1. NAME
   a. The name of the group shall be “Uniting Technology (South Australia) Incorporated”. Here under called. “The Group”

   b. The abbreviation shall be “U.T.”

2. OBJECTS
   a. To co-ordinate and support, on a non-profit basis, the knowledge, skills, experience, equipment and resources of the members of the group. The term ‘non-profit’ shall mean that the assets and income of the Group shall be applied solely in the furtherance of its Objects and no portion shall be distributed directly or indirectly to its Members except as bona fide compensation for services rendered or expenses incurred on behalf of the Group.

   b. To foster and provide as far as possible, primarily within the Church and its associated bodies, professional approach to all aspects of communication technology and theatre technology, with particular reference to South Australia.

   c. To investigate new forms and possibilities in communication technology and theatre technology and to record, report and make available to the Group and other interested bodies the results of such investigations.

   d. To act as a consultative body to other groups seeking information and planning in the area of communication technology and theatre technology.

   e. To provide opportunity for other people to learn of, and to put into practice, communication technology and theatre technology. This opportunity will include seminars, training workshops, on the job experience and publications.

3. MEMBERSHIP
   a. There shall be the following classes of members
      (1) Full Members
      (2) Associate Members
      (3) Honorary Life members
      (4) Honorary Associate Members
      (5) Affiliate Members
      (6) Corporate Members

   b. Full Members

      Full Members (to be henceforth known as “Members”) shall be those persons who subscribe to the Constitution and who conform to the rules of the Group and

      1. Who are over 18 years of age, and who are active members in their own worshipping community and complete at least 50 hours as a member of technical crews of official Group jobs and shall satisfy such other requirements as shall be determined by the committee or

      2. Who are nominated by the committee and whose qualifications are approved a general meeting or Annual General Meeting.

      All applicants are to be elected by a secret ballot at a meeting of the committee.

   c. Associate Members

      Associate Members (to be henceforth known as “associates”) shall be those persons who subscribe to this Constitution and conform to the Rules of the Group and who do not qualify for Full Membership. Associates shall have Full Membership privileges except that they shall not hold office nor vote.
d. Honorary Life Members.

In recognition of special services to the Group the Committee may nominate Members as Honorary Life Members. Members nominated shall be elected at either a General Meeting, an Annual General Meeting or an Extraordinary General Meeting. Notice of the nomination shall be given and voting for the election shall take place as specified under section 11. Honorary Life Members shall enjoy Full Membership privileges.

e. Honorary Associate Members

Honorary Associate Members shall be those persons chosen by Religious bodies or other groups to regularly represent them at meeting of the Group. Honorary Associate Members who subscribe to the Constitution and conform to the Rules of the Group shall enjoy all the privileges of Associate Membership. Honorary Associate Members shall be nominated by the committee and elected at a General Meeting or an Annual General Meeting and shall remain elected until their resignation in writing or until the next Annual General Meeting.

f. Affiliate Members

Affiliate Members (henceforth to be known as Affiliates) shall be Associations or Groups that have objects similar to and compatible with those of this constitution who agree to information exchanges and such other requirements as the Committee shall decide. Affiliates shall enjoy all privileges of Associate Membership. Affiliates shall be nominated by the Committee and elected at a General Meeting or Annual General Meeting and shall remain elected until their resignation in writing or the next Annual General Meeting.

g. Corporate Members

Corporate Members shall be those Corporations, Companies, Partnerships, or other trading groups who seek membership in the Group. Corporate Members who subscribe to this constitution and Rules of the Group shall enjoy all the privileges of Associate Membership. Corporate Members shall be nominated at a General Meeting or Annual General Meeting and shall remain elected until their resignation in writing or the next Annual General Meeting.

4. Committee

a. The Committee shall consist of the following Members:
   Chairperson
   Vice-Chairperson
   Secretary
   Treasurer
   5 Members

b. The Committee shall have the power to form sub-committees and to co-opt, but co-opted persons shall not have the power to vote nor to form part of a quorum at a Committee Meeting.

c. The Committee shall conduct and manage the affairs of the Group subject to the Constitution and Rules of the Group.

d. No action of the Committee can be deemed unconstitutional due simply to vacancy of office.

e. Honorary Committee Members terms of office.
   (1) The Chairperson, Vice-Chairperson, Secretary, Treasurer, and five (5) Committee Members shall be elected at the Annual General Meeting and shall hold office from the Annual General Meeting at which their election is announced until the Annual General Meeting of the following year for until their successors are appointed.

   (2) Co-opted Committee Members shall hold offices until their successors are appointed or the following Annual General Meeting whichever occurs first.
(3) The nominee for election and their respective proposers and seconders shall be financial members. The nominees consent shall be obtained and nominations should close before the commencement of the Annual General Meeting.

f. Duties of Committee Members

(1) The Chairperson shall preside at Committee Meetings, Annual, Ordinary, and Extraordinary Meetings and shall have the power to convene Committee Meetings.

(2) The Vice-Chairperson shall assist the Chairperson and in the Chairperson’s absence shall carry out the Chairperson’s duties.

(3) The Secretary shall keep minutes of all the meetings in a bound book and handle the correspondence of the Group; draw up agendas; compile and present a report to the Annual General Meeting and shall co-ordinate the internal affairs of the Group.

(4) The Treasurer shall be responsible for the monies of the Group and shall submit to each Annual General Meeting as Audited Annual Statement and Balance Sheet.

g. In the event on an elected member of the Committee vacating their position a By-Election of which notice is given as for a General Meeting and shall be held at the next General Meeting and the elected Member shall hold office until the next Annual General Meeting or until their successor is appointed. The conditions for nominees and shall be those applying at an Annual General Meeting.

5. Public Officer

a. The Public Officer shall be elected at an Annual General Meeting and shall hold office until a successor is appointed or the next Annual General Meeting.

(1) The nominees for election and their respective proposers and seconders shall be financial members. The nominees consent shall be obtained and nominations should close before the commencement of the Annual General Meeting.

b. The Public Officer shall perform the duties as laid down by the South Australian Incorporations Act for Public Officer. The Public officer shall also be responsible for monitoring the legality of the Group.

6. MEETINGS

a. Standard procedures shall be adopted at all meeting.

b. A Committee Meeting shall normally be held each month for the transaction of general business. This Meeting will normally occur on the second Monday of each month subject to the discretion of the Committee who must give 14 days written notice of any alterations.

c. The Annual General Meeting (AGM) shall be held during January or February of each year for presentation of the Annual Report and for election of the Committee. Notice shall be given as for the GM.

d. A Committee Meeting shall be held prior to each GM and AGM as may be deemed necessary and at such times or places as the Committee or Chairperson may determine.

e. Quorum

(1) A quorum for GMs and AGMs shall consist of a number equal to 30% of financial Members permanently residing within 80 kilometres of Adelaide, South Australia.

(2) A quorum for a Committee meeting shall be five.
7. **VOTING**
   
a. Members must be financial prior to voting
   
b. Members may use postal votes. The vote, voters name and motion to be voted for shall be signed by the Member, placed in a sealed envelope and in the hands of the Chairperson of the meeting at which voting on the issue is to take place before voting closes.
   
c. Members may vote by proxy which must be notified to the chairperson in writing prior to the commencement of the meeting. Such proxies to be announced at the start of the meeting.
   
8. **FEES**
   
a. Annual subscriptions, equipment fees and other charges shall be at rates recommended by the Committee and approved by a General Meeting.
   
b. No person shall be admitted to Membership until the prescribed fees are paid
   
c. Annual subscriptions shall become due on the first day of January.
   
d. A Member shall be deemed financial upon payment of all monies due at the first day of January each year.

   Un-financial Members. Members who fail to pay their annual subscriptions in accordance with 8.c. shall be classes as un-financial members. If Annual subscriptions remain unpaid after the expiration of two months then the membership of the un-financial members shall cease except at the discretion of the Committee under special circumstances.

9. **FINANCE**
   
a. The financial year shall begin on the first day of January each year
   
b. All money received by the Group shall be classed into one of the following:
      
      (1) **General Revenue.** This includes all monies not allocable to a special purpose as defined in 9b(2) and shall be paid into a cheque account at a Bank recommended by the Committee except for maximum set amount which may be held by the Treasurer for payment of small amounts.
      
      (2) **Special Purpose Revenue.** Whenever a General Meeting directs the Committee to set up a separate Bank account for monies pertaining to a special purpose the committee shall do so. The monies from these accounts may be invested in a manner consistent with the intent of the special purpose provided that any motion to do so shall be treated as foe a change in the Rules of the Group.
   
c. Payment of monies from:
      
      (1) **General Revenue over a set amount** shall be by cheques signed by any two of the following:
         
         Chairperson
         Secretary
         Treasurer
         One other Committee Member to be elected by the Committee. Such person to remain in this position until their successor is appointed or until the next Annual General Meeting.
(2) Special Purpose revenue over a set amount shall be by cheques signed by any two of the following:

Chairperson  
Secretary  
Treasurer  
And on approval of the Committee any other specified Committee Member and/or one co-opted Member. Names of the signatories to be appointed separately for each special account.

d. With the exception of the condition gives by 9f the Committee shall not have the power to expend more than a set amount of the Group’s monies per month nor more than a set amount on any one item without prior approval of a General Meeting.

e. An Auditor shall be appointed each year by the Committee to audit the financial records and balance sheets of the Group.

f. Annual or regular periodic expenditure, including payment of subscriptions to institutions and for periodicals, of a constant amount on any one item shall be deemed to be approved on a regular basis provided that the approval of a General Meeting has been given in the first instance and provided that such approval shall not extend to contractual agreements and provided that, with the exception of costs associated with studio or shed rental or electricity bills or insurance costs, such approval shall not apply to any variations in that expenditure. Notwithstanding the foregoing, approval for any item of periodic expenditure may be terminated by a General Meeting. A list of items and amounts of current expenditure shall be maintained by the Treasurer for inspection on request of a General Meeting.

g. The Group shall have the power to buy and sell goods relating to communication technology and theatre technology. Every transaction must be considered by the Committee to be in the interests of the OBJECTS of the Group. Any benefit accruing from such transactions will be used for the furtherance of the OBJECTS of the Group.

h. Any payments to any Member of the group must be requested on the appropriate form.

10. RULES

a. Rules for the orderly working of the Group may only be proposed at a General Meeting.

b. Detailed notice of motion specifying the place, date and time of the meeting at which voting is to take place shall be sent to all Members and Associates not less than one (1) week prior to such a meeting.

c. The motion shall require a 50% majority of those Members present to be carried.

11. ALTERATION TO CONSTITUTION

a. The Constitution may only be changed at General Meetings.

b. Detailed notice of motion specifying the place, date and time of the meeting at which voting is to take place shall be sent to all Members and Associates not less than three (3) weeks prior to such a meeting.

c. The motion shall require a 75% majority of those Members present to be carried.
12. DISCIPLINE

a. Should any Member violate this Constitution or the Rules of the Group or for any reason be deemed an undesirable Member then they may be expelled, suspended, requested to resign or cautioned by a 75% majority decision of Members present at a meeting of the Committee called for that purpose.

b. Any Member so disciplined shall have the right of appeal to the next GM of the Group.

13. DISBANDMENT

a. The existence of the Group shall end if
   (1) A motion is carried to that effect, or
   (2) Membership falls below three (3) Members, or
   (3) Twelve months elapse without a meeting.

b. A motion for disbandment shall be submitted and dealt with in the same manner as a motion for the amendment of the Constitution except that the motion must be carried my 90% of the Members present.

c. Upon disbandment all archives and property that belongs to the Group after discharge of all liabilities shall become the property of the Children, Youth and Young Adult Department of the Uniting Church (Synod of South Australia).

14. THE SEAL

a. The Chairperson and Vice-Chairperson shall be the custodians of the Group SEAL.

b. The SEAL shall be affixed to documents only by direction of the Committee and in the presence of the custodians. The affixing of the SEAL shall be attested by the signatures of the custodians in whose presence it was fixed and of the officer who affixed it.

15. QUALIFIERS

a. Wherever in this Constitution and Rules the male gender is used or implied then the female gender is to be read and vice versa

b. Wherever in this Constitution and Rules the singular is used or implied then if possible in the context the plural is to be read and vice versa.

c. Wherever in this Constitution and Rules the phrase ‘set amount’ is used then the establishment of or alternation to the set amount must be dealt with in the same manner as a motion to alter the Constitution.