

(g) As soon as is practicable after the receipt of a nomination, the Secretary shall refer the nomination to the committee.

(h) Upon a nomination being referred to the Committee, the Committee shall determine whether to approve or reject the nomination.

(i) Upon a nomination being approved by the Committee, the Secretary shall, with as little delay as possible, notify the nominee in writing that they are approved for membership of the Association, and request payment, within the period of 28 days after receipt of the notification, of the sum payable under these rules as the entrance fee and the first year's annual subscription.

(j) The Secretary shall, upon payment of the amounts referred to in sub-clause (i) within the period referred to in that sub-clause, enter the nominee's name in the register of members and, upon the name being so entered, the nominee becomes a member of the Association.

(k) A right, privilege or obligation of a person by reason of their membership of the association:-

- i. is not transferable to another person;
 - ii. terminates upon the cessation of membership whether by death or resignation or otherwise.
- (l) i. Besides normal membership, junior and family memberships are available.
- ii. Junior members (aged 12 to 15 inclusive) must have a letter of parental consent and have no voting rights. Subscription fee shall be 75% of normal membership fee with full adult joining fee.
- iii. Family memberships shall consist of a minimum of two (2) people and may include any number of children under 16. Fees shall be one and one-half times the normal membership fee. Two (2) badges shall be awarded.
- iv. On annual written application, and subject to the approval of the Committee, holding membership may be taken out for an annual subscription to be decided (presently 50% of normal subscription) such members are not to be deprived of any privileges but an arrangement can be cancelled by the Committee at any time. Any member who has been unfinancial and inactive for up to two (2) years will be charged at this rate per annum for a period of inactivity on written application. Holding members may attend a maximum of three activities per annum.
- v. Honorary life membership may be awarded for exceptional service at the discretion of the Committee.

4. Entrance Fee and Subscription

(a) The entrance fee and subscription will be as decided from time to time by the committee.

(b) The entrance fee includes the cost of the club badge.

5. Register of Members

(a) The Secretary shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member. A member shall be entitled to confirm details of their own entry on the register with the Secretary.

(b) A notice shall be sent to members who are unfinancial requesting payment of subscription.

(c) Any member in default of eight (8) weeks subscription may, at the committee's discretion, have their name struck from the register. However, such name may be

reinstated at the committee's discretion if said subscription is paid before the next subscription is due.

6. Resignation of Members

(a) A member of the Association who has paid all moneys due and payable to the Association may resign from the Association by first giving notice in writing to the Secretary of intention to resign.

(b) Upon receipt of a notice given under sub-clause (a), the Secretary shall make in the register of members an entry recording the date on which the member, by whom the notice was given, ceased to be a member.

7. Expulsion of Members

(a) Subject to these rules, the Committee may, by resolution, expel a member from the Association, if the Committee is of the opinion that the member:-

- i. has refused or neglected to comply with these rules, or
- ii. has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association.

(b) A resolution of the Committee under sub-clause (a):-

- i. does not take effect unless the Committee, at a meeting held not earlier than 14 and not later than 28 days after the service on the member of notice under sub-clause (c), confirms the resolution in accordance with this clause; and
- ii. where the member exercises a right of appeal to the Association under this clause, does not take effect unless the Association confirms the resolution in accordance with this clause.

(c) Where the Committee passes a resolution under sub-clause (a), the Secretary shall, as soon as practicable, cause to be served on the member a notice in writing :-

- i. setting out the resolution of the Committee and the grounds on which it is based;
- ii. stating that the member may address the Committee at a meeting to be held not earlier than 14 and not later than 28 days after service of the notice;
- iii. stating the date, time and place of the meeting;
- iv. informing the member that they may do one or more of the following:-
 - (1) attend that meeting
 - (2) give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution
 - (3) not later than 24 hours before the date of the meeting, lodge with the Secretary a notice to the effect that they wish to appeal to the Association in general meeting against the resolution.

(d) At a meeting of the Committee held in accordance with sub-clause (c) the Committee:-

- i. shall give the member the opportunity to be heard;
- ii. shall give due consideration to any written statement submitted by the member;
- and
- iii. shall by resolution determine whether to confirm or to revoke the resolution.

(e) At the next general meeting of the Association:-

- i. the Committee shall place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
- ii. the member shall be given the opportunity to be heard; and
- iii. the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.

- (f) If at the general meeting:-
 - i. two-thirds of the members present vote in person in favour of the confirmation of the resolution, the resolution is confirmed; and
 - ii in any other case, the resolution is revoked.

8. Annual General Meetings

(a) The Association shall in each calendar year convene an annual general meeting of its members.

(b) The annual general meeting shall be held on such day as the Committee determines, in the month of March.

(c) The annual general meeting shall be specified as such in the notice convening it.

(d) The ordinary business of the general meeting shall be:-

- i. to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
- ii. to receive from the Committee reports upon the transactions of the Association during the last preceding financial year;
- iii. to elect the officers of the Association and the ordinary members of the Committee;
- iv. to receive and consider the statement submitted by the Association in accordance with Section 30 (3) of the Act;
- v. to elect a social secretary who must be a financial member but not necessarily active;
- vi. to elect an auditor, who may or may not be a member of the Association, to audit the books for the Club for the coming year. The auditor cannot be a member of the Committee.

(e) The annual general meeting may transact special business of which notice has been given in accordance with these rules.

(f) The annual general meeting shall be in addition to any other general meetings that may be held in the same year.

9. General Meetings

General meetings other than the annual general meeting shall be held in June and September in each year.

10. Extraordinary General Meetings

(a) The Committee shall, on the requisition in writing of ten (10) members, convene an extraordinary general meeting of the Association.

(b) The requisition for an extraordinary general meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the requisition.

(c) If the Committee does not cause an extraordinary general meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary,

the members making the requisition, or any of them, may convene an extraordinary general meeting to be held not later than three months after that date.

(d) An extraordinary general meeting convened by members in pursuance of these rules shall be convened in the same manner, as nearly as possible, as that in which those meetings are convened by the Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the person incurring the expenses.

11. General Meetings Notice

(a) Notice of meetings shall be by Club Newsletter. At least seven (7) days notice shall be given to members.

(b) A member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next general meeting after the receipt of the notice.

(c) Business other than that set out in the notice convening the meeting may be transacted at the meeting.

12. Procedure

(a) All business that is transacted at a general meeting and all business that is transacted at the annual general meeting, with the exception of that specially referred to in these rules as being the ordinary business of the annual general meeting, shall be deemed to be special business.

(b) No item of business shall be transacted at a general meeting, unless a quorum of members entitled under these rules to vote, is present during the time when the meeting is considering that item.

(c) The quorum for all general meetings will be a minimum of twenty (20) members or 20% of members, whichever is the least (being members entitled under these rules to vote at a general meeting) for the transaction of the business of the general meeting.

(d) If, within half an hour of the appointed time for the commencement of a general meeting, a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved and in any other case, shall stand adjourned to a time to be decided (not to exceed 1 month from the time of the original meeting) and (unless another place is specified by the Chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and if within half an hour after the time appointed for the commencement of the meeting, a quorum is still not present, the members present (being not less than 10%) shall be a quorum.

13. Chairman

(a) The President, or in their absence, the Vice-President shall preside as Chairman at each general meeting of the Association.

(b) If the President and the Vice-President are absent from a general meeting, the members present shall elect one of their number to preside as Chairman at the meeting.

14. Voting

A question arising at a general meeting of the Association shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on show of hands, been carried or carried unanimously or carried by a particular majority or lost, and entry to that effect in the Minute Book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

(a) Upon any question arising at a general meeting of the Association, a member has only one vote.

(b) All votes shall be given personally or by proxy.

(c) In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a casting vote.

(d) If, at a meeting, a poll on any question is demanded by not less than three (3) members, it shall be taken at that meeting in such a manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

(e) A poll that is demanded on the election of a Chairman, or on a question of adjournment, shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time, before the close of the meeting, as the Chairman may direct.

(f) Members are not entitled to vote at any general meeting unless they are active and all moneys due and payable by them to the Association have been paid (other than the amount of the annual subscription payable in respect of the current financial year.).

15. Proxies

(a) Each member shall be entitled to appoint another member as their proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

(b) The notice appointing the proxy shall be in the appropriate proxy form.

16. Committee - Powers

(a) The affairs of the Association shall be managed by the Committee of Management constituted as provided in Rule 17.

(b) The Committee:-

- i. shall control and manage the business and affairs of the Association;
- ii. may, subject to these rules, the Regulations and the Act, exercise all such powers and functions as may be exercised by the Association, other than those powers and functions that are required by these rules to be exercised by general meetings of the members of the Association; and
- iii. subject to these rules, the regulations and the Act, has power to perform all business that appears to the Committee to be essential for the proper management of the business and affairs of the Association.

17. Committee of Management

- (a) The officers of the Association shall be:
 - i. a President;
 - ii. a Vice-President;
 - iii. a Treasurer;
 - iv. a Secretary and Assistant Secretary (Minute secretary);
 - v. a Program Coordinator.

- (b) Subject to Section 23 of the Act, the Committee shall consist of:-
 - i. the officers of the Association; and
 - ii three (3) ordinary members; each of whom shall be elected at the annual general meeting of the Association in each year.

- (c) Each officer of the Association and each ordinary member of the Committee shall, subject to these rules, hold office until the annual general meeting next after the date of their election but are eligible for re-election.

- (d) In the event of a casual vacancy in any office referred to in sub-clause (a), the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of their appointment.

- (e) In the event of a casual vacancy occurring in the office of an ordinary member of the Committee, the Committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of their appointment.

- (f) The provisions of Rule 18, so far as they are applicable, and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-clause (a).

18. Election of Committee Members

- (a) Nomination of candidates for election as officers of the Association or as ordinary members of the Committee shall be made in person by two members of the Association at the Annual General Meeting. Nomination may be declined by the nominee.

- (b) If the number of nominations received is equal to the number of vacancies to be filled, the person nominated shall be deemed to be elected.

- (c) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.

- (d) The ballot for the election of officers and ordinary members of the Committee shall be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.

- (e) A non-active member may not be voted into office except as listed.

19. Grounds for Termination of Office

For the purpose of these rules, the office of an officer of the Association or of an ordinary member of the Committee becomes vacant if the officer or member:-

- i. ceases to be a member of the Association;
- ii. becomes an insolvent under administration within the meaning of the Companies (Victoria) code; or
- iii. resigns their office by notice in writing given to the Secretary.
- iv. is absent from 3 consecutive committee meetings without reasonable excuse.

20. Quorum and Procedure at Committee Meetings

(a) The Committee shall meet at least 3 times in each year at such place and such times as the Committee may determine.

(b) Special meetings of the Committee may be convened by the President or by any 4 of the members of the Committee.

(c) At least seven (7) days notice shall be given to each Committee member when Committee meetings are determined. When a special meeting is called the nature of the business must be stated.

(d) Any 5 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.

(e) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place (or other place as specified by the chairman) and at the same hour of the day in the following week unless the meeting was a special meeting in which case it lapses.

(f) At meetings of the Committee:-

- i. the President or in their absence the Vice-President shall preside; or
- ii. if the President and the Vice-President are absent, such one of the remaining members of the Committee, as may be chosen by the members present, shall preside.

(g) Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands, or if demanded by the member, by a poll taken in such a manner as the person presiding at the meeting may determine.

(h) Each member (except for the Chairman), present at a meeting of the Committee, or of any sub-committee appointed by the Committee is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a casting vote.

21. Minutes

The Assistant Secretary of the Association shall keep minutes of the resolutions and proceedings of each general meeting and each Committee meeting in books provided for that purpose, together with a record of the names of persons present at Committee meetings.

22. Treasurer

(a) The Treasurer of the Association:-

- i. shall collect and receive all moneys due to the Association and make all payments authorised by the Association; and
- ii. shall keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

(b) The accounts and books referred to in sub-clause (a) shall be available for inspection by members.

23. Removal of Committee Members

(a) The Association in general meeting may, by resolution, remove any member of the Committee before the expiration of their term of office and appoint another member to hold office until the expiration of the term of the first-mentioned member.

(b) Where the member to whom a proposed resolution, referred to in sub-clause (a), makes representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and requests that they be notified to the members of the Association, the Secretary or President may send a copy of the representations to each member of the Association. If they are not sent, the member may require that they be read out at the meeting.

24. Signing of Negotiable Instruments

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two of the following three:-

President, Vice President and Treasurer of the Association.

25. Common Seal

(a) The Common Seal of the Association shall be kept in the custody of the Secretary.

(b) The Common Seal shall not be affixed to any instrument, except by the authority of the Committee, and the affixing of the Common Seal shall be attested by the signatures either of two members of the Committee or of one member of the Committee and the Public Officer of the Association.

26. Alterations of Statements of Purposes and Rules

(a) These rules and the statement of purposes of the Association shall not be altered except in accordance with the Act (i.e. by vote of at least 75% of members present at a meeting).

(b) To comply with the Act (i.e. Associations Incorporation Act) no alterations shall be made to the constitution and rules of this club except by special resolution.

(c) For the purposes of the Act, a resolution of this Club is a special resolution if it is passed by a majority of not less than 75% of such members of the Club as being entitled under the rules of the Club so to do, vote in person, or, by proxy at a general meeting. Notice specifying the intention to propose the resolution as a special resolution must have been given in accordance with the rules of the Club.

(d) Any proposed alteration to the constitution is to be submitted to a general meeting as such and voted on at the following general meeting, the members being notified in writing or in a club newsletter during the intervening period.

27. Service of Notices

(a) A notice may be served by, or on behalf of, the Association upon any member either personally or by sending it by post to the member at the address shown in the Register of Members.

(b) Where a document is properly addressed prepaid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

28. Winding Up

In the event of the winding up or the cancellation of the incorporation of the Association, after satisfaction of all its debts and liabilities, any property or assets shall be transferred or given to another Association having similar objects of the Association and which shall prohibit the distribution of its income and property amongst its members to an extent at least as great as is imposed on the Association. Such organization to be determined by the members of the Association at or before the time of dissolution and in default thereof by such judge of the Supreme Court of Victoria as may have, or acquire, jurisdiction in the matter.

29. Custody of Books and Documents

Except as otherwise provided in these rules, the Secretary shall keep in their custody or under their control all books, documents and securities of the Association.

30. Source of Funds

(a) The funds of the Association shall be derived from the entrance fees, annual subscriptions, donations and other such sources as the committee determines.

(b) The income and property of the Association whensoever derived, shall be applied solely towards the promotion of the objects of the Association, and no portion thereof shall be paid or transferred directly or indirectly, by way of dividends, bonus or otherwise howsoever by way of profit or gain to the individual members of the Association. Provided that nothing herein shall prevent the payment, in good faith, of reasonable and proper remunerations to any officer, servant or member of the Association in return for services actually rendered to the Association nor prevent the payment for out of pocket expenses, interests on money lent or reasonable and proper rent for premises demised or let by an officer, servant or member of the Association.

31. General

(a) Visitors may be elected as honorary members by the Committee with a time limit stipulated.

(b) Visitors fees can be charged on activities if so decided by the Committee.

(c) Advance payments can be charged on activities as recommended by the Committee. Refunds of advance payments to defaulters shall be at the discretion of the Committee.

- (d) Trips may be subsidised to a maximum amount as agreed to at a Committee meeting but only from revenue from previous trips.
- (e) All correspondence shall be addressed to the Secretary.
- (f) Members must notify the Secretary immediately on change of address.
- (g) No member shall use the Club name on non-official trips, letters or other business matters unless permission has been obtained from the Committee.
- (h) Flora and fauna must be protected at all times.
- (i) Firearms are prohibited on all activities.
- (j) There shall be no official presentations (excluding presentations of badges and life memberships).
- (k) Members shall recognize and respect the position of responsibility and authority held by leaders of activities. Leaders are hereby given power to:-
 - i. Refuse to allow any person, considered physically or otherwise unfit, to participate in an activity.
 - ii. Reprimand/ counsel any member or visitor known to have caused serious annoyance to any other member or visitor of the Club.
 - iii. Ensure that all members or visitors leave campsites clean and tidy and that all campfires are extinguished before leaving.

APPENDIX
Section 8 of “Model Rules for an Incorporated Association”
Associations Incorporations Act (1981)
Consumer Affairs Victoria.
(Appended January 2003)

8. *Disputes and mediation*

(1) The grievance procedure set out in this rule applies to disputes under these Rules between--

- (a) a member and another member; or
- (b) a member and the Association.

(2) 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 of the parties.

(3) 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.

(4) The mediator must be--

(a) a person chosen by agreement between the parties; or

(b) in the absence of agreement--

(i) in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or

(ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

(5) A member of the Association can be a mediator.

(6) The mediator cannot be a member who is a party to the dispute.

(7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation. (8) The mediator, in conducting the mediation, must--

(a) give the parties to the mediation process every opportunity to be heard; and

(b) allow due consideration by all parties of any written statement submitted by any party; and

(c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

(9) The mediator must not determine the dispute.

(10) 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 or otherwise at law.

END of Section 8.