



## TASMANIAN REGIONAL ARTS INCORPORATED CONSTITUTION

*These revised rules have been written to provide a plain English version constitution. Changes have been made to further empower Local Arts Branches, reflect current accounting conversions and expedite decision making processes.*

### 1 NAME

1.1 The name of the Association shall be Tasmanian Regional Arts Incorporated, hereinafter called the Association.

### 2 OFFICE

2.1 The registered office of the Association shall be at such place as the Committee may determine.

### 3 OBJECTS AND PURPOSES

3.1 Basic Object: To encourage and promote the Arts and Community Cultural Development in Tasmania, particularly in regional areas.

3.2 Other Objects and Purposes: Includes the ability of the Association to:

- a) purchase, hire etc. Property
- b) accept gifts
- c) buy/sell goods
- d) print/publish
- e) raise and distribute funds
- f) borrow money
- g) invest money
- h) make gifts
- i) employ staff
- j) make and enforce Association bylaws
- k) enter into contractual agreements

### 4 DEFINITIONS

**The Association** shall mean the Tasmanian Regional Arts Incorporated.

**The Committee** shall refer to the **State Executive Committee** as the committee of management of the Association, the composition and operation of which is set out in Section 8 of these Rules.

**A General Meeting** shall mean an annual meeting open to all members the operation of which is set out in Section 9 of these Rules.

**A Special General Meeting** shall mean a meeting of all members the operation of which is set out in Section 10 of these Rules.

**The Chief Executive Officer** shall mean the Executive Director employed by the Association to manage the day to day activity of the Association in accordance with policy laid down by the State Executive Committee.

**A Local Arts Branches** shall mean a formal grouping of membership in the same locality under a single name the operation of which is laid down in Section 6 of these Rules.

**A Region** shall mean a group of Local Arts Councils and their membership the operation of which is laid down in Section 5 of the Rules.

**A Local Arts Council Committee** shall mean the body which manages the affairs of the Local Arts Council as specified in Section 6 of the Rules and the Association's By Laws.

**By Laws** shall mean any policies and procedures approved by the State Executive Committee and enacted in the day to day operations of the Association.

**To advertise** shall mean to place an advertisement in at least one Tasmanian daily newspaper.

### 5 REGIONS

5.1 Members of the Association shall be grouped into three geographic regions;

- a) Southern
- b) Northern
- c) North West

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### 6 LOCAL ARTS BRANCHES

- 6.1 Any ten (10) or more persons in the same locality can apply to the Committee to form a Local Arts Branch.
- 6.2 A Local Arts Branch is an incorporated body by virtue of its affiliation with the Tasmanian Regional Arts Incorporated.
- 6.4 The affairs of the Local Arts Branches shall be managed by a Local Arts Branch Committee in accordance with rules determined by the Local Arts Branch Committee and where such rules are inconsistent with those of the Association, the rules of the Association shall prevail.

### 7 MEMBERSHIP

- 7.1 Admission to membership
  - 7.1.1 Any person may become a Member of the Association upon the payment of the prescribed annual subscription relevant to the category of membership as identified in the Association's bylaws
  - 7.1.2 The State Executive Committee shall review the membership categories identified in the Association's bylaws from time to time.
- 7.2 The rights, privileges and obligations of membership cannot be transferred and, except as provided in Rule 13, terminate on cessation of membership.
- 7.3 Resignation of membership
  - 7.3.1 Resignation by a Member of the Committee is effected by the Member sending a written notice to the Public Officer of the Association.
  - 7.3.2 Membership of the Committee ceases when such notification is received by the Public Officer of the Association.
  - 7.3.3 Membership of Local Arts Branch ceases when the individual notifies the Branch secretary or the Associations registered office in writing of their intention to resign.
- 7.4 Non-payment of subscription
  - 7.4.1 Membership shall cease automatically when any subscription is six (6) months in arrears.
- 7.5 Expulsion
  - 7.5.1 The Committee can expel a Member if that Member has been guilty of conduct detrimental to the interests of the Association.
  - 7.5.2 The affected Member may appeal within fourteen (14) days after receipt of written notice of the Committee decision to expel.
  - 7.5.3 The Member's appeal is to a Special General Meeting convened for that purpose where a majority of those present shall determine if the expulsion is to be confirmed or lifted.
- 7.6 Categories of membership
  - 7.6.1 The committee shall determine the specific membership categories, benefits and fees in the Association's bylaws.

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### 7.7 Members registers

7.7.1 Each Local Arts Branch shall keep and maintain an up-to-date Roll of Members by membership categories identified in the bylaws.

7.7.2 The Association shall keep and maintain up-to-date Register of Members (comprising details of all Members of the Association) by membership categories identified in the bylaws.

7.7.3 Each Local Arts Branch shall notify to the Association the full details of any change to its Roll of Members within thirty (30) days of the date of such changes.

## 8 COMMITTEE OF MANAGEMENT *otherwise known as the STATE EXECUTIVE COMMITTEE*

8.1 The affairs of the Association shall be managed by a committee of management called the Committee.

### 8.2 Composition

8.2.1 The composition of the Committee shall consist of:-

- a) A President, who shall not hold office for more than six (6) consecutive terms
- b) A Treasurer
- c) Six (6) committee members 2 from each region (to be nominated by the three regions and elected by the Annual General Meeting with a Vice President (appointed by the Committee) from among the six committee members)
- d) Up to two (2) co-opted industry members as considered necessary by the Committee
- e) Up to two (2) co-opted branch members as considered necessary by the Committee
- f) One member of the Committee shall act in the capacity of public officer of the Association.

8.2.2 Casual vacancies in the Committee can be filled by persons appointed at the discretion of the Committee and such appointees shall hold office for the period up to the next Annual General Meeting.

8.2.3 A Person under 18 years of age shall not hold the office of President, Vice President, Treasurer nor Public Officer of the Association.

### 8.3 Election of members to the Committee

#### 8.3.1 *President and Treasurer*

8.3.1.1 The President and Treasurer of the Association, duly nominated, shall be elected by Members at the Annual General Meeting.

8.3.1.2 Nominations for the positions of President and Treasurer, on the prescribed form, are to be received by the Association at least fourteen (14) days before the Annual General Meeting.

8.3.1.3 The President and the Treasurer shall hold office until the next following Annual General Meeting.

#### 8.3.2 *Co-opted Members*

8.3.2.1 The Committee may co-opt members to the Committee for the nominated periods of their co-option.

8.3.2.2 The period of co-opted membership shall terminate in any case at the conclusion of the Annual General Meeting next following their co-option.

#### 8.3.3 *Other Members*

8.3.3.1 Two (2) committee members shall be nominated by each region at the Annual General Meeting of the Association for election at the Annual General Meeting.

8.3.3.2 Other members shall hold office until the following Annual General Meeting.

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### 8.4 Vacancies

- 8.4.1 The office of a member of the Committee becomes vacant if the member:-
- a) dies
  - b) becomes bankrupt
  - c) becomes of unsound mind
  - d) resigns
  - e) ceases to be a permanent resident of Tasmania
  - f) fails, without leave, to attend three (3) consecutive meetings
  - g) except for industry co-opted members, ceases to be a Member of the Association.

### 8.5 Meetings of the Committee

#### 8.5.1 *Frequency*

- 8.5.1.1 The Committee shall meet a minimum of four (4) times per annum at such place and times as the Committee may determine.

#### 8.5.2 *Quorum*

- 8.5.2.1 Any four (4) members of the Committee shall represent a quorum provided that at least one member from each Region is present.

#### 8.5.3 *Voting*

- 8.5.3.1 Each member of the Committee is entitled to one vote.

- 8.5.3.2 Questions shall be determined by a show of hands or, if demanded by any one member, a poll.

#### 8.5.4 *Notice of Meeting*

- 8.5.4.1 A Notice of Meeting shall be sent to each member of the Committee at least fourteen (14) days before the due date for the meeting.

#### 8.5.5 *Sub-committees*

- 8.5.5.1 The Committee may appoint sub-committees of the members of the Committee as it deems appropriate and shall prescribe the powers and functions thereof.

- 8.5.5.2 The President, the Vice President and the Treasurer shall constitute the Executive Committee, which may issue instructions to the Public Officer and employees of the Association in matters of urgency. A full report on all such matters and instructions shall be tabled at the following meeting of the Committee.

#### 8.5.6 *Disclosure of interests*

- 8.5.6.1 A member of the Committee must disclose any interest in any contract or arrangement made or proposed to be made with the Association.

## 9 **ANNUAL GENERAL MEETING**

- 9.1 The Association shall, in each year, hold an Annual General Meeting.

### 9.2 Date

- 9.2.1 The Annual General Meeting shall be held at a date (not later than three (3) months after the end of the financial year of the Association) determined by the Committee.

### 9.3 Notice

- 9.3.1 The Public Officer of the Association shall, at least fourteen (14) days before the due date of the Annual General Meeting, advertise the meeting as the Annual General Meeting giving details of the date, time and place of the meeting and the nature of the business to be transacted.

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### 9.4 Ordinary business

9.4.1 The ordinary business of the Annual General Meeting shall be:

- a) to confirm the minutes of the last Annual Meeting
- b) to receive, from the Committee, the auditor and employees of the Association reports upon the transactions of the Association during the preceding financial year
- c) to elect the President and Treasurer
- d) to appoint the auditor for the current financial year
- e) to elect regional representative and coopted members

### 9.5 Special Business

9.5.1 A general meeting may transact special business of which notice has been given.

## 10 OTHER SPECIAL GENERAL MEETINGS

10.1 All general meetings other than the Annual General Meeting shall be called Special General Meetings.

### 10.2 Called by Members

10.2.1 The Committee shall convene a Special General Meeting upon the written request of not less than ten (10) members.

10.2.2 Such written request shall state the objects of the meeting and be signed by each of the requisitioners.

10.2.3 If the Committee does not convene the Special General Meeting within twenty one (21) days from the date of receipt of the written request, the requisitioners may convene the meeting.

10.2.4 Reasonable expenses incurred by the requisitioners convening the Special General Meeting shall be reimbursed by the Association.

### 10.3 Called by the Committee

10.3.1 The Public Officer of the Association shall, at least fourteen (14) days before the due date of the Special General Meeting, advertise the meeting as a Special General Meeting giving details of the date, time and place of the meeting and the nature of the business to be transacted.

10.4 All business conducted at a Special General Meeting shall be deemed to be special business.

## 11 CONDUCT OF GENERAL MEETINGS

### 11.1 Quorum

11.1.1 No business shall be conducted at a General Meeting unless there is a quorum of fifteen (15) members personally present or represented by members personally present who are their proxy holders.

### 11.2 Chairperson

11.2.1 The President, or in the absence of the President, the Vice President, shall preside at each General Meeting.

### 11.3 Adjournments if no quorum

11.3.1 General Meetings called by the Committee may be adjourned if a quorum is not present within one hour of the advertised starting time of the meeting.

11.3.2 General Meetings called by Members may be adjourned if a quorum is not present within one hour of the advertised starting time of the meeting.

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### 11.4 Voting

11.4.1 Questions arising shall be settled by a show of hands or, if demanded by any one Member, a poll in which case questions shall be settled by a majority of votes of the Members present and Members represented by proxy holders present at the meeting.

### 11.5 Voting by proxy

11.5.1 A Member in writing may appoint another Member as their proxy to vote for them at any General Meeting.

11.5.2 No employee of the Association shall be eligible as a proxy for another Member.

## 12 FINANCIAL MATTERS

### 12.1 Financial year

12.1.1 The financial year of the Association shall end on 31 December.

### 12.2 Subscriptions and levies

12.2.1 The annual subscriptions for each category of Local Arts Branch membership shall be determined from time to time by the Local Arts Branch concerned.

12.2.2 The annual subscription for each category of membership shall be reviewed from time to time by the Committee and documented in the Association's bylaws.

12.2.3 Annual subscriptions are payable on or before the first day of the financial year of the Association.

12.2.4 The Association shall levy a fee on the Local Arts Branch. Such levy shall be determined from time to time by the Committee and documented in the Association's bylaws.

### 12.3 Income and Expenditure

12.3.1 Income and property of the Association shall only be applied toward the objects and purposes of the Association.

12.3.2 Members of the Committee may not receive gifts or a fee for holding such an office (except that out-of-pocket expenses may be reimbursed).

12.3.3 All income and expenditure of the Association shall be authorised by the Committee.

### 12.4 Accounts

12.4.1 True accounts shall be kept of all monies received and expended and all of the assets and liabilities of the Association.

12.4.2 Such accounts shall be open for inspection by Members of the Association at the registered office during normal business hours.

12.4.3 Proper books and records, including receipts, cheques, journals registers and ledger, shall be maintained at the Association's registered office.

12.4.4 The Treasurer shall cause to be prepared for audit the annual financial statements of the Association comprising a balance sheet, a statement of income and expenditure, a statement of cash flows and notes thereto. Such financial statements, which shall be prepared in accordance with Statements of Australian Accounting Concepts and Australian Accounting Standards, shall be approved by the Committee prior to presentation to the Members at Annual General Meeting.

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### 12.5 Bank accounts

- 12.5.1 The Committee shall open banking accounts, in the Association's name, in such manner as the Committee may determine.
- 12.5.2 Each cheque issued by the Association shall be signed by any two (2) of the Executive Officer, the Finance Officer or by such other member or members of the committee as the committee may nominate for that purpose

### 12.6 Auditor

- 12.6.1 At each Annual General Meeting the Members shall appoint an auditor who is a registered company auditor.
- 12.6.2 The appointed auditor shall hold office until the following Annual General Meeting and is eligible for reappointment.
- 12.6.3 If an appointment is not made at the Annual General Meeting, the Committee may appoint an auditor for the current year.
- 12.6.4 An auditor may only be removed from office by special resolution of the Committee.
- 12.6.5 An auditor may be appointed by the Committee to fill a casual vacancy and such appointee shall hold office until the next Annual General Meeting.
- 12.6.6 The auditor shall report annually to the Members at Annual General Meeting on Association financial statements.
- 12.6.7 The auditor's report shall state whether:
- a) all required information has been obtained
  - b) in the auditor's opinion, the financial statements have been properly drawn up as to present fairly the financial position of the Association at the end of its financial year and the results of its operations for the year ended on that date in accordance with Statements of Australian Accounting Concepts and Australian Accounting Standards
  - c) the financial statements have been properly drawn up in accordance with the provisions of *The Associations Incorporation's Act 1964*
  - d) the rules relating to the administration of the funds of the Association have been observed.
- 12.6.8 The auditor:
- a) has right of access to all books and records of the Association
  - b) may require information to be provided by servants of the Association
  - c) may employ persons to provide assistance
  - d) examine any member of the Committee in relation to the accounts of the Association.

### 12.7 Financial matters relating to unincorporated Local Arts Branches

- 12.7.1 Neither Local Arts Branches committees nor any person purporting to represent them shall have the power or authority, express or implied, to pledge the credit of the Association to an amount greater than the unencumbered liquid assets of the Local Arts Branches respectively, without the consent of the Committee.
- 12.7.2 All assets in existence or acquired by a Local Arts Branches shall remain the property of that Local Arts Branch.
- 12.7.3 All transactions entered into by any Local Arts Branch shall be in the name of the Association.

### 12.8 The Association's seal

- 12.8.1 The seal of the Association shall be a rubber stamp inscribed with the Association name encircling the word "Seal".

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12.8.2 The seal shall not be affixed to any document or instrument except by the authority of the Committee, and the affixing thereof shall be after the approval of a simple majority of the Association's Committee.

### 12.9 Public Fund

12.9.1 The Committee shall cause to be established a Public Fund named the *Tasmanian Regional Arts Donation Fund*, for the purpose of receiving donations and gifts for the principle purpose of the organisation.

12.9.2 Gift and donations made to the Public Fund may only be used for the principle purpose of the organisation.

12.9.3 The Committee shall cause to be opened a separate banking account for the Public Fund, in the name of Tasmanian Regional Arts Donation Fund:

- a) to receive gift or property for the organisation's principle purpose;
- b) to which money received because of such gifts (including interest accrued thereon) is to be credited; and
- c) that does not receive any other money or property.

12.9.4 The Public Fund, *Tasmanian Regional Arts Donation Fund*, shall be managed by a sub committee of three people appointed by the Tasmanian Regional Arts State Executive Committee.

## 13 WINDING UP

13.1 In the event of winding up:

- a) every Member of the Association, and
- b) every person who was a Member within one year prior to the commencement of the winding up,
- c) is liable to contribute to the assets of the Association a sum not exceeding \$1.00.

13.2 If in the event of winding up there remains, after the satisfaction of all debts and liabilities and property whatever the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of clause 13.1 hereof, such institution or institutions to be determined by the members of the Association at or before the time of dissolution and in default thereof by a Judge of the Supreme Court of Tasmania and if and so far as effect cannot be given to the aforesaid provision, then to some charitable object.

13.3 If upon winding up or dissolution of the gift fund, there remains after satisfaction of all its debt and liabilities, any property, the property shall not be paid to or distributed among its members, but shall be given or transferred to some other fund, and whose rules shall prohibit the distribution of its or their income among its or their members. Such funds or organisations must be eligible for tax deductibility of donations under Subdivision 30-B, section 30-100, of the *Income Tax Assessment Act 1997* and listed on the Register of Cultural Organisations maintained under the act.

13.3 In the event of the winding up of a Local Arts Branch, the Association must abide by the relevant bylaws relating to distribution of remaining funds or resources.

## 14 DISPUTES

14.1 A dispute between a Member of the Association and the Association shall be determined by arbitration in accordance with the *Commercial Arbitration Act (Tas.) 1986*.

14.2 Nothing in this rule affects the operation of or effect of Rule 7.5.3

## 15 REVISIONS

15.1 The Association may from time to time revise these Rules by two thirds majority decision of members attending at an Annual General Meeting. Prior notice of 30 days of any revision motion shall be given to all members in writing.



## TASMANIAN REGIONAL ARTS ASSOCIATION BYLAWS

### The Following bylaws of the Association shall be applied within the Association:

1. **Compliance with contractual obligations:** The Association will comply with all contractual and statutory obligations applicable in the state of Tasmania to its day to day operations. Where any contractual commitments implied or proposed may conflict with the Associations objects and constitutional arrangements, the Association's constitutional objects and bylaws take precedence.
2. **Membership:** The Committee shall make and periodically review classes of membership for the Association.
3. **Membership Categories:** The Association shall offer the following categories of membership:
  - a. **Individual Membership:** Individuals and Families may join Local Arts Branches on payment of the branch fee, as set by the Branch.
  - b. **Affiliate Individuals Membership:** Individuals and families may join the Association directly where a Local Arts Branch does not exist in their area. Individuals and families should forward their details and payment to the Association Head Office.
  - c. **Affiliate Organisation Membership:** Regional community based, non profit arts organisations may join the Association directly. Membership is by invitation as endorsed by the Committee. These organisations are strongly encouraged to partner with their Local Arts Branches, where possible, to ensure collaborative and consistent approaches to regional arts and cultural practice.
  - d. **Honorary Life and Additional Membership:** Branches may recommend to the Committee that a member be considered for Life Membership. If the Committee agrees, such Life Membership will be presented to the Association either at an Annual General or other Special or General Meeting.
  - e. **Corporate Membership:** Businesses and for profit corporates can join the Association for an annual fee of \$150 paid direct to the Association Head Office.
  - f. **Free Youth Membership:** The Association shall offer students under the age of 30 an initial FREE one off 12 month branch membership.
4. **Membership Costs:** Costs of membership fees are to be determined by the Committee and are to be reviewed on an annual basis prior to the Annual general meeting. Changes to memberships classes will be communicated to the membership prior to any changes
5. **Annual fees payable to the Association by Local Arts Branches:**
  - a. **Branch Association Fees:** An annual Association fee of **\$35.00** is paid by each Branch to the TRA Head Office per calendar year. This fee needs to be paid by March each year to ensure insurance stays current.
  - b. **Branch Membership Fees:** Branches set their own membership fees. Membership is available to individuals and families. The Branch pays an administration and insurance levy of **\$6** for each single membership and **\$12** for each family membership to the Association which is payable once per member per calendar year. Branches collect memberships between January and March to maximise length of membership although they can be collected at any time. Membership status is recorded through the use of Association receipt books.
6. **Affiliate Membership Fees:**
  - a. The annual affiliate individual fee shall be **\$10.00**. The annual affiliate family fee shall be **\$20.00**.
  - b. An annual fee of **\$50.00** applies to affiliate organisations.
  - c. Businesses and for profit corporate memberships pay an annual fee of **\$150** to the Association Head Office.
  - d. Free initial Local Arts Branch Youth Memberships for twelve months and Honorary Memberships carry no charge.

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7. **Membership Benefits:** Benefits applied to each category of membership are as follows:

**Branch Association & Individual Membership Fees (\$35 plus \$6/\$12 per member\*):**

- ▶ You become part of an extensive arts network across Australia
- ▶ Support through advice, information, resources
- ▶ Newsletter and free occasional publications and annual report
- ▶ Opportunities to take part in TRA projects
- ▶ Participation in regional touring circuits
- ▶ Access to the expertise of TRA staff
- ▶ Training and networking opportunities
- ▶ Public Liability Insurance cover (projects/ places) for TRA branch and agreed affiliate projects
- ▶ Volunteers Insurance (like workers comp) for TRA branch projects
- ▶ Subsidised attendance at TRA and Regional Arts Australia conferences and training
- ▶ The opportunity to contribute to regional arts policy in Australia
- ▶ Support and advice from your Regional Arts Development Officer to develop and maintain arts and cultural programs in your community
- ▶ As an incorporated body, TRA can auspice grants on behalf of their members/branches

**Free Youth Membership for 12 Months and Honorary Memberships:**

- ▶ As above

**Affiliate Organisational Fee (\$50):**

- ▶ As above except for:
- ▶ Not eligible for volunteers insurance
- ▶ Only available by application and negotiation on a yearly basis
- ▶ Members and staff (unless signed up as an individual member of TRA) do not receive subsidies for conferences, training and the performing arts touring program

**Affiliate Individual Membership Fee (\$10 or \$20/Family):**

- ▶ Newsletter and free occasional publications
- ▶ Can sit on TRA branch and SEC committees
- ▶ Access to TRA staff and support services
- ▶ Access to TRA touring exhibitions and discounts to attend the performing arts programs
- ▶ Access to auspicings arrangements for funding
- ▶ Volunteer insurance cover when assisting TRA events and projects
- ▶ Public liability cover for projects undertaken by the local branch and for TRA branch and agreed affiliate projects
- ▶ Professional development and training opportunities
- ▶ Invitations to attend forums and state conferences

**Corporate Membership Fee (\$150):**

- ▶ Ten free individual memberships for staff/directors
- ▶ Newsletter and occasional publications
- ▶ Tax deductibility for payments and donations
- ▶ Can sit on TRA SEC and other TRA sub committees
- ▶ Access to potential audiences and markets for products and services through the TRA network
- ▶ Access to TRA touring programs
- ▶ Professional development and training opportunities
- ▶ Advice and guidance on a range of policy and business directions on relevant arts and cultural development matters
- ▶ Potential exposure from marketing and co-branding of partnership arrangements
- ▶ Funding and sponsorship opportunities
- ▶ Attendance/involvement in regional forums and state conferences

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8. **Transfer of Membership:** The Association will review any change of membership status once notified by the member of the change. The member will be notified within one month of the Committee considering and recommending any changes to membership status.
9. **Mutual Membership Recognition:** The Association agrees to recognise the memberships of other State and Territory based Arts Councils and Regional Arts bodies to the extent of offering discount ticketing and event entrance costs at TRA sponsored and promoted events.
10. **Location of Annual General and Committee Meetings:** The Association will endeavour to hold its annual general meetings and the ongoing Committee meetings in each of the three regions in rotation. Where this is not possible the Association shall endeavour to hold its meetings in a location central to all attendees.
11. **Required Branch Reporting – Annual:**
  - a) The Association shall compile all reporting to relevant funding authorities and sponsors where the Association has secured and expended funds for projects and programs managed by the Association.
  - b) The Local Arts Branch shall assist the Association to complete all required statistical and qualitative reporting through the provision of reports and supporting documentation of local arts activities undertaken by the Branch by no later than February of each year. The Association shall assist the Branch to complete this requirement through the provision of appropriate reporting proforma and systems.
  - c) The Local Arts Branch shall inform the Association of any changes to its executive committee within one month of any annual general meeting or changeover of committee personnel.
  - d) Where the Local Arts Branch independently secures funds to support project activity, the Local Arts Branch must ensure that all reporting and acquittal requirements of this funded activity are completed to the best of the Local Arts Branches ability. Where Association staff support is required to complete any reporting or acquittal activity, then the Association may consider charging for required services (such a decision to be made on a case by case basis)
12. **Branch Manual:** The Association shall operate to the policies and processes outlined within the Association's Branch Manual. The Association will provide updated version of the branch Manual annually to its Local Arts Branches and provide replacement copies through both hard copy and on line options.
13. **Communications to members:** The Association shall endeavour to provide all members with access to relevant and updated information on matters and opportunities relevant to the Association membership commensurate with available resources.
14. **Privacy:** The Association respects the rights to privacy and will maintain policies and systems to protect any private information from intentional or unintentional misuse.
15. **Auspecting arrangements:** The Association shall offer to provide auspecting services to its Local Arts Branches and other TRA members. The Association will charge auspecting fees of up to 10% of the total grant fund for this service pending negotiation with the grant applicant/recipient. The Association requires all grant applicants to factor auspecting fees into any application for funds.
16. **Branch recess and/or closure requirements and procedures:** Where the viability of a Local Arts Branch of the Association is in doubt:
  - a) The Association shall contact the Local Arts Branch to ascertain if the Branch can be reformed or reinvigorated as the first course of action.
  - b) Where this is not possible, the relevant TRA staff member advises the Committee and recommends Branch closure. The Committee votes to close the Branch and the Associations Executive Officer writes to those remaining members advising of the Committee's decision.

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- c) Where a local Arts Council Branch is placed in recess, the Association shall receive all remaining records, funds and locally owned assets from the Branch in recess within one month of closure. The Association shall then reallocate these resources through the Executive Officer to other Local Arts Council Branches or other activities that advance the objects of the Association.
17. **Risk Management:** The Association shall provide advice and support commensurate with available resources to assist Local Arts Branches to identify and minimise risk associated with Branch and Association activities.
18. **Dispute resolution:** The Association shall provide suitable advice and support commensurate with available resources to its membership for the purposes of resolving disputes of a local or minor nature.
19. Where such disputes are of a more serious nature, the Association through its Committee will seek relevant legal advice prior to any public statement or course of action.
20. Where existing Association staff are unable to assist Association members to resolve any dispute, the Association shall locate and provide external mediators. Costs of provision of any external mediation are to be agreed to and borne by the relevant parties and not the Association.
21. **Recruitment and Staff Employment:** The Association shall at all times operate all employment arrangements for permanent, casual or contract staff in line with agreed industrial relations practices and industry relevant rates of pay, terms and conditions. The Association shall make use of alternative and complementary employment awards and conditions where none exist.
22. **Volunteer Support:** The Association shall maintain and regularly review its policies in regards to supporting volunteers. The Associations support will include (but is not limited to):
- ▶ Training opportunities and professional development;
  - ▶ Recognition of volunteer achievements;
  - ▶ Assistance in work placement;
  - ▶ Promoting participation for specific target equity groups;
  - ▶ Promotion of Volunteer contributions.