schools

4. POWERS OF THE ASSOCIATION

The association shall have all the powers conferred by section 25 of the Act.

5. MEMBERSHIP

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

Members will be enrolled as either a Full Member or Associate Member:

A) FULL MEMBER

Full members shall be recognised instructors and head instructors of Wing Chun Kung Fu schools.

New Full Members must be approved by a majority vote of the Management Committee.

For a new school wishing to become a member of the AWCF, the head of the school in question must apply to the Management Committee.

B) ASSOCIATE MEMBER

Associate members shall be students of any member school.

C) HONORARY MEMBER

Honorary members do not have any membership rights. Honorary membership can be bestowed upon individuals through a majority vote by the committee.

D) SUBSCRIPTIONS

Membership fees will be set annually and agreed by the AWCF Management Committee or determined at the Annual General Meeting.

Fees will be paid: annually

E) RESIGNATIONS

A member may resign from membership of the association by giving written notice to the secretary or public officer of the association.

Any resigning member shall be liable for any outstanding subscriptions which may be recovered as a debt due to the association.

F) DISCIPLINE, EXPULSION, AND APPEALS

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 21 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 21 days of the Secretary receiving the appeal.

G) REGISTER OF MEMBERS

A register of Full Members must be kept and contain:

- The name and address of each Full Members
- The date on which each Full Members was admitted to the association
- If applicable, the date of and reason(s) for termination of membership

6. OFFICERS OF THE CLUB

The officers of the club will be:

- Chair
- Vice Chair
- Treasurer
- Secretary
- Public Officer
- Publicist

Officers will be elected annually at the Annual General Meeting (AGM).

It is permissible for committee members to hold multiple offices.

All officers will retire each year but will be eligible for re-appointment.

Any office that becomes vacant outside an AGM can be temporarily filled by another committee member until the next AGM or EGM election.

7. COMMITTEE

The association will be managed through the Management Committee.

The Management Committee shall consist of the Officers of the Club.

Only Officers of the Club will have the right to vote at meetings of the Management Committee.

The Management Committee meetings will be convened by the Secretary of the club and held no less than two times per year.

The quorum required for business to be agreed at Management Committee meetings will be: 50% of the number of committee members.

The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

Questions arising at any meeting of the committee shall be decided by a majority of votes, and in the event of equality of votes the chairperson shall have a casting vote in addition to a deliberative vote.

The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

A) *DISQUALIFICATION OF COMMITTEE MEMBERS*

The office of a committee member shall become vacant if a committee member is:

- disqualified from being a committee member under these rules
- expelled as a member under these rules
- permanently incapacitated by ill health
- absent without apology from more than four meetings in a financial year
- no longer the duly appointed representative of a corporate member.

8. THE SEAL

The association seal shall not be used without the express authorisation of the committee.

The affixing of the seal shall be witnessed by the chair and the secretary.

9. FINANCE

All association monies will be held by the association's official bank account.

The association Treasurer will be responsible for the finances of the association.

Only the association Treasurer and the association Chair shall have access to the association's official bank account

The financial year of the club will end on: 31st June of each year.

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

If the association falls under the description of Prescribed Association (gross receipts, excluding members subscriptions, in excess of \$500,000 pa) the committee shall appoint an auditor for the current financial year.

10. PROHIBITION AGAINST SECURING PROFITS FOR MEMBERS

The income and capital of the association shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to members or their associates except as bonafide remuneration of a member for services rendered or expenses incurred on behalf of the association.

11. ANNUAL GENERAL MEETINGS

Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

A) *VOTING AT GENERAL MEETINGS*

Any Full Member has the right to vote at an AGM.

Associate members cannot vote at an AGM.

Subject to these rules, a member of the association has only one vote at a meeting of the association.

Subject to these rules, a question for decision at a general meeting, other than a special resolution, must be determined by a majority of members who vote in person or, where proxies are allowed, by proxy, at that meeting.

Unless a special resolution is demanded by at least five members, a question for decision at a general meeting must be determined by a show of hands.

The quorum for AGMs will be 25% OF THE MEMBERSHIP.

B) EXTRAORDINARY GENERAL MEETINGS (EGMS)

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM.

Procedures and voting rights for EGMs will be the same as for the AGM.

C) POLL AT GENERAL MEETINGS

If a poll is demanded by at least five members, it must be conducted in a manner specified by the person presiding and the result of the poll is the resolution of the meeting on that question.

A poll demanded for the election of a person presiding or on a question of adjournment must be taken immediately, but any other poll may be conducted at any time before the close of the meeting.

D) SPECIAL RESOLUTIONS

A special resolution is a resolution where the rules of the association provide for the membership of the association - a resolution passed at a duly convened meeting of the members of the association if;

(i) at least 21 days written notice specifying the intention to propose the resolution as a special resolution has been given to all members of the association; and

(ii) it is passed at a meeting referred to in this paragraph by a majority of not less than three-quarters of such members of the association as, being entitled to do so, vote in person or, where proxies are allowed, by proxy, at that meeting;

E) ORDINARY RESOLUTION

An ordinary resolution is a resolution passed by a simple majority at a general meeting.

F) FULL MEMBER POLL

A Full Member Poll is a poll that is put to all Full Members by mail, electronic or by post, to resolve a question.

A Full Member Poll shall be sent out within one month of the request.

One month from the date of sending the poll shall be provided to receive votes from the poll. Any votes after that date shall be ignored.

The result of the poll is the resolution of that question.

G) PROXIES

A member shall be entitled to appoint in writing a natural person who is also a member of the association to be their proxy, and attend and vote at any AGM or EGM meeting of the association.

12. DISSOLUTION

The association can resolve to wind up by a Special Resolution.

A) APPLICATION OF SURPLUS ASSETS

If after the winding up of the association there remains 'surplus assets' as defined in the Act, such surplus assets shall be distributed to any organisation which has similar objects and has rules which prohibit the distribution of its assets and income to its members.

The association may determine to distribute surplus assets to nominated charities. Such organisation or organisations shall be identified and determined by a resolution of members in a general meeting.

13. AMENDMENTS TO THE CONSTITUTION

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

14. DECLARATION

The Australian Wing Chun Federation hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: _____

Date:

Name:

Position: Club Chair

Signed: _____

Date:

Name:

Position: Club Secretary

This is the annexure marked 'A' referred to in the statutory declaration of _____

made on the _____ day of _____ 2013

before me (Justice of the Peace signature) _____