

**THE BY-LAWS OF
COMPUTER PALS FOR SENIORS - NORTHERN BEACHES Inc.
As Last Amended 10th March 2019
In Accordance with Rule 50 of the Constitution.**

Part 1 Preamble

The Club was incorporated and registered with the Department of Fair Trading as of 3rd. April 1997 as Computer Pals For Seniors Northern Beaches Inc.

The Constitution of Computer Pals For Seniors - Northern Beaches Inc. permits the Club to create, amend, and repeal the Club's By-Laws, but the actual By-Laws do not form part of the Constitution. The object of creating the By-Laws, as a separate entity, is to have a vehicle in which minor rules of the Club can be introduced which may require frequent amendments and are thereby inappropriate to be included in the Constitution.

Amendments to the Constitution should be kept to a minimum because as each time amendments are made:

A Special General Meeting must be called (or the matter deferred to the next A G M), a notice of the meeting and its agenda issued in advance of the meeting and the proposed amendment be debated and finally be put to a vote.

If the motion for the amendment is carried, then the changes to the previous Constitution must be submitted to the Department of Fair Trading for their approval. If approval is denied, the amendments are invalid at law.

The creation of the By-Laws, provided they are consistent with the Constitution, may be created and amended at any Committee Meeting.

The foregoing forms part of the By-Laws of the Club that are divided into appropriate parts.

Part 2 General

- (1) All members on joining will be offered a free copy of these By-Laws as last amended and so marked.
- (2) All members on joining will be advised that a copy of the Constitution is available to the member on request.
- (3) Unless specifically stated otherwise, the words **Allow**, **Permit** or **Consent** and words of the same meaning and/or derivatives thereof, means the consent of a Committee member or a Trainer who is present and remains present during the function or act for which permission was sought.
- (4) All members will observe the conditions of the lease of the Club premises and will obey any reasonable request from the Manager and Staff of the Tramshed Community Centre or other approved locations.
- (5) Wherever the words **Trainer**, **Tutor**, **Instructor** or **Teacher** occur in the By-Laws, then such words shall have the same meaning for Club member who is appointed by the Club to perform the duties, normally associated with such words.

Part 3 Club Honours.

(1) Pursuant to Rule 4 of the Constitution, two types of Associate Members may be nominated by the Committee for election at an AGM, and are as follows:-

(a) Patron, being a supportive prominent citizen of reputed integrity, whose patronage reflects credit upon the Club.

(b) Honorary Member, being a person honoured by the Club's highest award of affixing the words "*Honoris Causa*" to the member's name in the Club's official records, in recognition of outstanding services to the Club over a considerable period.

(2) (a) Associate Members, are appointed for a period not extending beyond the next AGM but may be re-nominated by the Committee and re-elected at that AGM by majority vote of those members in attendance.

(b) The membership of Associate Members, is to be annually reviewed by the Committee. The Committee is empowered to re-nominate for a further year or to terminate the Honorary Membership at any time without notice or explanation to the member, where it is unanimously agreed by the Committee that the best interests of the Club would be so best served.

(3) Where the Committee consider that extraordinary circumstances make it desirable, an Honorary Member may be granted leave to pay Membership fees, serve on Committee and exercise the voting rights of an ordinary member.

(4) The investiture of a person, to Associate Member status, is to remain exclusively for only the most outstandingly worthy and is restricted to occur not more than once in any financial year of the Club.

Part 4 Club Decorum

Club Members are required to:

(1) Maintain a reasonable standard of dress at Club functions, refrain from coarse language and behave in such manner as to generate credit upon the club.

(2) Be considerate and helpful to all other members.

(3) Welcome new members and guests of the Club at its events.

(4) Provide assistance while attending Club events as may be reasonably requested by a Committee member.

(5) Avoid conduct that interferes with the quiet enjoyment of rightful occupants of other rooms within the Tramshed Community Centre or other approved locations.

Part 5 Club Equipment

- (1) The use of the Club's computers, other hardware and software must be with the consent of a Committee member or Trainer present at the time of use.
- (2) To safeguard the Club's computers and accessories, the consumption of beverages and food while operating such equipment is forbidden.
- (3) Any data the member may load on any computer must be removed immediately after the completion of the member's session on that computer.
- (4) No program, not already installed on any club computer, can be loaded on to a club computer without the express permission of the Committee or the responsible Club officer, and if so given, the program must be uninstalled immediately after use.
- (5) No Hardware is to be removed from the location it is found in without permission of the Committee or the responsible Club officer responsible for the Club's property.
- (6) No Hardware, Software, Books, Disk Media, Floppies, Flash Memory Sticks or any other Club equipment are to be removed from the Club premises without the permission of the Committee or the responsible Club officer responsible for the Club's property.
- (7) No member is permitted to make copies of any of the Club's software without the express permission of the Committee.
- (8) No member is permitted to copy disk media or to print out material on the Club's equipment, to make calls from the Club telephone, or to employ the Club Internet and Email facilities for personal use, unless authorised by the Committee or a Trainer present at the time.

Part 6 Tuition

- (1) Tuition is available to the Club members in respect of approved programs found available on one or more of the Club's computers. Tuition is also available on the student's own personal computer, mobile phone or other device.
- (2) Tuition per member is restricted to 1 hour per week during a term, in a one-on-one Slot, unless some other arrangement has been agreed to by the Trainer.
- (3) A Training Roster is to be created for each calendar quarter and be displayed in the Clubrooms. Displaying of the quarterly Training Roster is to commence on the first day of the last month of the previous calendar quarter and it must remain displayed for the duration of the applicable calendar quarter. Thus during the last month of a current quarter, both the current quarter's and the new quarter's roster will be on display.
- (4) The Training Roster for each term is the responsibility of the Training Coordinator
- (5) The Training Roster shall indicate the days of the week that tuition is available and shall be further broken into morning and afternoon sessions with each session further broken

into hourly periods. Each hourly period will indicate the maximum number of instruction spaces (hereon referred to as "Slots") available to student members.

- (6) Each morning and each afternoon session of the Roster will provide the names of the Trainers rostered to provide tuition.
- (7) Tuition is obtained by appointment only as booked on the Club's Tuition Roster as authorised by the appointed Training Coordinator
- (8) Applications by members to be included on a new quarterly roster will be subject to a priority ranking only for the last month of the current quarterly roster in descending order as follows:-
 - (a) Members seeking to renew their current tuition slot to continue in the next quarter. Such members are advised to act promptly otherwise, the member may lose the priority to another like member by the provision (b) that now follows.
 - (b) Members may exchange a currently held slot for a different slot in the new quarterly roster provided the new slot is not already booked by Monday of the second last week of the current quarter in accordance with provision (a) above.
 - (c) During the last week of the current quarter and at any time during the succeeding quarter, new and other members may apply for any tuition slots found to be vacant as approved by the Training Coordinator.
 - (d) Where a rostered member has given prior notice of inability to attend for tuition for some of the member's rostered slots, but intends attending for the balance of the quarter, those otherwise unattended slots may be allocated by the Trainer to another financial member.
- (8) Only the names of financial members may appear on the Club roster.
- (9) Where a member is unable to keep a roster appointment, the member should telephone their Trainer as soon as possible before the appointment, and if unable to resume attendance thereon, the member should request that his/her name be removed from the roster.
- (10) Where a vacant tuition slot exists, the Training Coordinator may allocate that slot to a financial member seeking tuition by writing the member's name in the said slot. In every other respect, no trainer is permitted to amend another trainer's rostered session.
- (11) Where a member applies for a change of his/her rostered hour of tuition which would require the services of a different Trainer, then the member would require the consent of both Trainers and the Training Coordinator.
- (12) Any changes made to the Roster must be reported promptly by Trainers to the Training Co-Coordinator and any Club officer with a need to know.

Part 7 Trainers

- (1) Wherever the words **Trainer, Tutor, Instructor** or **Teacher** occur in the By-Laws, then such words shall have the same meaning, that is, a Club Member appointed by the Club to perform the duties, associated with such words, in respect of other members.
- (2) Trainers are appointed by the Committee.
- (3) Applications for the role of a Trainer are to be made in writing to the Training Coordinator, or in the absence thereof, to the Secretary for consideration of the Committee.

The application must include a brief resume of the applicant's computer skills and may include a reference if desired.

- (4) The Committee shall act promptly on the application, satisfy itself of the competency of the applicant and ensure the applicant understands the training criteria required by the Club.
- (5) The Committee reserves the right to request the applicant to appear before the Committee for examination prior to making its decision.
- (6) Upon the Committee reaching a decision, the Secretary shall write to thank the applicant and inform the applicant if the application was successful or not. Where the application was successful, then the said letter becomes a letter of appointment.
Where the application was unsuccessful, the letter might make suggestions and invite the applicant to resubmit an application at a later date.
- (7) Trainers are expected to commit themselves to continuing self-improvement in the areas of computing and teaching skills, protect the property and uphold the policies of the Club, attend the regular Trainers Meetings and take responsibility for finding a Relief Trainer at times the Trainer is unable to attend rostered tutorials.
- (8) Special privileges in relation to fees are applicable to Trainers as Part 8 of these By-Laws. Trainers who are exempt from paying fees are not disqualified from accepting nomination and being elected to the Committee.

Part 8 Fees.

- (1) All fees are per individual person payable in advance to the Treasurer.
- (2) In any calendar year the once only joining fee for new members is \$25 payable in advance. These fees may be changed by a ruling of the Committee
- (3) Tuition fees for a term or part thereof, are \$30. These fees may be changed by a ruling of the Committee

Part 9 Access To Club Rooms

- (1) Members have access to the Clubroom only at times that a Committee member or Trainer is present.
- (2) A member, if not a legitimate participant, must take care not to interrupt training sessions or meetings in progress.
- (3) Members who are registered by the Committee, at its discretion, to possess keys to the club room are;-
 - (a) exempted from Clause (1) above
 - (b) held to be privileged and responsible for the use or misuse of keys
 - (c) possibly liable to be charged for the costs relating to lost or misused keys
- (4) The Membership Coordinator shall maintain a record of members to whom keys have been issued.

Part 10 Regular Meetings

- (1) General Meetings are held as determined by the committee on a monthly basis commencing at 12:15 pm on a specified day of the 3rd week of every month.
- (2) Annual General Meetings are held on the afternoon of a day specified in the 3rd week of August in any given year or in the event that it is not possible to so convene, despite best efforts to do so, then on a day neither sooner nor later than 7 days from the day set in the 3rd week of August.
- (3) Trainers' Meetings are to be held regularly each month.
- (4) Committee Meetings are to be held regularly each month. A quorum of five members must be present
- (5) Special Interest Groups meet at allocated times advised by the Committee.

Part 11 Claims on Club Funds

- (1) Any member incurring expense on the Club's behalf is entitled to claim reimbursement provided that the Claim is lodged in writing quoting the details, invoice numbers & dates, (or enclosing the invoice) to the Treasurer within a period not exceeding 60 days after the expense is incurred.
- (2) No expense on behalf of the Club in excess of \$200 is to be made by any member without first obtaining the permission of the Committee and permission from the Treasurer.
- (3) A committee member may expend up to \$50 on behalf of the Club without prior approval as long as the purchase is for the Clubs use and benefit

Part 12 Library

- (1) A member may access the Library only with the supervision of the Duty Trainer or Club Librarian.
- (2) Removal of reading material from the Library to be read or applied away from the Club Rooms require the permission of the Club Librarian and shall be returned to the Club as the Librarian directs.

Part 13 Job Descriptions

- (1) The basic job descriptions for the President, Vice President, Secretary, Public Officer, Treasurer forms part of the Constitution.
- (2) The Committee may add responsibilities to the job descriptions in By-Law 1 above provided that doing so does not diminish or contradict the Constitutional description.
- (3) The Committee may create additional job descriptions for other Committee offices and for Staff Volunteers the Committee has appointed, as defined in Rule 17 of the Constitution.
- (4) Excepting By-Law 1, the Committee may amend or repeal any job description from time to time.
- (5) Officers of the Club and their job descriptions shall be included as an appendix to the By-Laws.

**By-Law (6) of Part 13 Appendix:
Elected Officers of The Club.**

Quoted Extracts from the Constitution. (See Rule 24)

The Management Committee comprises eight office bearers, six of whom have portfolios described in Part 3 of the Club Constitution. Two are Ordinary Committee Members whose duties are self-explanatory. Job descriptions and titles can be defined for several specialised duties. For these positions, the Committee may appoint any willing Ordinary Committee Member, Committee Office Bearer or any other willing and able non committee members, in that order of preference 11

The President: (Constitution Rule 19)

- (1) Will uphold the Constitution of the Club and enforce its rules and By-Laws
- (2) Will chair all Club meetings unless unable to be present.
- (3) Will represent the Club in any of its dealings with all and any tiers of government.
- (4) Will be the sole spokesperson to the mass media.

- (5) Where considered desirable, may delegate responsibilities and duties to the Vice President.

The Vice President: (Constitution Rule 20)

- (1) The Vice President shall assist the President in all duties as the President may require.
- (2) The Vice President shall assume the duties of the President when the President is unable to attend.

The Secretary: (Constitution Rule 21)

- (1) The Secretary is also the **Public Officer** excepting where the Committee appoints another Member to the role of Public Officer.
- (2) The Secretary of the Club as soon as practicable after being appointed as Secretary, will lodge with the Club details of his or her address.
- (3) The Secretary is to record and keep minutes of:
- (a) all appointments of office bearers and members of the committee,
 - (b) the names of members of the committee present at a committee meeting or general meeting and
 - (c) all proceedings at committee meetings and general meetings
- (4) The Secretary will ensure minutes of proceedings at a meeting are presented to the next like meeting for confirmation as a true record by the attendees at of the previous meeting and if so confirmed (after corrections if any) request minutes be signed by the chairperson.
- (5) The Secretary will receive correspondence on behalf of the Club respond, and issue correspondence as the Committee directs.

The Treasurer (Constitution Rule 22)

It is the duty of the Treasurer of the Club to ensure:

- (1) That all money due to the Club is collected and received and that all payments authorised by the Club are made.
- (2) That correct books and accounts are held, maintained, and kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club
- (3) That the Club's financial records are annually audited by the Club appointed independent auditor, for presentation at each AGM. 10

Training Coordinator.

May be an elected Committee member. To nominate for election, the incumbent is required to be an active appointed Trainer of the Club, possessing basic computer and administration skills and will:

- (1) Focus attention on the needs of Members seeking training.
- (2) Liaise with the Trainers to establish best possible training methods.
- (3) Represent the Trainers at Committee Meetings.
- (4) Liaise with Committee Office Bearers to ensure that the Trainers receive all the help, tools, facilities and encouragement necessary to their function.
- (5) Roster the attendance of the Member Students.
- (6) Roster Trainers' availability to the Student members.
- (7) Recruit new, replacement and extra Trainers as circumstances suggest.
- (8) Where desirable arrange for teaching of training skills.
- (9) Make recommendations to the Committee for better teaching of computer skills to the members.
- (10) Liaise with the Equipment Coordinator.

Immediate Past President:

In accordance with Constitution Rule 17 (6):

At the AGM, upon the election of a new President, a retiring President, if willing, is automatically elected to the office of Immediate Past President for one year.

As a By-Law (6) of Part 12 hereby created:

If a retiring President is re-elected for a further term, then so shall automatically be the past, if willing, Immediate Past President.

The duties of the Immediate Past President shall be, among usual Committee activities, to counsel the Committee in respect of considered departure from established traditions and past learning experiences.

Equipment Coordinator.

- (1) Is appointed by the by the Committee and is not necessarily a Committee Member, but Committee members are not excluded from the appointment.
- (2) Shall be a computer literate member responsible for the disposal, acquisition, legal compliance, maintenance and replacement of the Club's computer hardware and software.
- (3.) Will maintain a register of such equipment, provide monthly status reports to the Committee and for each A.G.M provide a written past activity and suggested future needs report.
- (4) In compliance with the Committee's decisions, will act as the Club Purchasing Officer in respect of acquiring professional services as well as goods.
- (5) Will liaise with the Training Coordinator in the choice of hardware and software equipment to be discarded or acquired and maintained.

Membership Coordinator

1. Keeps Membership Listing up to date
2. Controls membership & Tuition payments
3. Assists the Treasurer with a banking list

Software Coordinator

1. Keeps a register of all software held by the club.
2. Arranges to purchase any software as ordered by the Committee.
3. Liaises with the Equipment Coordinator in installing new software on the club computers.
4. Liaises with the Training Coordinator in respect of any software errors and correct these.
5. Reports to the Committee on any matters relating to his or her function.

Trainers.

Assist the Training Coordinator to provide regular instruction services to members in the care and use of computer equipment in accordance with By-Laws of Part 6 and Part 7 herein.

Librarian.

Responsible for the care and use of Club books, magazines and brochures in accordance with Part 12 of the By-Laws.

Editor.

Responsible for the collection of material for and the printing and circulation of the Club Newsletter. =

Other.

Too numerous for inclusion here are several other allocated or to be allocated regular jobs.

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