

1. DEFINITIONS

Committee means the Committee of Management elected to represent all members of ARHGA.

Member means a Red Hat Chapter or group which has paid annual subscription fees to ARHGA.

Red Hat Chapter means a Red Hat Group which adheres to the Objects of the Association.

Delegate means an individual who has been nominated by a Member (Red Hat Chapter) to vote on their behalf.

PLI means Public Liability Insurance renewed annually by ARHGA.

2. KEY DATES

Financial year-1 November to 31 October the following year.

Annual General Meeting - 3rd Sunday of November

Last date for payment of Members' Annual Subscriptions – 31st May annually

PLI policy renewal – 4:00pm 01 July annually.

3. FINANCE

- (a) The Public Liability Insurance (PLI) bank account exists solely for receiving subscriptions from Members and to make payment to the Insurance Company for premiums invoiced.
- (b) Each Member will pay an annual subscription fee, by 31st May each year, which will be sufficient to cover the premium for PLI for the forthcoming year. (determined using the previous year's invoice as a guide)
- (c) Associate members can vote on motions relating to ARHGA Events on payment of a \$5 fee
- (d) Only Member groups which have paid their annual subscription fee by the due date will be named on the PLI policy.
- (e) "Events' Account" is a separate bank account for the exclusive use of Members domiciled in Western Australia. Members are permitted to apply to the Committee for a loan from the Events Account when hosting a multi-Member gathering. This loan is to be repaid to the Events' Account no later than one month after the conclusion of the event.
- (f) A Member may make use of the Events Account for the receipt and distribution of monies for a multi chapter event. Any profit from that event reverts to the Events Account. A detailed financial report is to be submitted prior to each ARHGA Committee Meeting.
- (g) An Event Sub-Committee or Member group, endorsed by the ARHGA Committee to deliver a major event, may apply for a loan from the Events Account for the financial management of the event. The Event Sub-Committee must provide detailed documentation (including quotes and receipts) of incoming and outgoing expenses, to the Committee.
- (h) "Convention Account" is a separate bank account for the exclusive use of Members domiciled in Western Australia to record income and expenditure for a Convention Event. Members organising a Convention will give a detailed financial report to the ARHGA Management Committee.
- (i) Reasonable expenses incurred by Committee members shall be reimbursed upon receipts being presented or documentation provided in writing.

See (<https://www.commerce.wa.gov.au/books/inc-guide-incorporated-associations-western-australia/paying-committee-members>).

The signatories to all bank accounts operated by ARHGA will be three (3) out the following five (5) -Chairperson, Vice-chairperson, Treasurer, Assistant Treasurer, Secretary.

- (j) Tax File Number (TFN) 398 753 613
- (k) Australian Business Number (ABN) 81 907 449 782

4. COMPOSITION AND DUTIES OF MANAGEMENT COMMITTEE

- (a) Chairperson, sometimes referred to as “Queen Bee” will chair all general meetings and Committee meetings.
- (b) Vice Chairperson will preside over meetings in the absence of the Chairperson.
- (c) Secretary will record and distribute the minutes of Committee meetings to Committee Members no later than two (2) weeks following the Committee Meeting.
- (d) Secretary will ensure that all business required to properly convene the AGM is undertaken and will record and distribute minutes to Members.
- (e) Treasurer will keep accurate records of all accounts and provide a clear report at each meeting showing all incoming and outgoing expenses.
- (f) Assistant Treasurer will assist the Treasurer as directed.
- (g) Committee members will be elected at the AGM.
- (h) Committee meetings will be held at least four (4) times each year.
- (i) Decisions of Committee will be decided by a simple majority.
- (j) “Circular Resolution.”
 - (i) Should there be business which requires attention outside of formal Committee meetings then a decision may be reached by “Circular Resolution”. ie an email is sent to all committee members outlining a proposal.
 - (ii) The email must contain all relevant details pertaining to the proposal. Committee members may ask for clarification and/or suggest amendments.
 - (iii) Members will vote via email “reply all” and the Chairperson will record votes for and against.
 - (iv) The matter will be decided by a simple majority. If there is not a majority in favour then the matter is lost.
 - (v) Circular Resolutions and the outcome of the vote will be recorded under General Business in the minutes of the next meeting following the Circular Resolution.

5. ANNUAL GENERAL MEETING (AGM)

- (a) The AGM will be conducted by ARHGA Committee.
- (b) Will be held on the 3rd Sunday of November each year.
- (c) Each Member may have one or more delegate(s) attend the AGM but each Full Member may only cast two (2) deliberative votes. For any Member to have Delegates attend the AGM who are eligible to vote, the Member must be a registered and financial Member of the Association at the end of the most recently completed financial year.
- (d) Any expenditure incurred for the AGM, (eg venue hire, printing, tea and coffee) will be paid for from the PLI bank account.
- (e) Delegates who wish to partake of food or drink other than that provided during the AGM, at the same venue, may do so at their own expense after the close of business of the AGM.

- (f) There will be no entertainment, raffles or decorations at the AGM.
- (g) Members will be invited to submit notices of motion or other agenda items. This will be done six (6) weeks prior to the AGM.
- (h) The final Agenda for the AGM is to be emailed to Members two (2) weeks prior to the meeting.
- (i) Nomination forms for Committee will be emailed to Members via the ARHGA newsletter six (6) weeks prior to the AGM. Nominations for Committee must be received by the Secretary three (3) weeks prior to the AGM.
- (j) Prior to the commencement of the AGM, all delegates must sign the register with details of their name and the Member, or Members, for which they are a delegate.
- (k) The AGM is open to all W.A. Red Hatters to attend. See 3(d)

Summary of timeline for actions prior to AGM (5:00 pm on the effective day):

- 6 weeks prior – Notice of AGM with call for Agenda items, nominations for Committee and motions to change The Rules of the Association will be emailed to Members.
- 4 weeks prior – Nominations for Committee and any Agenda items to have been received by the Secretary.
- 4 weeks prior – Notices of Motion to change the Constitution to have been received by the Secretary.
- 2 weeks prior – Nominations for Committee and final agenda emailed to Members
- 2 weeks prior - Notices of Motion to change the Constitution to be emailed to Members
- 1 week prior – Email votes to have been received by Secretary.

6. EMAIL VOTES AT AGM

- (a) Email votes are to be received by the Secretary by 5:00pm seven (7) days prior to the AGM.
- (b) Each member may have two (2) separate email votes.
- (c) Each email vote will state:
 - (i) The Member for which the vote is submitted
 - (ii) The vote to be registered for each matter notified in the circulated Agenda which is to be determined by ballot at the AGM
- (d) The Secretary will acknowledge receipt of the email vote by reply email to the sender.
- (e) Prior to the AGM, the Secretary will compile a register of email votes.
- (f) At the commencement of the AGM, the secretary will compare the “Register of Members” represented by delegates at the meeting with the register of email votes and remove all email votes which are in excess of the voting entitlement of any Member.

7. QUEENS’ COUNCIL

- (a) To be held in May each year.
- (b) WA Chapters are invited to host this event. Should no group be willing to undertake this role then the ARHGA Committee MAY assume the responsibility.
- (c) Queens and their Vice-queens from W.A. Chapters will be invited to attend. (maximum of 3 per chapter) Retired Queens are also invited to attend.
- (d) The purpose of the Queens’ Council is to provide a networking forum for Queens to address issues and share information relevant to the functioning of their Chapter. The Queens’ Council format should be structured as a forum that will benefit the needs/issues of running a chapter. A Guest Speaker maybe considered should

specific expertise be desired or requested. The Hosting Chapter/Group determines the theme.

- (e) Invitations to attend Queens' Council are to be emailed to W.A. Chapters through the ARHGA Newsletter at least eight (8) weeks prior to the event. The invitation will detail where and when the Queens' Council is to be held and the issue/s to be addressed in the workshop sessions.
- (f) Raffles, and or entertainment are permitted, especially if these are being used to offset the cost to individuals attending, however, this should not be the focus of the Queens' Council.
- (g) The hostess group for Queens' Council will announce the date for the following year's Queens' Council at the AGM. Should the hostess group not be in attendance at the AGM the ARHGA Chairperson will do so.

8. PROPERTY OF ARHGA

- (a) A list (spreadsheet) of the property owned by ARHGA is to be kept by the Secretary. (and attached to these by-laws) This spreadsheet will be kept up to date with details of the nominated holder/s of the property with contact details for borrowing purposes and circulated to Members.
- (b) This spreadsheet will also include property owned by individual Members which are prepared to loan property to other Members
- (c) Members may request to borrow equipment from ARHGA however, any damage sustained will be the responsibility of the Member to make good.
- (d) ARHGA owns two computers which were purchased with Lottery Commission grants. Hard drive. The Secretary is the custodian of the hard drive. A second computer is held by the Treasurer. Passwords are to be recorded and held by the Chairperson, Secretary and Treasurer.

9. COMMUNICATIONS

- (a) The Secretary is responsible for circulating a fortnightly newsletter via email to Members.
- (b) The ARHGA newsletter will be the principal forum for the dissemination of ARHGA information to W.A. groups/chapters. This information may also be publicised using other forms of communication, eg Social Media (see below).
- (c) Emails to Members are to be BCC in the address option to ensure privacy for the recipients.
- (d) A Member contact list is to be kept up to date by the Secretary.
- (e) Members are invited to submit articles and to advertise events via the newsletter.

10. WEBSITE

- (a) <https://www.red-hatters-wa.net/> Red Hatters WA website is the official site of ARHGA.

11. SOCIAL MEDIA

The following social media sites are run independently of ARHGA but may be used by members.

- (a) <https://www.facebook.com/search/top/?q=red-hatters-wa> Red Hatters WA facebook page.
- (b) [https://www.facebook.com/groups/18206723508089/Red Hat buy and sell](https://www.facebook.com/groups/18206723508089/Red-Hat-buy-and-sell)
- (c) <https://www.matildarose2.com/index.htm> Matilda Rose.
- (d) <https://www.facebook.com/groups/1616223845264154/> Australia and NZ Link
- (e) <https://www.facebook.com/groups/448987471873959/> WA Red Hat page link

12. IMPLIED AUTHORITY or LEAD ROLE.

Given ARHGA'S Role as a Communication Hub to promote Red Hatting, the general WA Red Hat Community has come to expect that ARHGA takes a lead role in areas which are not directly under its purview e.g. Queens' Council, effectively giving a measure of Implied Authority in decision making. However, decisions thus made will always be ratified through the appropriate forum.

13. "EMPRESS OF THE WEST"

Beverley Fussell was conferred with this title in recognition of her introducing Red Hatting to WA and for her untiring work to promote Red Hatting in WA.