



# STANDING RESOLUTIONS

## **1. ABOUT THIS DOCUMENT**

This document has been prepared as an adjunct to the Constitution, which is based on the Model Constitution issued by the Department of Fair Trading and was approved by the membership in 2012. It contains information specific to the running of our own particular club which it was considered to be both unwieldy and unnecessary to be included in the official and legally-binding Constitution. The intention is that this document will be maintained by the Management Committee, and passed on to future Committees.

Review of standing orders was in April 2021.

## **2. MEETINGS**

- 2.1 General Meetings of the club shall be held on the third Tuesday of every month unless the Management Committee decides otherwise.
- 2.2 The Annual General Meeting shall be held in February, and the audited Financial Statement for the financial year ended 31 December preceding will be presented.
- 2.3 The Management Committee shall meet monthly on a date to be decided upon from time to time by the Management Committee.
- 2.4 Meetings shall commence at 9.45 a.m. unless otherwise notified, and end at 12.00 noon.
- 2.5 All attending members shall sign an Attendance Record or be recorded.
- 2.6 Meetings may also be held electronically if required.

## **3. PROCEDURE AT MEETINGS**

- 3.1 At all General Meetings of the club, the agenda shall include the following items:
  - Attendance
  - Welcome new members and visitors
  - Apologies
  - Minutes of previous meeting
  - Business arising from those minutes
  - Correspondence
  - Reports
  - Notices of Motion
  - General Business
  - Public Notices

- 3.2 At the Annual General Meeting the agenda shall include the following items:
- Confirmation of Minutes from previous Annual General Meeting
  - Annual Report
  - Financial Report and Audit Report
  - Election of Office-bearers
  - Endorsement of Annual Fees
- 3.3 The Secretary shall have authority to vary procedure at General Meetings to enable a Guest Speaker to address members.
- 3.4 At all meetings of the Management Committee the agenda shall include the following items:
- Attendance
  - Minutes of previous meeting
  - Business arising from those minutes
  - Correspondence
  - Business arising from correspondence
  - Financial Report
  - Accounts for payment
  - Reports
  - Notices of Motion
  - General Business
  - Next meeting date

#### **4. FEES**

- 4.1 The fees payable to the club shall be fixed annually by the Management Committee for endorsement at the Annual General Meeting.
- 4.2 As at February 2022, joining fee \$10, Annual subscription \$20.

#### **5. NEW MEMBERS**

- 5.1 Prospective new members must fill in a Membership Application and be proposed and seconded by two current members.
- 5.2 Their application will then be considered at the next Management Committee meeting and be accepted or rejected.
- 5.3 New members will be given a name tag plus a copy of *A Year in Your Garden*.

#### **6. ROLES OF OFFICE BEARERS**

##### **6.1 President:**

*Responsible for general supervision and operation of the club.*

- Chair monthly general meetings
- Chair monthly Management Committee meetings
- Create agenda for AGM
- Assist Management Committee in the preparation of the club's short and long-term plans
- Oversee Management Committee members duties and act as mentor as required.
- Ensure club runs smoothly & harmoniously, and constitution is adhered to

- Represent club elsewhere as required
- Liaise with other clubs re interclub activities
- Search for leaders, ensure all club offices are filled for the succeeding term, to guarantee smooth continuity of club.
- Attend GCA Zone meetings 3 times per year, and report back to club.
- Correspondence sent by the President is copied to the Secretary for club records.

## **6.2 Secretary:**

*Responsible for maintaining all clerical records of the club.*

- Maintain all club files, including Constitution, minutes, resolutions and correspondence
- Prepare and circulate agenda for Management Committee meetings
- Prepare agenda for General Meetings
- Maintain minutes of appointment of office-bearers and members of the Committee
- Take minutes at both General and Management Committee meetings and distribute the latter within a week
- Clear mail-box regularly and advise Management Committee of all correspondence
- Handle general club correspondence and reply to mail addressed to club where appropriate
- Hold the Common Seal
- Liaise with GCA when necessary, re affiliation fees, membership numbers for insurance purposes, and journal subscription numbers
- Act as Public Officer for the club and liaise as necessary with NSW Fair Trading and ABN.

## **6.3 Treasurer:**

*Responsible for maintaining all financial records of the club.*

- Provide bank with new signature cards within one month of taking office
- Maintain records of all financial transactions and retain receipts
- Collect all incoming monies by category and receipt accordingly
- Bank money raised from each meeting next day
- Responsible for all outgoings by cheque and petty cash
- Responsible for monthly Bank Reconciliation
- Prepare & present financial reports to monthly Management Committee meetings and general meetings
- Submit the club accounts for audit before the February AGM
- Prepare Treasurer's Annual Report for Management Committee meeting and Annual General Meeting
- Prepare yearly Budget in financial new year.
- Prepare Statement of Assets & Liabilities, and Statement of Income & Expenditure for Dept of Fair Trading within one month of AGM.
- Announce when dues fall due and collect (Any member 3 months in arrears deemed not to be a member of the club).
- Receive completed New Member Applications and dues and pass on applications to the Membership Officer.
- Arrange for payment to Guest Speaker each meeting

#### **6.4 Vice President (1) (Guest Speakers):**

- Stand in for President when he/she unavailable
- Liaise with President re Guest Speakers and oversee the program of speakers for each year.
- Liaise with committee members assigned to invite speakers and if necessary, phone Guest Speaker one week prior to meeting to confirm attendance and requirements
- Give list of Guest Speakers to Newsletter Editor for inclusion in newsletters.
- Greet Guest Speaker informally on arrival and make comfortable.
- Introduce Speaker formally to audience at monthly member meetings

#### **6.5 Vice President (2) (Members & Welfare):**

- Stand in for President and/or Vice President when they are unavailable
- Assist Sign-In person.
- Meet & greet members and guests at each monthly meeting at door and introduce guests and new members to existing members.
- Ensure Temporary Name Badges are available for new members
- Refer new members to Treasurer to complete membership form and to pay dues
- Act as Welfare Office relaying to club via newsletter and meetings when members are ill, or needing care, and send appropriate card.

#### **6.6 Membership Officer**

- Update and hold copy of Membership Register and circulate to Management Committee members in May (ie. 3 months after dues due in Feb. - unpaid considered no longer to be a member.
- Make badges and distribute to all new members.
- Update the Attendance Record every three months, ensuring the Door Attendance person has a copy.
- Receive New Member forms from Treasurer and submit to next Management Committee meeting for approval or rejection.
- Provide to Treasurer a list of members prior to the February meeting.

#### **6.7 Assistant Secretary:**

- Stand in for Secretary when he/she unavailable

#### **6.8 Assistant Treasurer:**

- Stand in for Treasurer when he/she unavailable

### **7. OTHER ROLES**

*Apart from the tasks allotted to elected Office Bearers, the following need to be filled, either by a Committee Member or an ordinary Member of the club:*

#### **7.1 Social Secretary (Outings)**

Responsible for organising social events, including a mid-winter and Christmas lunch, and trips to garden-related events and destinations.

## **7.2 Publicity Officer**

Responsible for ensuring meeting notifications are inserted in local papers, *The Gazette* and for disseminating such other publicity material as may be appropriate.

## **7.3 Newsletter Editor**

- \* Responsible for liaising with the President and other people to create the newsletter.
- \* Responsible for issuing the Newsletter by Email to members on the first day of each month January to November.
- \* Email a copy of the newsletter to the Treasurer each month for uploading to the website.

## **7.4 Technical Co-ordinator**

Responsible for setting up and operating the sound system at general meetings and setting up the laptop, digital projector and screen when required.

## **7.5 Door Attendance**

Responsible for greeting members and visitors as they arrive at the general meeting, and ensuring they sign the Attendance Record.

## **7.6 Raffles**

Responsible for buying two suitable prizes, selling raffle tickets at the general meeting (or such other social event as may be appropriate), folding the stubs and presenting them to the President in a suitable receptacle so that winners can be drawn.

## **7.7 Trading Table**

Responsible for coordinating the supply of saleable items for the Trading Table at general monthly meetings, for setting prices, collecting monies, and passing the proceeds to the Treasurer.

## **7.8 Railway Garden**

Responsible for coordinating volunteers to maintain the Leura Railway Garden.

## **7.9 Library**

Responsible for maintaining the library, including a catalogue of all books, for buying new books from time to time as approved by the Management Committee, for discarding unwanted books, and for opening the library at general monthly meetings and ensuring there is a record of all borrowings.

#### **7.10 Morning Teas**

Responsible for setting up the kitchen for morning tea, including buying fresh provisions (milk, biscuits, tea, coffee and sugar), for serving tea and coffee, taking the money and passing it on to the Treasurer, and cleaning up the kitchen afterwards.

#### **7.11 GCA Representative**

Reports to the general meeting on matters of interest from the GCA.

#### **7.12 Education (This Quarter in Your Garden)**

Responsible for giving a short talk of helpful gardening advice.

#### **7.13 Room Set-up**

Responsible for setting up and dismantling the chairs and tables and other paraphernalia required for each general meeting. Volunteers will be requested and notified in the newsletter.

#### **7.14 Archiving of Club Records**

The Archivist shall be appointed by the Committee.

He/she will assemble hard copy records of the Club's functions in February of each year when those records are no longer needed for day-to-day activities.

Records will be stored in "acid-free" plastic sleeves and folders and sorted by Series.

The Archivist will store the collected Series in Boxes to align with the existing records.

In the event that a member wishes to access records held by the Archivist prior to official storage, the President will coordinate this access with the Archivist.

Every five years these records shall be presented to the Blue Mountains Historical Society by the Archivist for permanent storage.

Committee members shall maintain electronic records and frequently back these up to hard disc.

This table sets out the committee member responsible for providing the archivist with

the appropriate records each February.

Series	Responsibility to archive
AGM Minutes	Secretary
Annual Financial Reports and cashbooks	Treasurer to provide cashbook when it is full
Awards	Secretary
Committee Meeting Minutes	Secretary
Committee members volunteers (updated list)	Secretary
Constitution and Standing orders	Secretary
Correspondence	Secretary
Fair Trading Records, Annual submissions, Public Officers' documents	Secretary
GCA Registration forms	Secretary
GCA Correspondence	Secretary
Zone Meeting Reports	President
General Meetings Minutes	Secretary to provide hard copy each year
Grant Applications	Secretary
Insurance	Secretary/Treasurer
Membership application forms (new form)	Membership secretary
Membership attendance registers, chronological	President
Membership Lists	Membership Secretary
Newsletters	Secretary
Nomination Forms for election to committee	Secretary
Presidents and Secretary's Reports	Secretary
Railway Garden information	Railway Garden Coordinator
Resigned members	Membership Secretary
Social Rambles Tours Publicity Competitions Covid Plan Anything else deems suitable	Applicable coordinator

## **8. AUDITOR**

An Auditor shall be appointed at the Annual General Meeting and shall examine all accounts, vouchers, and receipts, audit the books, and furnish a report which will be submitted to the next Annual General Meeting of the club prior to the election of officers.

