

Suggested Rule Changes

- Renaming of Managing Committee to **Organising Team** (“The Team”).
 - Suggested new and renamed titles:
 - President = *stays*
 - Secretary > **General Secretary**
 - Treasurer > **Financial Officer**
 - Events Coordinator > **new position**
 - Committee Member > **Team Member**
 - Special Events Coordinator > **new position**
 - Teacher > **Team Member**
 - Job descriptions should be updated to better reflect greater number of people on the Team.
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4. **Organising Team**

4.1. The Society shall have an organising team (“the Team”), comprising of the following persons:

- (a) The President;
- (b) The General Secretary;
- (c) The Financial Officer;
- (d) Such other Members as the Society shall decide.

6. **Roles of Team Members**

6.1. The President is responsible for:

- (a) Ensuring that the Rules are followed;
- (b) Receiving and replying to correspondence with external parties;
- (c) Chairing Meetings, deciding who may speak and when;
- (d) Overseeing the operation of the Society;
- (e) Providing a report on the operations of the Society at each Annual General Meeting.
- (f) Forwarding the annual financial statements for the Society to the Registrar of Incorporated Societies upon their approval by the Members at an Annual General Meeting;
- (g) Advising the Registrar of Incorporated Societies of any rule changes.

6.2. The General Secretary is responsible for:

- (a) Convening Meetings and establishing whether or not a quorum (half of the Committee) is present;
- (b) Recording the minutes of Meetings;
- (c) Keeping the Register of Members;
- (d) Holding the Society's records, documents, and books except those required for the Treasurer's function;

6.3. Financial Officer is responsible for:

- (a) Keeping proper accounting records of the Society's financial transactions to allow the Society's financial position to be readily ascertained;

- (b) Preparing annual financial statements for presentation at each Annual General Meeting. These statements should be prepared in accordance with the Society's accounting policies;
- (c) Providing a financial report at each Annual General Meeting;
- (d) Providing financial information to the Committee as the Committee determines.

10. Admission of Members

10.1. The applicant must supply in writing his/her name, postal address, email and any other details that might be required, to the General Secretary.

11. The Register of Members

11.1. The General Secretary shall keep a register of Members ("the Register"), which shall contain the names and the postal addresses of all Members, and the dates at which they became Members.

11.2. If a Member's contact details change, that Member shall give the new postal address to the Secretary.

It was also decided to delete part 5.2. from the general rules of the Society