



*Macleay Island Arts Complex Inc*  
95/97 Coast Rd, Macleay Island, Qld 4184  
Ph. 07/34094100  
IA No. 2790

## **BY – LAWS**

Revised November 2017

1. No amount over \$2000 may be spent by the committee or agreed to be spent without a majority vote of members at a General Meeting, with the exception of the Utilities bills and general Association running expenses.
2. The code of conduct shall be strictly adhered to. Breach of same may result in termination of membership.
3. Suggestions submitted by members in writing shall be considered by the committee and dealt with at the next General Meeting.
4. No private business shall be conducted through the Association. Penalty is termination of membership.
5. Holding of keys:-  
Management Committee to have access to keys when required.  
Spare keys kept in secure storage.  
Other approved members to hold key safe code.  
Key Safe Code holders must sign key register and agree to conditions.  
All weekend Gallery Sitters and selected pottery supervisors need the rear door key safe code.  
The committee and co-ordinators may hold a key (or safe code) to the office.  
A register of key safe code holders shall be kept by the Secretary.
6. No property of the Association shall be removed from the Complex without permission and entry into the assets register.
7. The log book must be kept up to date by members entering or leaving the premises at all times.
8. Any member denigrating the Association or maligning a fellow member in public shall be dealt with under Section 7 of the Constitution.
9. Commission paid on private sales at exhibitions shall from time to time be decided by the committee.
10. All work done on the premises must be collected within one month. Failure to do so may result in disposal, after notice given.
11. Any member considered to be behaving in an inappropriate manner can be reported to the committee who shall decide what action shall be taken.

12. Children under the age of 18 yrs are not allowed at any group, with the exception of visiting kindy/school groups with their own supervision and insurance etc. Junior members (13 - 18 yrs) allowed when accompanied by a pre arranged adult member.
13. General Meetings are to be held six (6) or more times each calendar year. Details will be advised by the Secretary 14 days in advance as stated in the Constitution.
17. Management Committee must call for nominations for all Coordinator positions and may then appoint the position. Coordinators may attend Management Committee meetings in an advisory capacity without voting rights. They may also attend Management meetings to form a quorum.
18. Members who are heads of sub-committees, as appointed by Management Committee can attend Management Committee Meetings according to the needs or agenda. The members of these sub-committees attend only in an advisory capacity and cannot vote on issues arising in Management Committee Meetings.