

Bendigo Gem Club

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BY-LAWS

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BY-LAWS

1. Introduction

This By-law document was authorised by the Bendigo Gem Club on 18 February 2021 and supersedes any previous version.

Document History:

- Initial Release 1.0, 25/10/2013
- Updated 1.1, 15/11/2013, additions to section on Member Expenses
- Updated 21/1/2014, addition of fees table, alteration of membership year.
- Updated 21/11/2014.
- This By law updated at the AGM 18 Feb 2021 (deferred from 2020 due to COVID 19 pandemic), includes changes to: description of Membership and Life Membership; increase in membership and workshop fees; timeframes for paying annual subscriptions; Auditor; Purpose of Committee and removal of some items and their costs from Attachment A as these can be displayed at the Club rooms. And the addition of: Mission Statement; Auditing of Equipment; Takings from Exhibition; Policies of the Club; and mention of VGCA.
- Updated following AGM 7/12/2023, remove defined date for AGM; remove defined Workshop Fees; reduce Joining Fee to \$20; define new fee structure for new member joining and an unfinancial member rejoining. 10/12/2023

2. Mission Statement

Provide a welcoming, enjoyable, inclusive, respectful and sociable environment to help people develop the skills needed to enjoy lapidary, silversmithing, gem faceting, mineral collection and fossicking.

3. By-Laws definition

By-law: A law or rule governing the internal affairs of an organisation. The By-laws cannot overrule the Club's 'Own Rules' for an Incorporated Association' under the Regulations of the Associations Incorporations Reform Act 2012.

These By-laws will form part of the contract between the Bendigo Gem Club Inc and its Members.

The By-laws are available at the Club and also on the Club's webpage <https://bendigogemclub.tidyhq.com>.

4. Alteration of By-laws

These By-laws may be altered by a resolution adopted by a simple majority of financial members voting at an Annual General Meeting or Special General Meeting.

5. Membership Classes, Definition and Fees

a) Qualification for Membership

- Any person of good standing interested in Lapidary and associated activities and who agrees to abide by the Club's 'Own Rules', By-laws and Policies of the Bendigo Gem Club Inc.
- Agree to actively support the annual exhibition, working bees and any other club events.

b) Type of Membership

See attachment One for actual dollar amounts.

- Individual Member: An adult 18 years of age and over.
- Family Members: Two adults at the same address and dependent children (only adults have voting rights). Persons under 12 years of age may not use the club machinery except under direct supervision of an adult member.

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- iii. Life Member: No annual fee but workshop fees still apply. A member who has been granted full membership for life. This member is exempt from annual subscription but otherwise has the same rights and obligations as financial members.
- iv. Honorary Member: No annual or normal workshop fee. Granted for one year to someone who, though not a member, has provided meritorious service to the Club in some capacity. (no voting rights).

c) Payment of Joining and Annual Fee

- i. A joining fee is payable with all new membership applications.
- ii. The annual subscription shall be due and payable on the 1st day of January each year and must be paid by the end of February.
- iii. Persons applying for membership of the Club at any time of the year shall pay the Joining Fee and 10% of the appropriate Annual Fee (be it Individual or Family) for each month or part thereof remaining in the Calendar year. For this purpose, December and January will not feature in the calculation.

d) Late and Unpaid Fees

- i. Persons paying fees late must pay the full years fees.
- ii. Any person not having paid their fees by the due date will be deemed to be unfinancial.
- iii. Unfinancial members will have all rights and access to Club facilities suspended, but will continue to receive reminders for three months.
- iv. An Unfinancial member who rejoins after 12 months pays a part annual fee (see 5c(ii)) but no joining fee.
- v. The Committee may vary the annual fee in cases of hardship. Each case to be determined on its merits.
- vi. A member resigning their membership shall forfeit the unexpired portion of their annual fee for that year.

6. Nomination for life membership

- a) Life membership may be granted to members for loyal, meritorious service to the club, subject to the member having no less than 15 continuous years of membership with the club.
- b) Nominations, with detailed citation, shall be made to or by the Committee and recommended for approval by a resolution adopted by a simple majority of financial members present and voting at an AGM.
- c) Not more than two life memberships may be granted in any one year, and no more than three may be granted in any two-year period.
- d) No more than 10% of members may be life members at any time.

7. Audit or Review of Financial Statements

- a) A suitably qualified person shall be appointed by the committee to audit or review the Financial Statements.
- b) The committee must then certify those Financial Statements and present them to the AGM in accordance with the requirements stated in the Club's 'Own Rules' for an Incorporated Association' under the Regulations of the Associations Incorporations Reform Act 2012.

8. Auditing of equipment.

All equipment; tools; furniture; fittings (those not forming part of the structures of buildings); silver; minerals; rocks; shop items; and contents of storage sheds, cupboards, safe, display cases, and library to be audited by the Committee at least every two years.

9. Insurance

The Committee to arrange coverage for Accident Insurance, Building and Contents Insurance, Public Liability and Association Liability Insurance.

10. Club sub-groups

- a) Club Sub-Groups may be formed by the Committee.
- b) Such Sub-Groups may elect responsible officers, but may not act in the Club's name or incur any expenses on behalf of the Club without approval of the Committee.
- c) Will provide the Club with reports of activities.

11. Purpose of Meetings

- a) Committee Meetings authorise expenditure; establish, amend or disallow club policies; manage workshop sessions; manage membership and the operation of the Club. Only Committee Members can attend Committee Meetings unless specific others are invited by the Committee to attend.
- b) AGMs establish or disallow By-laws, appoint or remove Committee and Office Bearers, make recommendations to Committee on matters affecting the Club. To consider and sanction the Financial Statement for the preceding year. To hear reports from Committee about the Club's progress in the preceding year.
- c) General Meetings receive reports from Committee and make recommendations to Committee.
- d) Special General Meetings are called to address a particular issue and will deal with only that issue. The issue could be anything within the scope of General Meetings or AGMs.
- e) The Exhibition sub-group manages the Exhibition program, content and trader relations. Authorise incidental expenditure relating to Expo.

12. Conduct of Meetings

At the Chairperson's discretion, a limit may be set on the length of time a member may speak. The proposer shall have the right of reply.

13. Correspondence

All correspondence relating to Club business must be printed on Club letterhead and a copy given to the Club Secretary and relevant persons. All inward mail should be addressed to the Club, marked for attention of responsible officer. This also applies to electronic correspondence.

14. Members Expenses

- a) Except as specified under clause 14(b) below, members incurring expenses on the Club's behalf must first have such expenditure ratified by the Treasurer and present any receipts or supporting paperwork to the Treasurer.
- b) The Committee may authorise certain Committee Members to incur expenses on the Club's behalf without prior approval provided:
 - i. That the expenditure is for the Club and consistent with the Club's declared purposes.
 - ii. The Committee Member reasonably believes the expenditure is appropriate for the Club.
 - iii. Receipts and/or supporting documentation should be presented to the Treasurer at or before the next Committee Meeting.

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- iv. That any such expenditure ceases immediately if the President so requests, in writing or verbally.
- v. In the event that the expenditure is against a Club card, the Committee Member agrees to pay back any monies spent under clause 14 if the Committee deems the expenditure inappropriate.
- c) The Committee may establish, as an attachment to Club Policy 'Procedures and Behaviour at the Club', a document listing Committee Members with limits and conditions applying under clause 14.

15. Takings from the Exhibition (GemExpo) etc

Each year the Committee will develop a written procedure for the safe handling and management of the monetary takings from the Exhibition and any other external event that the Club participates in that involves monetary takings. That procedure must be agreed to and signed and dated by each Club Member who will be involved in the handling and management of such takings, and the President will witness and countersign such signatures. All of these documents to be placed in the safe and not copied by nor distributed to anyone. Only two or more Office Bearers can access the documents in the safe and only at the same time. If a Club Member does not wish to sign the procedure, then he/she cannot be involved in the takings.

16. Policies of the Club

- a) The Committee can make Policies to assist in the operation of the Club at any time to apply to all Members. Members may at any time recommend in writing to the Committee changes/additions to Policies. The Committee shall consider such recommendations. Approval of each Policy must be recorded in the minutes of the Club Committee as a Motion and agreed to by all Committee Members. Such Policies must be made available to Club Members.
- b) The following Policies apply to Club Members:
 - i. Code of Conduct (adopted 19 March 2020).
 - ii. Procedures and Behaviour at the Club (formerly part of the Regulations approved by Committee on 19/3/2014).
 - iii. Chemicals: MSDS Index of chemicals held at the Club.
 - iv. Chemicals: Request for new chemical at the Club.
 - v. Purchase of Used Equipment (Tender Process).
 - vi. Members Stalls: Approval Process.
 - vii. Donations (under development).

17. Victorian Gem Clubs Association

The Club can be a member of the VGCA and have two delegates to the VGCA.

Attachment One – Club Fees

Fee Name	Details	\$
Joining Fee	Individual or Family	20
Annual Fee - Individual		50
Annual Fee Family		60