



**CONSTITUTION**

**OF**

**THE LYREBIRD AWARDS**

**INCORPORATED**

**Aims and Purpose**

**Mission statement**

**“Fostering the spirit of entertainment”**

**Key Values**

**Celebration of theatrical artistic endeavour**

**Recognition of artistic merit in theatre**

**Encouraging participation in the outer-eastern metropolitan region**

**Encouraging new talent of all ages**

**Sustaining ethical standards**

**Maintaining fair standards**

**Associations Incorporation Act 1981**  
**Schedule 3**

**RULES FOR**  
**THE LYREBIRD AWARDS INCORPORATED**

**ISSUE 2, 09/05/2018**

1.

- (a) The name of the incorporated association is “**The Lyrebird Awards Incorporated**”. (here-after called “The Lyrebirds”)
- (b) The Public Officer shall be the Correspondence Secretary.
- (c) The Secretary shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of each member. The register shall be available for inspection by members at the address of the Secretary.
- (d) Membership is open to individuals and theatrical companies who support the aims and purpose of The Lyrebirds and meet the following criteria.

**Company Eligibility**

- Open to non-professional theatre groups as limited by the boundary map.
- A “venue” cannot apply for judging.

**New Membership**

- Expressions of interest from new companies/individuals/associate members will be considered by The Lyrebirds.
- On approval, an acceptance letter will be sent with instructions on how to submit registration and judging application forms through The Lyrebirds website.
- On receipt of monies due, the Handbook will be presented to the company representative/ individual/ associate member and membership/judging will commence

**Company Membership Conditions**

- Financial by the March meeting unless new or rejoining after a break
- A company representative is welcome to attend all committee meetings, however it is compulsory for each Adult company to have a representative at the Annual General Meeting. (here-after called “The A.G.M.”)
- Representatives should keep charge of the Handbook
- It is expected that Representatives will pass all relevant information on to their Committees, etc.
- Provide two free tickets per Judge per production being judged
- Programs for each show judged must be supplied to all Judges on the night of their attendance and an extra copy must also be given when one Judge requests it, for use by The Lyrebird Awards Correspondence Secretary
- Queries or changes re Productions are to be directed to the Judging Coordinator, NOT the Judges
- Companies will have to nominate and notify the Awards Night Director as to who will be accepting awards if the winner is not in attendance
- If there is Double Casting, the Company must specifically request double judging and agree to provide two extra tickets per Judge

- (e) The Membership/Registration and Judging fees shall be laid down by The A.G.M.

2.

- (a) The Lyrebird Awards shall be made up of a Representative from all financial members and will be overseen by an elected Executive Panel (here-after called “The Executive”) which may be up to 7 members with a quorum of 5 or 51% of the Executive (whichever is greater), to be elected at The A.G.M.

The Executive will consist of:

- a President
- a Vice President
- a Treasurer
- a Correspondence Secretary
- a Minutes Secretary
- at least two general members

Companies must provide a representative on The Executive on a rotational basis

Any member may nominate a candidate and that nomination must be seconded by another member. If there is only one nomination then that member is automatically elected and appointed. If more than one is nominated the position is decided by a simple show of hands, i.e. most votes is appointed. This procedure is held for all positions.

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- 2.
- (b) All Executive members are to retire each year at The A.G.M. but are eligible for re-election, with the exception of the President who shall serve a two- year term.
- (c) **Vacancy on The Executive**
- The office of an officer of The Executive becomes vacant if the member:
    - ceases to be a member of The Lyrebird Awards; or
    - resigns his office by notice in writing given to the Correspondence Secretary
  - Should a vacancy arise prior to the next A.G.M., the position is to be filled by resolution of a Special General Meeting.
- 3.
- A member must serve at least twelve months on The Lyrebirds before becoming eligible for election as President or Vice President.
- (a) The A.G.M. shall be held in the month of March and all adult companies are required to send a representative.
- (b) The quorum for the A.G.M. and all general meetings shall be two thirds of membership.  
Members will not be entitled to appoint another member as proxy.
- (c) An amendment to this Constitution or the statement of purposes can be made only at an A.G.M of The Lyrebird Awards.
- (d) Only financial members have voting rights.
- 4.
- (a) Full Committee meetings to be held in January, March, May (AGM), September and November, unless otherwise required.  
The Executive will meet as required.
- (b) Notice of General meeting will be given in minutes of previous meeting and mailed to all Representatives at least 14 days prior to meeting.
- 5.
- The Executive has the duty to make decisions as listed in the Handbook of The Lyrebird Awards.  
Any other decisions of the Executive shall be ratified by the next regular meeting or referred to a Special General Meeting.
- 6.
- The financial year shall be from the 1<sup>st</sup> January to 31<sup>st</sup> December each year.
- 7.
- All persons who attend the A.G.M. will receive a financial statement.
- 8.
- An Auditor shall be appointed at the A.G.M..
- 9.
- (a) The common seal of the Lyrebird Awards shall be kept in the custody of the Correspondence Secretary.
- (b) The common seal shall not be affixed to any instrument except by the authority of The Lyrebirds and affixing of the common seal shall be attested by the signatures any two of the Correspondence Secretary, President and Treasurer.
- 10.
- All books and documents shall be under the control of the Correspondence Secretary.
- 11.
- All books and documents are available for inspection by any member but subject to the convenience of the Correspondence Secretary.

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12. Any amendment to the Constitution is effective from the date of acceptance.
13. **Funds**
- (a) The funds of The Lyrebirds are to be managed by The Executive in the most beneficial way for The Lyrebird Awards.
- (b) The funds of The Lyrebird Awards shall be derived from membership fees, judging fees, ticket sales, donations, sponsorship and such other sources as The Lyrebirds determine.
- (c) The assets and income of The Lyrebird Awards shall be applied solely in furtherance of its aims and no portion shall be distributed directly or indirectly to the members of the organisation except as bone fide compensation for services rendered or expenses incurred on behalf of the organisation.
- (d) All cheques drawn on The Lyrebird Awards account shall be signed by any two of the President, Secretary and Treasurer
14. Should any emergency arise, the President shall convene a meeting of the Executive to deal with the same.
15. That in the event of The Lyrebird Awards folding, all assets to be sold, and after all outstanding accounts have been paid, the balance is to be donated to a local charity.
16. **Disputes and mediation**
- (a) The grievance procedure set out in this rule applies to disputes under these Rules between –
- (1) a member and another member; or (2) a member and The Lyrebird Awards.
- (b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.
- (c) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days hold a meeting in the presence of a mediator.
- (d) The mediator must be –
- (1) a person chosen by agreement between the parties; or (2) in the absence of agreement –
- (1) in the case of a dispute between a member and another member, a person appointed by the Executive of The Lyrebird Awards; or
- (2) in the case of a dispute between a member and the Lyrebird Awards, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (e) A member of The Lyrebird Awards can be a mediator.
- (f) The mediator cannot be a member who is party to the dispute.
- (g) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (h) The mediator, in conducting the mediation, must –
- (1) give the parties to the mediation process every opportunity to be heard;
- (2) allow due consideration by all parties of any written statement submitted by any party; and
- (3) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process
- (i) The mediator must not determine the dispute.
- (j) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act otherwise at law.