



**Regulations of the  
Tomaree Museum  
Association  
Incorporated**

**Version 1.0**

**28 May 2020**

### Version Control

<b>Version</b>	<b>Date</b>	<b>Change</b>
0.4	28 January 2020	First draft version
0.5	19 May 2020	As amended by Assistant Secretary
0.6	20 May 2020	Addresses Assistant Secretary comments
0.7	22 May 2020	Addresses Treasurer and Data Manager comments
1.0	28 May 2020	Change membership rates. Version ratified by TMA Committee 28May20.

## **1. Preamble**

### **1.1 Constitution and Regulations**

- (a) The Association will be managed in accordance with the Constitution and these related Regulations.
- (b) These Regulations are complementary to the Association's Constitution and should be read in conjunction with the Constitution.
- (c) Whereas the Constitution can only be amended at a General Meeting of Members (as described in Clause 13 of the Constitution) and any changes have to be ratified by the Department of Fair Trading NSW, these Regulations are the responsibility of the Committee to manage, and to implement changes thereto.
- (d) Any Member can submit recommendations for changes to the Regulations for Committee consideration and ratification.

### **1.2 Definitions**

Definitions for this document are as per the definitions in Clause 1.2 of the Constitution.

## **2. Code of Conduct**

Members must abide by the Association's code of conduct, which comprises the following:

- (a) Be honest when dealing with others;
- (b) Be respectful when dealing with others;
- (c) Be considerate when dealing with others;
- (d) Treat everyone equally regardless of race, gender, disability, sexual orientation, age or religion;
- (e) Respect others' rights to privacy;
- (f) Conduct yourself in a courteous and civil manner at all times. Personal abuse of other members or officers by word, act or deed is not acceptable; and
- (g) If you have a concern, contact a Committee Member so that the matter can be addressed.

### **3. Membership Fees**

#### **3.1 Renewal of Membership**

- (a) Membership fees for each type of membership in Clauses 3.2 to 3.6 become due on 1st July each year for the ensuing financial year.

#### **3.2 Member of the Association**

- (a) The annual subscription payable by a Member shall be \$10 which will be reviewed annually by the Committee.

#### **3.3 Associate Member of a Special Purpose Group**

- (a) Associate Members of a Special Purpose Group shall be exempt from the payment of annual subscription fees, have all the privileges of membership exclusive of voting and eligibility for office.

#### **3.4 Honorary Life Member of the Association**

- (a) Honorary Life Members shall have all the rights and privileges of Members but shall pay no annual subscription fees.

#### **3.5 Honorary Associate Member of the Association**

- (a) Honorary Associate Members shall be exempt from the payment of annual subscription fees, have all the privileges of membership exclusive of voting and eligibility for office.

#### **3.6 Institutional Member of the Association**

- (a) The annual subscription payable by any Institutional Member shall be \$20 which will be reviewed annually by the Committee.

### **4. Duties of Committee**

#### **4.1 The Chairperson**

- (a) Shall preside at all meetings of the Association and the Committee and shall have a deliberate and a casting vote. In the absence of the Chairperson at meetings, the Deputy Chairperson shall preside and have the same vote. In the absence of the Deputy Chairperson, the meetings shall elect a Chairperson from the members present who shall similarly have a casting vote.
- (b) Shall represent the Association as the primary spokesperson and figurehead.
- (c) Shall be primarily responsible for fostering relationships with key stakeholders and aligned organisations.

- (d) Shall manage the effective performance of the committee.

#### **4.2 The Deputy Chairperson**

- (a) Shall act in the position of Chairperson in their absence.
- (b) Shall assist the Chairperson and undertake agreed Committee tasks to support the aims of the Association.

#### **4.3 The Secretary**

- (a) Shall keep the records and minutes of the Association and the Committee, receive and answer all correspondence, arrange with the Chairperson the business for consideration of the Association and Committee, give notice of all General Meetings and assist as required with all matters connected with the affairs of the Association.
- (b) Shall act as the Association's Public Officer. (A Public Officer is required by NSW Fair Trading and is both the official point of contact for an incorporated Association and one of the authorised signatories.)

#### **4.4 The Treasurer**

- (a) Shall keep the books of account of the Association; collect all monies of the Association and lodge same, in the name of the Tomaree Museum Association Incorporated in such a bank or Building Society as the Association directs.
- (b) Shall provide monthly updates to the Committee on the financial status of the Association and will prepare and bring forward before each Annual General Meeting, a financial statement together with a balance sheet.
- (c) Shall maintain an Asset Register for both insurance and accounting purposes. The register should be kept up to date with the acquisition date and value (if applicable). Proof of purchase or details of acquisition should be filed with the register. Valuations if applicable shall be referred to the Committee for assignment of review activity as required for insurance purposes.

#### **4.5 The Historians**

- (a) Shall bring technical and historical knowledge to the Association and advise the Committee on best practice for the preservation and presentation of museum treasure.
- (b) Shall judge the suitability of artefacts for the museum and determine appropriate logistic and storage requirements.

#### **4.6 The Data Base and Web Manager**

- (a) Shall manage the data base and internet profile of the Association and advise the Committee on best practice for the storage and management of Museum records.

#### **4.7 The Marketing and Public Relations Manager**

- (a) Shall manage and undertake the marketing and public relations for the Association; and advise the Committee on the best strategies for the promotion of the aims of the Association.

#### **4.8 The Volunteers Manager**

- (a) Shall oversee the recruitment and utilisation of volunteer members for Association activities.
- (b) Shall advise the Committee on strategies for the promotion of the aims of the Association through the use of the volunteers.

#### **4.9 Other Committee Duties**

- (a) Different responsibilities may be assigned to Committee members depending on the status of the development of the museum. Such responsibilities may include the authoring of museum history records, submission of government grant requests, and pursuing and developing relationships with stakeholders and other relevant organisations or parties.

### **5. Appointment and Retirement of Committee**

- (a) Committee members shall take office within one month following the Annual General Meeting at which they were elected.
- (b) The sequence of retirements under Clause 8 of the Constitution shall be:

Odd Years: Chairperson, Treasurer, Data Base Manager and two (2) Ordinary Association Members.

Even Years: Deputy-Chair Person, Secretary, Historian and two (2) Ordinary Association Members.

### **6. Sub Committees and Special Purpose Groups**

- (a) The Committee shall appoint a chairperson and provide a statement of purpose to direct the activities of any Sub-Committee or Special Purpose Group.
- (b) Such groups shall consist of volunteer members.

## **7. General Meetings**

There are two types of general meetings as stated below:

- (a) Special General Meetings are described in Clause 9 of the Constitution and may be convened at any time.
- (b) The Annual General Meeting will normally be convened in September each year or on such date and at such place and time as the Committee thinks fit but within the timeframe noted in Clause 10 of the Constitution.

## **8. Stakeholders**

- (a) Port Stephens Council, NSW Government and identified Community Groups are important Association stakeholders. The Chairperson and all members of the Association shall encourage and foster good relationships with stakeholder representatives.
- (b) The Committee shall initiate communications with Port Stephens Council at least annually for awareness of and participation in Local Government Area Heritage activities and Grant programs.

## **9. Work, Health and Safety**

- (a) The Association and its members must comply with NSW and Federal Work Health and Safety legislation.
- (b) The Association and its members must comply with Port Stephens Council Work Health and Safety regulations when undertaking work on Council property.
- (c) Safe work practices are to be observed whenever carrying out activities on behalf of the Association. Members are required to advise the Committee of any potential hazard/risk that they believe may need to be rectified.