

**KALAMUNDA COMMUNITY LEARNING CENTRE**  
***Supporting the Community***  
***Special General Meeting Minutes 10 March 2023***

**Present:** Executive: *Bridget Hogarth (Chair), Annie O'Malley, Margaret Davidson, Lindsay Goodwin and Angela Corfe*; Roger Jennings, Jenny Carrick, Rosemary Hamersley, Marie Young, Alice Shepherd, Vin Marelich, Sue Marelich, Mal Butler, Michelle Reynolds, Katie Fairweather, Trish Hawkins, Helen Henry, Mardy Wright, Gail Davies, Garry Davies, Noelene Jenkins, Sally McIlroy, Alison Houlahan, Lee Reed, Dorothy Ryan, Wendy Hearn, Katherine Horne, Caroline Badminton, Sue Marelich, Linda Radford, Nigel Radford, Gerard Tonks, David Thornton, Violet Stanford, Norman Venus, Anne Nenet, Margaret Pavlinovich, Carol Crystal, Pam McLennan, Deb Stone, Louise Brown, Meg Corsini, Ralph Mattner, Bert Carse, Gill Exton, Graham Chapman, Jenny Beahan, Sue Sillitoe, Bronwyn Pasotti, Margaret Radice, David Irvine, Christine Pasco, Angie Lancaster, Margaret Waller, Sue Miles, Mary Kowalski and Kris Nunn.

**Apologies:** David Storer, Jennifer Irvine, Ann Price, Heidi Sanders, Richard Harding and Jean Smith.

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**Meeting opened** 1200 noon.

B Hogarth welcomed everyone to the meeting, advising how the meeting would be conducted, how to raise any issues, requesting mobile phones to be turned off and that the meeting would be recorded to assist with minute taking.

Apologies received were given to the meeting.

It was confirmed that over twenty members were present and the required quorum had been met. She advised that the meeting was being held under the current Constitution and that the Special General Meeting was being held to consider only one proposal. A 75% majority of members present would be required for any motion to pass.

**Minutes of the Previous General Meeting:**

Approval of the previous General Meeting and AGM to be endorsed at the AGM later this year.

**Agenda Items:**

The Secretary advised the meeting had been called to *'Approve the special resolution proposed and approved by the Executive that':*

***The existing Constitution of the Association dated 2018 should be replaced in its entirety by the document circulated to all members on 9 February 2023.***

She reported that, *Associations WA, a Section of the Department of Mines, Industry Regulation and Safety, encourages all Incorporated Associations in WA to review their Constitutions every three to five years. The Association's current Constitution was approved and lodged in 2018 and the Executive considers that some areas need updating. To do so by moving individual amendments to several Rules would be very time*

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*consuming and therefore the Executive considers that lodging a revised set of Rules is more appropriate.*

The Chair advised that the new draft Constitution 2023 had been circulated to members on 9 February 2023 with a request for proposed amendments to be forwarded to the Secretary for today's meeting. The following proposals would be considered and a vote taken to confirm whether the motion was carried.

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**Proposed by Katherine Horne, Seconded by Tony Fowler on 23 February 2023.**

That the terms 'Chairperson' and 'Deputy Chairperson' are replaced by 'Principal Coordinator' and 'Coordinator' by:

In Part 1 – PRELIMINARY – Terms Used (Page 2)

Delete

*chairperson means the Committee member holding office as the chairperson of the Association;*

Insert

*principal coordinator means the Committee member holding office as the principal coordinator of the Association;*

Throughout the remainder of the document

Replace 'chairperson' with 'principal coordinator' – 46 occurrences

Replace 'deputy chairperson' with 'coordinator' – 5 occurrences

The amendment is supported by the Executive.

Vote taken – carried unanimously – **Motion Carried.**

**Proposed by the Executive.**

3. Rule 28(a) (Page 11)

The treasurer has the following duties:-

- (a) ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name.

***Proposed by the Executive to read:***

- (a) ensuring that any amounts payable to the Association are collected and receipts are issued for those amounts in the Association's name.

Vote taken – carried unanimously – **Motion Carried.**

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**Proposed by the Executive.**

5. Rule 36 (2) (Page 13)

(2) If the position of secretary becomes vacant, the committee must appoint a member who is eligible under rule 25(5) to fill the position within 14 days after the vacancy arises.

***Proposed by the Executive to read:***

(2) If the position of secretary or treasurer becomes vacant, the committee must appoint a member who is eligible under rule 25(5) to fill the position within 14 days after the vacancy arises.

Vote taken – carried unanimously – **Motion Carried.**

**Proposed by the Executive.**

7. Rule 60 (4) (Page 22)

(4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association must be signed by –

- (a) 2 committee members; or
- (b) one committee member and a person authorised by the committee.

***Proposed by the Executive to read:***

(4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association must be signed by, or in the case of payments made by electronic means authorised by –

- (a) 2 committee members; or
- (b) one committee member and a person authorised by the committee.

Vote taken – carried unanimously – **Motion Carried.**

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The Chair then requested the meeting to vote on the proposal to *‘Approve the special resolution proposed and approved by the Executive that’:*

***The existing Constitution of the Association dated 2018 should be replaced in its entirety by the document circulated to all members on 9 February 2023, with the amendments.***

Vote taken – carried unanimously – **Motion Carried.** Constitution 2023 adopted.

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The Chair advised the meeting that the vote was unanimous and that the motion had been carried.

She thanked everyone for attending the meeting, with thanks to Roger and his team for providing the equipment to enable recording of the meeting. She also thanked Rosemary and her team for providing the refreshments.

**Next General Meeting – To be confirmed.**

Meeting closed at 1210 hrs.