



their

The Wooden Boat Guild of Tasmania Inc.

Articles of Association

As at 20 May 2024



Table of Contents

THE RULES	4
1. NAME.....	4
2. INTERPRETATIONS.....	4
3. GUILD'S OFFICE.....	4
4. OBJECTS.....	5
5. MEMBERSHIP	6
6. MEMBERSHIP CLASSIFICATIONS	7
7. REGISTER OF MEMBERS,	7
8. APPLICATIONS FOR MEMBERSHIP	7
9. RESIGNATION FROM GUILD	8
10. MEMBERSHIP RIGHTS.....	8
11. LIABILITY OF MEMBERS	8
12. INCOME AND PROPERTY OF GUILD.....	8
13. ACCOUNTS OF RECEIPTS, EXPENDITURE ETC.....	9
14. BANKING AND FINANCE	9
15. AUDIT OF ACCOUNTS	10
16. ORDINARY GENERAL MEETINGS	11
17. ANNUAL GENERAL MEETING.....	11
18. SPECIAL GENERAL MEETINGS.....	12
19. NOTICE OF GENERAL MEETINGS	12
20. BUSINESS AND QUORUM AT GENERAL MEETINGS.....	13
21. PRESIDENT TO PRESIDE AT MEETINGS.....	13
22. MINUTES OF MEETINGS	13
23. ADJOURNMENT OF GENERAL MEETING	14
24. DETERMINATION OF QUESTIONS AT GENERAL MEETINGS	14
25. VOTING AT GENERAL MEETINGS.....	14
26. POLL.....	14
27. AFFAIRS OF GUILD TO BE MANAGED BY A COMMITTEE.....	15
28. OFFICERS	15
29. COMMITTEE	15



30.	NOMINATIONS	16
31.	CASUAL COMMITTEE VACANCIES	17
32.	MEETINGS OF COMMITTEE	17
33.	PECUNIARY INTEREST	18
34.	SUB-COMMITTEES.....	19
35.	EXECUTIVE COMMITTEE.....	19
36.	BYLAWS	19
37.	MEMBERSHIP SUBSCRIPTIONS.....	20
38.	FINANCIAL YEAR	20
39.	NOTICES.....	20
40.	EXPULSION OF MEMBERS	20
41.	DISPUTES	21
42.	DISSOLUTION OF GUILD	22
43.	SEAL.....	22
	BYLAWS.....	23
1.	The David Murphy Memorial Award.....	23
2.	Safety of Members using Guild Craft on the Water	24
3.	Bylaws Appendices.....	25
	Terra Linna or other craft Sailing/Voyage check list	25
	Crew Briefing	28

THE RULES

1. NAME

The name of the association shall be The Wooden Boat Guild of Tasmania Inc. (in these rules called "the Guild")

2. INTERPRETATIONS

(1) In these rules, unless the contrary intention appears:

"**Committee**" means the committee of management of the Guild referred to in Rule 0;

"**electronically**" means any contemporary media that uses the internet or any future service for these services using channels to which members would reasonably be expected to have access;

"**electronic transaction**" means any contemporary banking facility that uses the internet or any future service for these services;

"**general meeting**" means a general meeting of members convened in accordance with Rule 19; references in the male or female gender shall be interpreted as meaning either

"**Ordinary committee member**" means a member of the committee other than an officer of the Association;

"**Act**" means the *Associations Incorporation Act 1964*, as amended;

"**special resolution**" means a resolution carried by at least a two thirds majority of those present, eligible to vote.

(2) In these rules, expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in a visible form, including electronic forms of storage and transmission of text that can be rendered into visible form.

(3) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1931 and the Act as in force on the most recent date on which these rules are adopted by the Guild.

3. GUILD'S OFFICE

The office of the Guild shall be at the home or office of the Guild's Secretary or such other place as the Committee may, from time to time, determine.

4. OBJECTS

(1) The basic objects of the Guild are: -

- a) The recognition and furtherance of the art, craft and science of wooden boatbuilding in all its forms
- b) The preservation, development and recording of the skills, processes, tools and materials associated with the craft
- c) Through education and other appropriate means to promote and/or provide avenues for the passing on of the skills and processes involved to ensure that future generations will have the opportunity to experience the benefits of the craft of wooden boatbuilding
- d) to encourage the development of new methods of building wooden boats
- e) The research and recording of details associated with the building and use of wooden boats in Tasmania, and to endeavour to ensure that there is a register of boats, and a record of local design details and associated methods, practices and processes, available for posterity
- f) To ensure that the materials required to enable viable continuance of the craft are able to be guaranteed into the future. In particular, to promote wooden boatbuilding as a priority user of Tasmania's unique but scarce specialty timbers, which have a world wide reputation for their suitability for boat building
- g) To encourage the use of wooden boats and to promote their access and enjoyment particularly to young people
- h) Towards the achievement of these objects, to provide a forum for discussion of matters relating to the objects of the Guild, to facilitate the social meeting of people who support these objects, and from time to time, to raise and expend such funds as may be required in pursuance of the objects, and to do all other things which are proper for the achievement of the objectives of the Guild
- i) To endeavour at all times to ensure that these efforts are applied cooperatively with other organisations who share, in whole or in part, similar objectives, and wherever practicable, to support and liaise with such complimentary organisations in the achievement of mutual aims.

(2) In addition to the basic objects of the Guild, the objects and purposes of the Guild shall be deemed to include -

- a) The purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Guild;
- b) the buying, selling and supplying of, and dealing in, goods of all kinds;
- c) the construction, maintenance, and alteration of buildings or works necessary or convenient for any of the objects or purposes of the Guild.;

- d) the accepting of any gift, whether subject to special trust or not, for any one or more of the objects or purposes of the Guild;
- e) the taking of such steps from time to time as the Committee or the members in general meeting may deem expedient for the purpose of procuring contributions to the funds of the Guild, whether by way of donations, subscription, or otherwise;
- f) the printing and publishing of such newspapers, periodicals, books, leaflets, or other documents as the Committee or the members in general meeting may think desirable for the promotion of the objects and purposes of the Guild;
- g) The borrowing and raising of money in such a manner and on such terms as the Committee may think fit or as may be approved or directed by resolution passed at a general meeting;
- h) subject to the provisions of the Trustee Act 1898 the investment of any moneys of the Guild not immediately required for any of its objects or purposes in such a manner as the Committee may from time to time determine;
- i) the making of gifts, subscriptions, or donations to any of the funds, authorities, or institutions to which paragraph (a) of subsection (1) of Section 78 of the Income Tax and Social Services Contribution Assessment Act 1936-64 of the Commonwealth relates;
- j) the establishment and support, or aiding in the establishment and support, of any other association formed for any of the basic objects of the Guild;
- k) the purchase or acquisition, and undertaking, of all or any part of the property, assets, liabilities, and engagements of any association with which the Guild may at any time become amalgamated in accordance with the provisions of the act and the rules of the Guild;
- l) the doing of all such other lawful things as are incidental or conducive to the attainment of the basic objects of the Guild or of any of the objects and purposes specified in the foregoing provisions of this sub-rule; and
- m) the making of Bylaws for the safe and equitable use of guild property including boats.

5. MEMBERSHIP

A person who is nominated and approved for membership as provided in these rules is eligible to be a member of the Guild on payment of the annual subscription prescribed in, or fixed under, these rules. All persons joining the Guild shall be held to consent and be bound by the rules of the Guild and the nomination form shall contain a clear undertaking to that effect.

6. MEMBERSHIP CLASSIFICATIONS

- (1) Membership Classifications include,
 - a) Foundation Members (subscription free)
 - b) David Murphy Award
 - c) Full member/Family membership
 - d) Student member and Concession Card Holder member
 - e) Honorary member as determined by Committee resolution for services rendered. (membership is granted as subscription free for a 1 year period)
 - f) Corporate membership

- (2) Foundation Members

All persons who were on the register of members of the Guild prior to incorporation, and who were financial on the date of incorporation shall be considered to be financial members of the incorporated Guild-

Such persons shall be regarded as “Foundation Members” of the Guild.

- (3) Life Membership

The Guild does not recognise Life Membership. Significant contributions are recognised via the David Murphy Memorial Award, which is managed under a relevant Bylaw.

7. REGISTER OF MEMBERS,

The Committee shall keep and maintain a register of members in which shall be entered the full name and address and date of entry of the name of each member and the register shall be available for inspection by members at the Guild’s address.

8. APPLICATIONS FOR MEMBERSHIP

- (1) Candidates for membership must complete either the online or hard copy “Application for Membership Form” including a brief description of their interest in wooden boats or boating generally or other reasons for seeking to join the Guild to enable the committee to take an informed vote on the candidate’s membership.
- (2) Candidates must also pay the annual membership fee preferably by EFT. As soon as all the requirements in paragraph (1) have been met the application will be referred to the committee for consideration and a vote either at the next available committee meeting or by conducting an online poll with a majority vote required for approval.
- (3) Following the vote the secretary will notify the applicant they have been successful and add their details to the Guild register or that they have been unsuccessful and refund their subscription payment.

9. RESIGNATION FROM GUILD

- (1) A Member of the Guild may at any time resign from the Guild by delivering or sending by post or electronically to the Secretary of the Guild a written notice of resignation, but no such resignation shall relieve any member from the payment of any subscriptions or other moneys due and payable by the member at the time of such resignation.
- (2) Upon receipt of a notice under sub-rule (1) of this rule, the Secretary shall after confirmation by the Committee remove the name of the member by whom the notice was given from the register of members, whereupon that member ceases to be a member of the Guild.

10. MEMBERSHIP RIGHTS

A right, privilege, or obligation of a person by virtue of their membership of the Guild:

- a) is not capable of being transferred or transmitted to another person; and
- b) terminates upon the cessation of membership whether by death, resignation, or otherwise.

11. LIABILITY OF MEMBERS

In the event of the Guild being wound up -

- a) every member of the Guild; and
- b) every person who, within the period of twelve months immediately preceding the commencement of the winding up, was a member of the Guild,

is liable to contribute to the assets of the Guild for payment of the debts or liabilities of the Guild and for the costs, charges, and expenses of the winding up and for the adjustment of the rights of the contributories among themselves such sum, not exceeding one year's subscription as may be required, but a former member is not liable so to contribute in respect to any debt contracted after they ceased to be a member.

12. INCOME AND PROPERTY OF GUILD

- (1) The income and property of the Guild, however derived, shall be applied solely towards the promotion of the objects and purposes of the Guild and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus, or otherwise, to any member of the Guild

- (2) The Guild shall not -
 - a) appoint a person who is a member of the Committee to any office in the gift of the Guild to the holder of which there is payable any remuneration by way of salary, fees, or allowances; or
 - b) pay to any such person any remuneration or other benefit in money or money's worth (other than the repayment of out-of-pocket expenses).
- (3) Nothing in the foregoing provisions of this rule prevents the payment in good faith to a servant or member of the Guild of -
 - a) remuneration in return for services actually rendered to the by the servant or member in the ordinary course of business;
 - a) interest at the rate to be determined from time to time by the General Committee on moneys lent to the Guild by the servant or member; or
 - b) a reasonable and proper sum by way of rent for premises let to the Guild by the servant or member.

13. ACCOUNTS OF RECEIPTS, EXPENDITURE ETC

- (1) True accounts shall be kept: -
 - a) of all the sums of money received and expended by the Guild and the matter in respect of which the receipt or expenditure takes place; and
 - b) of the property, credits and liabilities of the Guild; and.
 - c) subject to any reasonable restrictions as to time and manner of inspecting them that may be imposed by the Guild for the time being, those accounts shall be open to the inspection of the members of the Guild.
- (2) The Treasurer of the Guild shall faithfully keep all general records, accounting books, and records of receipts and expenditure connected with the operations and business of the Guild in such a form and manner as the Committee may direct.
- (3) The accounts, books and records referred to in sub-rules (1) and (2) of this rule shall be kept at the Guild's office or at such other place as the Committee may decide, and shall be available for inspection by members.

14. BANKING AND FINANCE

- (1) The Treasurer of the Guild shall, on behalf of the Guild, receive all moneys paid to the Guild and forthwith, after the receipt thereof, issue official receipts therefor.
- (2) The Committee shall cause to be opened with such bank as the Committee selects a banking account in the name of the Guild into which all moneys received shall be paid by the Treasurer as soon as possible after receipt thereof.

- (3) The Committee may receive from the Guild's bank or bankers for the time being the cheques drawn by the Guild on any of its accounts with the Bank or bankers and may release and indemnify the bank or bankers from and against all claims, actions, suits, or demands that may be brought against the bank or bankers arising directly or indirectly out of those cheques or the surrender thereof to the Guild.
- (4) Except with the authority of the Committee, no payment of a sum exceeding fifty dollars shall be made from the funds of the Guild otherwise than by cheque, or electronic transaction drawn on the Guild's bank account, but the Committee may provide the Treasurer with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the Committee may impose.
- (5) A cheque or electronic transaction is not to be drawn on the Association's account except for the purpose of making a payment that has been authorised by the committee.
- (6) All cheques, or electronic transactions, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed or electronically authorised by any two of the Bank signatories approved by the Committee.

15. AUDIT OF ACCOUNTS

- (1) Once at least in each financial year of the Guild the accounts of the Guild shall be examined by an external auditor.
 - a) Exemption from Audit – The guild may apply annually to the Commissioner of Corporate Affairs for exemption from external audit for the completed years financial return if a Special Resolution is passed at a Guild General or Special General Meeting and the Guild can confirm that it comply with requirements for exemption set out by the Commissioner of Corporate Affairs.
- (2) A person appointed to audit the Guild's accounts shall certify as to the correctness of the accounts of the Guild and shall report thereon to the members present at the annual general meeting.
- (3) In this report, and in certifying to the account, the person appointed to audit the Guild's accounts shall state -
 - a) whether the required information has been obtained;
 - b) whether, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Guild according to the information provided and the explanation given and as shown by the books of the Guild; and
 - c) whether the rules relating to the administration of the funds of the Guild have been observed.
- (4) The Secretary of the Guild shall cause to be delivered to the person appointed to audit the Guild's accounts a list of all the accounts, books, and records of the Guild.

- (5) The person appointed to audit the Guild's accounts -
- a) has a right of access to the accounts, books, records, vouchers, and documents of the Guild;
 - b) may require from the servants of the Guild such information and explanations as may be necessary for the performance of the duties required under sub-clauses (2) and (3);
 - c) with the approval of the Guild committee may employ persons to assist in investigating the accounts of the Guild; and
 - d) may, in relation to the accounts of the Guild, examine any member of the Committee or any servant of the Guild.

16. ORDINARY GENERAL MEETINGS

Towards the achievement of the basic objects of the Guild, ordinary general meetings shall be conducted, where practicable, in each month of the year, at such time and place as the Committee may determine.

17. ANNUAL GENERAL MEETING

- (1) The Guild shall, in each year, hold an annual general meeting.
- (2) The annual general meeting shall be held on such day (being not later than three months after the close of the financial year of the Guild) as the Committee may determine.
- (3) The annual general meeting shall be in addition to any other general meetings that may be held during the year.
- (4) The annual general meeting shall be specified as such in the notice convening it.
- (5) The ordinary business of the annual general meeting shall be -
 - a) to confirm the minutes of the last preceding annual general meeting and any of general meetings since that meeting.
 - b) to receive from the Committee, auditor or Treasurer and servants of the Guild reports upon the transactions of the Guild during the last preceding financial year.
 - c) to elect officers of the Guild and Ordinary Committee
 - d) to appoint the auditor and determine their remuneration.

18. SPECIAL GENERAL MEETINGS

- (1) The Committee may, whenever it thinks fit, convene a special general meeting of the Guild.
- (2) The Committee shall on the requisition in writing of not less than 10% of the members or 7 members, whichever is the greater, entitled to vote, convene a special general meeting of the Guild.
- (3) A requisition for a special general meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited at the office of the Guild and may consist of several documents of like form, each signed by one or more of the requisitionists.
- (4) If the Committee does not call a special general meeting to be held within thirty days from the date on which a requisition therefore is deposited at the office of the Guild, the requisitionists or any of them may convene the meeting; but any meeting so convened shall not be held after three months from the date of the deposit of the requisition.
- (5) A special general meeting convened by requisitionists in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee and all normal meeting expenses incurred in convening the meeting shall be refunded by the Guild to the persons incurring them.

19. NOTICE OF GENERAL MEETINGS

- (1) The Secretary of the Guild shall, at least fourteen days before the date fixed for holding the Annual General Meeting or any Special General Meeting cause for notice to be given specifying the place, day and time for the holding of the meeting, and the nature of the business to be transacted thereat.
- (2) The committee shall determine how the notice of the Annual General Meeting or any Special General Meeting is given by:
 - a) newspaper, or newspapers, published in Tasmania;
 - b) the Guild's newsletter; or
 - c) electronically
- (3) As determined by the committee, an Ordinary General Meetings of the Guild may be called by:
 - a) informal newspaper advertisement;
 - b) by notice in the Guild Newsletter; or
 - c) by notice electronically

20. BUSINESS AND QUORUM AT GENERAL MEETINGS

- (1) All business that is transacted at special general meetings and all business that is transacted at the annual general meeting with the exception of that specially referred to in these rules as being the ordinary business of the annual general meeting, shall be deemed to be special business.
- (2) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
- (3) Ten percent of members or seven members, whichever is the greater, personally present and being members entitled under these rules to vote thereat shall constitute a quorum for the transaction of the business of a general meeting.
- (4) If within one hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; and in any other case it shall stand adjourned to the same day in the next week, at the same time and (unless another place is specified by the chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place, and if at the adjourned meeting a quorum is not present within one hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.

21. PRESIDENT TO PRESIDE AT MEETINGS

- (1) The President, or in his or her absence, the Immediate Past President, or in the absence of both the President and the Immediate Past President, the Vice President shall preside as chairman at every General Meeting, Special General Meeting, Annual General Meeting and Meetings for the Committee of the Guild.
- (2) If the President, Immediate Past President and Vice President are absent from any of the meetings listed in Clause 21 (1) above, the members present shall elect one of their number to preside as chairman thereat.

22. MINUTES OF MEETINGS

The Secretary shall keep minutes of all resolutions and proceedings of each formal general meeting and each committee meeting of the Guild, in books provided for that purpose, together with a record of the names of persons present.

23. ADJOURNMENT OF GENERAL MEETING

- (1) The chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than business left unfinished at the meeting at which the adjournment took place.
- (2) Where a meeting is adjourned for fourteen days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.
- (3) Except as provided in the foregoing provisions of this rule it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

24. DETERMINATION OF QUESTIONS AT GENERAL MEETINGS

A question arising at a general meeting of the Guild shall be determined on a show of hands and unless before or on the declaration of the result of a show of hands a poll is demanded, a declaration by the chairman that a result has, on a show of hands, been carried, or carried unanimously, or carried by a particular majority, or lost, and an entry to that effect in the minute book of the Guild is evidence of the fact; without proof of the number or proportion of the votes recorded in favour of, or against, the resolution.

25. VOTING AT GENERAL MEETINGS

- (1) Upon any question arising at a general meeting of the Guild, a member has one vote only.
- (2) All votes shall be given personally.
- (3) In the case of an equality of voting on a question the chairman of the meeting is entitled to exercise a second or casting vote.

26. POLL

- (1) If at a meeting a poll on any question is demanded it shall be taken at that meeting in such a manner as the chairman may direct and the result of the poll shall be deemed to be the resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a chairman, or on a question of adjournment, shall be taken forthwith, and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the chairman may direct.

27. AFFAIRS OF GUILD TO BE MANAGED BY A COMMITTEE

- (1) The affairs of the Guild shall be managed by a Committee of management constituted as provided in Rule 29.
- (2) The Committee, subject to these Rules: -
 - a) shall control and manage the business and affairs of the Guild.
 - b) may exercise all such powers and functions as may be exercised by the Guild, other than those powers and functions that are required by these rules to be exercised by general meetings of members of the Guild, and
 - c) subject to the Act and these rules, has power to perform all tasks and things as appear to the Committee to be reasonable for the proper management of the business and affairs of the Guild.
- (3) A decision of the Committee may only be overruled by Special Resolution of a properly convened Annual or Special General Meeting.

28. OFFICERS

- (1) The Officers of the Guild shall be -
 - a) a President;
 - b) an Immediate Past President, or a Second Vice President if that applies.
 - c) a Vice President
 - d) a Treasurer;
 - e) a Secretary and
 - f) a Public Officer of the Guild.
- (2) The provisions of sub-rules (2), (3) and (4) of Rule 30, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-rule (1) of this rule.
- (3) Each officer of the Guild shall hold office until the annual general meeting next after the date of their election but is eligible for re-election, provided always that no person shall hold any one Guild Officer position for more than three successive years.
- (4) In the event of a casual vacancy in any office mentioned in sub-rule (1) of this rule, the Committee may appoint a member to the vacant office and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of their appointment. If the vacancy is for the Immediate Past President, the appointment will be for a second Vice President.

29. COMMITTEE

- (1) The Committee shall consist of -
 - a) The Officers of the Guild and,
 - b) Up to four other Committee members, who shall be elected at the Annual General Meeting of the Guild in each year.
- (2) Each ordinary Committee person shall, subject to these rules, hold office until the annual general meeting next after the date of their election, but is eligible for re-election.
- (3) In the event of a casual vacancy occurring in the office of ordinary Committee person, or if less than four Committee members are elected at the Annual General Meeting, the Committee may appoint a member of the Guild to fill the vacancy, and the member so appointed shall hold office, subject to these rules until the conclusion of the annual general meeting next following the date of their appointment.
- (4) Committee members can undertake roles determined by the Committee, e.g. Flag (Communications) and Mess (Social Convenor). These roles are not Officers of the Guild.

30. NOMINATIONS

- (1) Nominations of candidates for election as Officers of the Guild or as ordinary Committee persons:
 - a) shall be made in writing signed by two members of the Guild and accompanied by the written consent of the candidate (which may be endorsed on the form for nomination); and
 - b) shall be delivered to the Secretary of the Guild before the commencement of the annual general meeting.
- (2) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (4) If the nominations exceed the number of vacancies to be filled, a ballot shall be held.
- (5) The ballot for the election of officers and ordinary Committeemen shall be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.

31. CASUAL COMMITTEE VACANCIES

For the purposes of these rules, the office of an officer of the Guild or of an ordinary Committee member becomes vacant if the officer or Committee member : -

- a) dies;
- b) becomes bankrupt or applies to take advantage of any law relating to bankrupt or insolvent debtors or compounds with their creditors, or makes any assignment of their estate for their benefit;
- c) becomes of unsound mind
- d) resigns office in writing addressed to the Committee and sent by post or electronically;
- e) ceases to be resident in the State;
- f) fails, without leave granted by the Committee, to attend three consecutive meetings of the Committee;
- g) ceases to be a member of the Guild; or
- h) fails to pay all arrears of subscription due by him within fourteen days after he has received a notice in writing signed by the Secretary of the Guild stating that he has ceased to be a financial member of the Guild;

32. MEETINGS OF COMMITTEE

- (1) The Committee shall meet at least four times each year at such place and at such times as the Committee may determine.
- (2) Special meetings of the Committee may be convened by the President, or any four of its members.
- (3) Notice shall be given to members of the Committee of any special meeting, specifying the general nature of the business to be transacted, and no other business may be transacted at such meeting.
- (4) Any four members of the Committee shall constitute a quorum for the transaction of the business of a meeting of the Committee.
- (5) No business shall be conducted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting, in which case it lapses.
- (6) Questions arising at meetings of the Committee or any sub-committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.

- (7) Each member present at a meeting of the Committee or of any subcommittee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote, and in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (8) a) Committee, Executive Committee and Sub Committee out of session decisions or considerations for urgent matters can be exercised by officers and committee members electronically where:
 - 1) there is the equivalent of a quorum responding electronically;
 - 2) any question/resolution arising is to be determined by the written response of each responding member to the positive or negative; and
 - 3) the President will confirm the response to be in the positive or negative and as such preside over out of session decision/s reached and communicated electronically
- b) The written records of out of session decisions or resolutions are to be ratified at the next committee/board meeting and recorded in the minutes of that meeting.

33. PECUNIARY INTEREST

- (1) A member of the Committee who is interested in any contract or arrangement made or proposed to be made with the Guild shall disclose their interest at the first meeting of the Committee at which the contract or arrangement is first taken into consideration, if an interest then exists, or, in any other case, at the first meeting of the Committee after the acquisition of their interest.
- (2) If a member of the Committee becomes interested in a contract or arrangement after it is made or entered into they shall disclose their interest at the first meeting of the Committee after they become so interested.
- (3) No member of the Committee shall vote as a member of the Committee in respect of any contract or arrangement in which they have an interest.

34. SUB-COMMITTEES

- (1) The Committee may co-opt as members of a sub-committee such persons as it thinks fit, whether or not those persons are members of the Guild, but a person who is not a member and is so co-opted is not entitled to vote.
- (2) Three appointed members of a sub-committee constitute a quorum at a meeting of the sub-committee.
- (3) The Committee may at any time appoint a subcommittee from the Committee as it may think fit and shall prescribe the powers and functions thereof.
- (4) The Secretary of the Guild is responsible for calling meetings of a subcommittee.
- (5) Written notice of each sub-committee meeting shall be served on each member of the sub-committee by:
 - a) delivering it to the member at a reasonable time before the meeting;
 - b) sending it by post in a pre paid letter addressed to the member's usual or last known place of abode in time to reach him or her in due course of post before the date of the meeting; or
 - c) emailing it to the member's email address at a reasonable time before the meeting.

35. EXECUTIVE COMMITTEE

The President, the Immediate Past President, Vice President, The Treasurer, and the Secretary constitute an executive committee, which may issue instructions to the Secretary of the Guild and the servants of the Guild in matters of urgency connected with the management of the affairs of the Guild during the intervals between meetings of the Committee, and where any such instructions are issued shall report thereon to the next meeting of the Committee.

36. BYLAWS

The committee shall have the power, from time to time to make such Bylaws as it deems required for the good government and regulation of the affairs of the Guild. Such By-Laws shall be consistent with the provisions of these Rules and the Act and shall be binding on all members.

37. MEMBERSHIP SUBSCRIPTIONS

- (1) Until otherwise fixed in pursuant to sub-rule (2) of this rule, the annual subscription payable by members shall be determined by the Committee and passed at an annual general meeting or special general meeting effective from the commencement of the subsequent financial year of the Guild.
- (2) The amount of annual subscription may be altered from time to time by the members by special resolution.
- (3) The annual subscription of a member is due and payable on or before the first day of the financial year of the Guild.

38. FINANCIAL YEAR

The financial year of the Guild is the period beginning on 1 April in each year and ending on 31 March next following.

39. NOTICES

A notice may be served by or on behalf of the Guild upon any member either personally or by sending it through the post or electronically, as determined by the committee, to the member at his or her usual or last-known place of abode or internet presence.

40. EXPULSION OF MEMBERS

- (1) Subject to this rule, the Committee may expel a member from the Guild if, in the opinion of the Committee the member has been guilty of conduct detrimental to the interests of the Guild.
- (2) The expulsion of a member pursuant to sub-rule (1) of this rule does not take effect:
 - a) until the expiration of fourteen days after the service on the member of a notice under sub-rule (3) of this rule or
 - b) if the member exercises their right of appeal under this rule, until the conclusion of the special general meeting convened to hear the appeal, whichever is the later date.
- (3) Where the Committee expels a member from the Guild, the Secretary of the Guild shall, without undue delay, cause to be served on the member a notice in writing:-
 - a) stating that the Committee has expelled the member;
 - b) specifying the grounds of the expulsion; and
 - c) informing the member that if he so desires he may, within fourteen days after the service of the notice on him, appeal against the expulsion as provided in this rule.

- (4) A member on whom a notice under sub-rule (3) of this rule is served may appeal against the expulsion to a special general meeting by delivering or sending by post or electronically, to the Secretary of the Guild, within fourteen days after the service of that notice a requisition in writing demanding the convening of such a meeting for the purpose of hearing his or her appeal.
- (5) Upon receipt of a requisition under sub-rule (3) of this rule, the Secretary of the Guild shall forthwith notify the Committee of its receipt and the Committee shall thereupon cause a special general meeting of members to be held within twenty-one days after the date on which the requisition is received by the Secretary of the Guild.
- (6) At a special general meeting convened for the purpose of this rule -
 - a) no business other than the question of the expulsion shall be transacted
 - b) the Committee may place before the meeting details of the grounds of the expulsion and the Committees reasons for the expulsion
 - c) the expelled member shall be given an opportunity to be heard; and
 - d) the members present shall vote by secret ballot on the question of whether the expulsion should be lifted or confirmed
- (7) If at the special general meeting a majority of the members present vote in favour of the lifting of the expulsion, the expulsion shall be deemed to have been lifted and the expelled member is entitled to continue their membership of the Guild.
- (8) If at the special general meeting a majority of the members present vote in favour of the confirmation of the expulsion the expulsion takes effect, and the expelled member ceases to be a member of the Guild.

41. DISPUTES

- (1) Subject to this rule, a dispute between a member of the Guild, in their capacity as a member and the Guild shall be determined by arbitration in accordance with the provisions of the Commercial Arbitration Act 2011.
- (2) Nothing in this rule affects the operation or effect of Rule 40.

42. DISSOLUTION OF GUILD

- (1) On application in writing made to the Committee by twenty members signifying their desire that the Guild should be dissolved, a Special General Meeting shall be called to consider the question. Such Special General Meeting and its objects shall be advertised by notice sent to every member forthwith, providing at least one month clear advice of the meeting and its objects. At the meeting, votes by proxy will be received and the votes of at least two thirds of the members shall be necessary to carry the proposal for dissolution. The quorum at such meeting shall consist of fifty-one percent of the members in person.
- (2) In the event of the Guild being dissolved, the amount which remains after such dissolution and satisfaction of all debts and liabilities, shall be paid and applied by the Committee in accordance with their powers, to any fund, institution or authority which is a non-profit organisation.

43. SEAL

- (1) The seal of the Guild shall be in the form of a rubber stamp inscribed with the name of the Guild encircling the word "Seal".
- (2) The seal of the Guild shall not be affixed to any instrument except by authority of the Committee, and the affixing thereof shall be attested by the signatures of either two members of the Committee or of one member of the Committee and of the Secretary or Public Officer of the Guild or other such person as the Committee may appoint for the purpose, and that attestation is sufficient for purposes that the seal was affixed by authority of the Committee.
- (3) The seal shall remain in the custody of the Secretary of the Guild or the Public Officer.

BYLAWS

(**Note:** Bylaw 1 Notice of Motion passed 4/4/2011 and Bylaw 2 Notice of Motion passed 19/5/2014)

1. The David Murphy Memorial Award

The Wooden Boat Guild Tasmania Inc (WBGT) David Murphy Memorial Award can be awarded by the Committee to a member or past member of the WBGT who has over a prolonged period of more than 5 years sought to and achieved the Objects of the Guild based on one or more of the following criteria:

- a. Successfully convened or supported forums and festivals that meet with the objects of the Guild.
- b. Successfully researched and documented or demonstrated a significant part of Australia's and/or Tasmania's maritime heritage, hand crafts and marine craft to benefit the Guild, its members and affiliated bodies through an educational forum/program.
- c. Successfully worked with youth to ensure that the youth can demonstrate knowledge and skills in regard to Tasmania's maritime heritage, hand crafts and marine craft.
- d. Successfully researched and documented a wooden boat that has helped form part of Australia's and/or Tasmania's maritime heritage and as such maintained the heritage and integrity of the craft.
- e. Successfully constructed or reconstructed a wooden boat that has helped form part of Australia's and/or Tasmania's maritime heritage and as such maintained the heritage and integrity of the craft.
- f. Documentation establishing the furthering of the Guild's objectives can include but not exclusively
 - Historical documentation
 - Oral documentation
 - Pictorial documentation
 - Model making
 - Historical wooden boat design
 - Lifting of lines
 - Identifying and labelling heritage artefacts aligned to the objectives of the Guild

The award is to be announced at the AGM following the Committees decision and the award will be given at the Presidents Dinner or a Dinner as deemed appropriate by the Committee. The recipient will be invited to the dinner as guests of the Guild.

The award is recognised by the presentation of a plaque or similar means of recognition as determined by the committee.

2. Safety of Members using Guild Craft on the Water

- a. Safe operation and on water activities of Terra Linna.
 - i. Use of Terra Linna in Tasmanian sheltered waters must comply with the relevant MAST requirements or subsequent Legislation determine.
 - ii. The Guild will identify and appoint Skippers based on seamanship and gaff sailing experience.
 - iii. Skippers must be financial members of the Guild unless otherwise approved by the WBGT committee.
 - iv. Only Guild appointed skippers can take Terra Linna out on water activities and voyages.
 - v. Crew members for such excursions must include one other WBGT financial member.
 - vi. Other crew members and invited guests will be approved by the skipper with all contact details of each person being recorded in the log and safety checklist.
 - vii. All Terra Linna voyages and or on water activities must be approved by the WBGT committee.
 - viii. As an appendices there is a safety checklist and crew safety briefing procedures to be followed for all voyages and or on water activities.
- b. For other WBGT Inc. craft
 - i. All other WBGT Inc. small craft are restricted for use only on smooth Tasmanian waters or as MAST or subsequent Legislation determine.
 - ii. Use of WBGT Inc. small craft in Tasmanian waters as in i. above must comply with the relevant MAST requirements or subsequent Legislation determine.
 - iii. Users of WBGT Inc. small craft must be financial members of the Guild unless otherwise approved by the WBGT committee.
 - iv. As an appendices there is a safety checklist and crew safety briefing procedures to be followed for all on water activities where applicable (some checklist items do not apply to small craft).
- c. For members use of their own craft at Guild functions it is recommended that the above criterion apply.



3. Bylaws Appendices

Terra Linna or other craft Sailing/Voyage check list

Voyage Date / /
From..... To.....
.....

With regards to the voyage:

Responsible
officer/member.....
.....

Who will be
going?.....

Time/place of departure?..... Brief
date.....

What do we bring with us, food, thermos ?

.....
.....

Have we on board?

- Boyancy
- Life jackets
- Flares,
- Distress sheet
- Fire Extinguisher
- Life bouy
- Rescue System for person overboard
- EPIRB,
- Radio,

- Torch,
- Working bilge pump,
- Plastic buckets (bailing) and a solid SS one for emergency steering
- Anchors and rode, including sea anchor
- Adequate secondary propulsion eg. usable oars
- Towing rope,
- Heaving line,
- First aid kit,
- Spare water ? and plastic cups,
- Nav lights including anchor light (hope not needed!)
- Horn device,
- Hand bearing compass,
- Charts,
- Some soft cushions for long term comfort, BYO
- Toilet/Head (seat for bucket) plus paper.
- Sailing spare parts and basic sailing tools

- Shackles

- Lines/ropes

- Cleats

blocks

other

Support vessel

Crew Briefing

1. Crew introductions
2. Ask all crew to sail in life jackets at all times, LJ's are in the bag under foredeck but OK to wear personal LJ's.
3. Speak of the boat being a dangerous workplace and that it must be treated as such. For example, no safe workplace would allow a crane derrick to swing freely like we need to let a boom swing freely. Outline the dangers of the boom and likely outcomes,
 - a. Person overboard via the boom or
 - b. knocked unconscious with head and bodily injuries/lacerations
 - c. Dangerous work on the fwd deck
 - d. Be wary and careful
4. MOB briefing
5. List and identify safety equipment aboard, it location and appoint a person responsible for actioning the items when needed,

Equipment	Location	Person responsible
HH VHF Radio		
EPIRB		
Person Overboard bag		
First Aid Kit		