

Constitution of Mornington Youth Club Incorporated Association

TABLE OF PROVISIONS

<i>Regulation</i>	<i>Page</i>
PART 1—PRELIMINARY	3
1 Name	3
2 Purposes	3
3 Financial year	3
4 Definitions	4
5 Interpretation In this Constitution	4
PART 2—POWERS OF ASSOCIATION	5
6 Powers of Association	5
7 Not for profit organisation	5
PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES	5
Division 1—Membership	5
8 Minimum number of members	5
9 Who is eligible to be a member	5
10 Application for membership	6
11 Life Members	7
12 Honorary Members	7
13 Consideration of application of Honorary	7
14 New membership	8
15 Annual subscription and fee on joining	8
16 General rights of members	8
17 Associate members	9
18 Rights not transferable	9
19 Ceasing membership	9
20 Resigning as a member	9
21 Register of members	10
22 Forfeiture of Rights	10
Division 2—Disciplinary action	10
23 Grounds for taking disciplinary action	10
24 Disciplinary subcommittee	10
25 Notice to member	11
26 Decision of subcommittee	11
27 Appeal rights	11
28 Conduct of disciplinary appeal meeting	12
Division 3—Grievance procedure	12
29 Application	12
30 Parties must attempt to resolve the dispute	12
31 Appointment of mediator	12
32 Mediation process	13
33 Failure to resolve dispute by mediation	13
PART 4—GENERAL MEETINGS OF THE ASSOCIATION	13
34 Annual general meetings	13
35 Special general meetings	14
36 Special general meeting held at request of members	14
37 Notice of general meetings	14
38 Proxies	15
39 Use of technology	15
40 Quorum at general meetings	15
41 Adjournment of general meeting	16
42 Voting at general meeting	16
43 Special resolutions	16
44 Determining whether resolution carried	16
45 Minutes of general meeting	17
PART 5—COMMITTEE	17

Division 1—Powers of Committee	17
46 Role and powers	17
47 Delegation	17
Division 2—Composition of Committee and duties of members	17
48 Composition of Committee	17
49 General Duties	18
50 President and Vice-President	18
51 Secretary	18
52 Treasurer	19
53 Child Safety Officer	19
Division 3—Election of Committee members and tenure of office	19
54 Who is eligible to be a Committee member	19
55 Positions to be declared vacant	19
56 Nominations	20
57 Election of Committee Members.	20
58 Election of ordinary members	20
59 Ballot	20
60 Term of office	21
61 Vacation of office	21
62 Filling casual vacancies	22
Division 4—Meetings of Committee	22
63 Meetings of Committee	22
64 Notice of meetings	22
65 Urgent meetings	22
66 Procedure and order of business	22
67 Use of technology	23
68 Quorum	23
69 Voting	23
70 Conflict of interest	23
71 Minutes of meeting	24
72 Leave of absence	24
PART 6—FINANCIAL MATTERS	24
73 Source of funds	24
74 Management of funds	24
75 Financial records	24
76 Financial statements	25
PART 7—GENERAL MATTERS	25
77 Common seal	25
78 Registered address	25
79 Notice requirements	25
80 Custody and inspection of books and records	26
81 Winding up and cancellation	26
82 Alteration of Rules	26

Constitution of Mornington Youth Club Incorporated Association

PART 1—PRELIMINARY

1 Name

The name of the incorporated association is “Mornington Youth Club Incorporated” (MYC).

2 Purposes

The Club is established solely for these purposes. The purposes of the association are to:

- (a) conduct, encourage, promote, advance and administer gymnastics throughout local area;
- (b) support our members to achieve their potential and excellence in the areas of gymnastics, sport and fitness;
- (c) act, at all times, on behalf of and in the interest of the Members and Gymnastics;
- (d) affiliate and otherwise liaise with Gymnastics Victoria (including, but not limited to, its Regions and Divisions), Gymnastics Australia and, or FIG (Federation Internationale de Gymnastics) and adopt their rule and policy frameworks to further these purposes;
- (e) abide by, disseminate, enforce and secure uniformity in the application of the rules of gymnastics, as may be determined from time to time by Gymnastics Victoria, Gymnastics Australia and, or FIG and as may be necessary for the management and control of Gymnastics and related activities in Victoria;
- (f) advance the operations and activities of MYC throughout the local area;
- (g) maintain and conduct a sporting and social club and to build, maintain or otherwise provide facilities for the use and recreation of the Members;
- (h) raise and borrow any monies, and to buy, sell or otherwise deal with any real or personal property, required for the purposes of the Club upon such terms and conditions and, or on such securities as may be determined;
- (i) have regard to the public interest in its operations;
- (j) undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these purposes
- (k) act in a professional, respectful manner to all, and to promote and provide a child safe environment and culture especially for our athletes, coaches and community.
- (l) support our athletes, coaches and staff by providing opportunities and training that will improve their development
- (m) facilitate co-operation between members of the Association and external organisations, bodies and individuals associated with our association.

3 Financial year

The financial year of the Association is each period of 12 months ending on March the 31st.

4 Definitions

(1) Definitions. In these Rules:

absolute majority, of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

Chairperson, of a general meeting or committee meeting, means the person chairing the meeting as required under rule 46;

Committee means the Committee having management of the business of the Association;

committee meeting means a meeting of the Committee held in accordance with these rules;

committee member means a member of the Committee elected or appointed under these rules;

disciplinary appeal meeting means a meeting of the members of the Association convened under rule 28;

disciplinary meeting means a meeting of the Committee convened for the purposes of rule 24, 25 and 26;

disciplinary subcommittee means the subcommittee appointed under rule 24;

financial year means the 12 month period specified in rule 3;

general meeting means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

Member means a person recognised as a member of the Association under rules 9 to 12;

Member entitled to vote means a member who under these rules is entitled to vote at a general meeting;

Registrar means the Registrar of Incorporated Associations.

special resolution means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

The Act means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

5 Interpretation

In this Constitution

- (a) a reference to a rule, regulation, schedule or annexure is to a rule, regulation, schedule or annexure of, or made under, this Constitution;
- (b) words importing the singular include the plural and vice versa;
- (c) words importing any gender include the other genders;
- (d) headings are for convenience only and shall not be used for interpretation;
- (e) words or expressions shall be interpreted in accordance with the provisions of the Act as they vary from time to time;
- (f) references to persons include natural persons, corporations and bodies politic, and any legal personal representatives, successors and permitted assigns of that person;
- (g) a reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction); and

- (h) expressions referring to "writing" shall unless the contrary intention appears, be construed as including references to printing, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

PART 2—POWERS OF ASSOCIATION

6 Powers of Association

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting subrule (1), the Association may—
- (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

7 Not for profit organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member:
- (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member—

if this is done in good faith on terms no more favourable than if the member was not a member.

PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1—Membership

8 Minimum number of members

The Association must have at least 10 members.

9 Who is eligible to be a member

- (1) Any person who supports the purposes of the Association is eligible for membership.

Membership of the Mornington Youth Club Inc shall include athletes and participants, employees, administrators, volunteers, coaches, judges, officials and guardians of an athlete or participant whom is under 18. Athletes and participants include persons involved in each of the club's gymnastic disciplines which include, but are not limited to Men's Artistic Gymnastics, Women's Artistic Gymnastics and General Gymnastics.

A person whom wishes to support the Mornington Youth Club Inc but whom does not themselves have a dependent and who is not an employee, administrator, volunteer, coach, judge, participant or official may request in writing to become a member.

- (2) Types of memberships:
 - (a) Non-voting Members, those who shall not have the right to vote at General Meetings:
 - (i) Individual athletes and participants under 18 years of age and
 - (ii) Staff and contracted employees of MYC
 - (b) Voting Members Those who shall have the right to be present, debate and vote at General Meetings:
 - (i) Individuals Participating 18 Years and over whom are not employed by the club;
 - (ii) Parents and Guardians of athletes and participants under 18 years of age;
 - (iii) Individuals over 18 who support MYC and its purpose and apply for membership.
 - (iv) Life Members, who shall have the right to be present, debate and vote at General Meetings;
 - (v) Honorary members, who shall have the right to be present, debate and vote at General or Committee meetings as determined by the Committee from time to time.

10 Application for membership

To be eligible for membership as an Individual Member, the applicant must be a natural person and may:

- (a) Non-voting Members:
 - (i) Be under 18 and participate in either programmes, events or competitions of the Club and have completed and paid for their Gymnastics Victoria annual membership;
 - (ii) Be a member of staff or be engaged in contracted paid work for MYC.
(Members under the age of 18 and staff are not eligible to vote at any type of general meeting.)
- (b) Individual, Participating Voting Members:
Be 18 and over and participate in either programmes, events or competitions of the Club and have completed and paid for their annual membership, and not be a paid employee of the club;
- (c) Individual Non Participating Voting Members:
 - (i) Be Guardians of individual non-voting member(s) such as a parent or legal guardian of a person under the age of 18 who is participating in either programmes, events or competitions of the Club and who has completed and paid annual membership, and met any other criteria set by the Committee from time to time. For the avoidance of doubt, such members must also meet and maintain any criteria set by Gymnastics Victoria from time to time under its constitution; and
 - (ii) A person whom wishes to support the MYC but whom is not themselves or does not have a dependent who is an employee, or participant, may request in writing to become a voting member. Refer to Appendix 1
- (d) Subject to this Constitution or any procedures set by the Committee from time to time, an application for membership as an Individual Non Participating Voting Member must be
 - (i) in writing in the form prescribed by the Committee from time to time; this may include written and or an electronic enrolment form, and or employment forms accompanied by the appropriate fee or fees, if any.

- (iii) a written request lodged with the Committee or its nominee this may include written and or electronic enrolment and or employment forms accompanied by the appropriate fee or fees, if any.

The Committee may, in its discretion, determine whether to approve or decline the application.

- (e) If the Committee does not approve an application for membership, it shall, as soon as practicable, notify the applicant in writing that their application for membership is not approved. The Committee is not required to give reasons for its decision.
- (f) If a person satisfies the criteria set by this rule 10 and the Committee accepts the application for membership, the person shall be deemed an Individual Member, subject always to this Constitution.

11 Life Members

- (a) Life Membership is the highest honour which can be bestowed by the Club for longstanding and valued service to the Club.
- (b) Nominations for Life Membership must be lodged with the Committee or its nominee not less than 14 days prior to the relevant Annual General Meeting. The Committee may recommend to the Annual General Meeting that any natural person who has rendered distinguished service to the Club be appointed as a Life Member.
- (c) A resolution of the Annual General Meeting to confer Life Membership on the recommendation of the Committee must be a Special Resolution.
- (d) At the time of adoption of this Constitution, the Life Members of the Club shall be those persons currently recognised by the Club as Life Members.

12 Honorary Members

- (a) An Individual Member may apply themselves or be nominated by one or more Individual Members for Honorary Membership.
- (b) Such application must be in writing and lodged with the Committee not less than 2 days prior to a Committee meeting containing a summary of the Individual Member's:
 - (i) eligibility for Honorary Membership;
 - (ii) services and contribution to the Club; and
 - (iii) any further information as required by the Committee from time to time.Refer to Appendix 2

- (c) A resolution of the Committee to confer Honorary Membership must be an ordinary resolution.
- (d) An honorary member shall be for a predetermined period as set by the Committee as part of the resolution.

13 Consideration of application of Honorary Members

- (1) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- (2) The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (3) If the Committee rejects the application, it must return any money accompanying the application to the applicant.
- (4) No reason need be given for the rejection of an application.

14 New membership

- (1) An application for membership is approved by the Committee when
 - (a) For a participating member and guardian of a under 18 participating member, the enrolment is approved with any deposits and membership monies paid
 - (b) For staff or employees of MYC, when a contract is signed or employment papers completed.
- (2) A person becomes a member of the Association and, subject to these rules, is entitled to exercise his or her rights of membership from the date, whichever is the later, on which—
 - (a) the Committee approves the person's membership; or
 - (b) the person pays the joining fee.
 - (c) the resolution to accept the membership must be recorded in the minutes of the committee meeting; and as soon as practicable, the name and address of the new member, and the date of becoming a member, in the register of members.

15 Annual subscription and fee on joining

- (1) The committee of management shall set subscription and any other fees and the date for payment for all Members. MYC shall determine:
 - (a) The Annual Subscriptions and any other fees, including class fees, payable by Members or categories of Members to the Club, the benefits which apply, the time for, and manner of payment, shall be determined by the Committee from time to time.
 - (b) The date on which Annual Subscriptions shall fall due shall be determined by the Committee from time to time.
- (3) The Association may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to—
 - (a) the full annual subscription; or
 - (b) a pro rata annual subscription based on the remaining part of the financial year; or
 - (c) a fixed amount determined from time to time by the Association.
- (4) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.
 - (a) The Committee is empowered to prevent any Member whose Annual Subscription or any other fees are in arrears from exercising the whole or any of the rights or privileges of membership of the Club, including but not limited to the right to vote at General Meetings.

16 General rights of Voting members

- (1) A member of the Association who is entitled to vote has the right—
 - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - (b) to submit items of business for consideration at a general meeting; and
 - (c) to attend and be heard at general meetings; and
 - (d) to vote at a general meeting; and

- (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 71; and
 - (f) to inspect the register of members in accordance with the ACT; access may be restricted in certain circumstances.
- (2) A member is entitled to vote if—
- (a) the member is a member other than an associate member or non-voting member; and
 - (b) more than 10 business days have passed since he or she became a member of the Association; and
 - (c) the member's membership rights are not suspended for any reason.

17 Non Voting Members

- (1) Non Voting members of the Association include—
- (a) any members under the age of 18 years,
 - (b) staff or those undertaking contracted paid work; and
 - (c) any other category of member as determined by special resolution at a general meeting.
- (2) An associate member must not vote but may have other rights as determined by the Committee or by resolution at a general meeting.

18 Rights not transferable

The rights of a member are not transferable and end when membership ceases.

19 Ceasing membership

- (1) A person ceases to be a Member on
- (a) resignation,
 - (b) death,
 - (c) the termination of a membership according to this constitution or the Regulations; or
 - (d) that the member no longer meets the requirements of Membership for a period of 3 months, according to this Constitution of the Regulations.
- (2) A person ceases to be a Life or Honorary Member on
- (a) resignation,
 - (b) death,
 - (c) notification in writing to the member, from the Committee of Management that the club revokes the Life or Honorary Membership.

20 Resigning as a member

- (1) Any Member who has paid all monies due and payable to the Club may resign from the MYC by giving notice (consistent with the current fee policy of MYC) in writing to the MYC of such intent to resign. Upon expiration of that period of notice, the Membership shall cease to be a member.

21 Register of members

- (1) The Secretary must ensure the keeping and maintaining of a register of members that includes
 - (a) for each current member
 - (i) the member's name;
 - (ii) the address for notice last given by the member;
 - (iii) the date of becoming a member;
 - (iv) if the member is an associate member, a note to that effect;
 - (v) any other information determined by the Committee; and
 - (b) for each former member, the date of ceasing to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

Note

Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

22 Forfeiture of Rights

A Member who ceases to be a Member for whatever reason, shall forfeiture all right in and claim upon MYC of the Committee of Members for damages or otherwise, or claim upon its property including the Intellectual Property.

Division 2—Disciplinary action

23 Grounds for taking disciplinary action

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (a) has failed to comply with these Rules; or
- (b) refuses to support the purposes of the Association; or
- (c) has engaged in conduct or behaviour unbecoming of a member or prejudicial to the Association or.
- (d) brought themselves, MYC, Gymnastics or another Member into disrepute.

The committee of management may in accordance with the rule 47, establish a disciplinary committee to convene to hear a matter against any Member and to determine what action, if any, to take against the Member.

24 Disciplinary subcommittee

- (1) If the Committee is satisfied that there are sufficient grounds for investigation into taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
 - (a) may be Committee members, members of the Association or anyone else; but

- (b) must not be biased against, or in favour of, the member concerned.

25 Notice to member

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
 - (a) stating that the Association proposes to take disciplinary action against the member; and
 - (b) stating the grounds for the proposed disciplinary action; and
 - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the *disciplinary meeting*); and
 - (d) advising the member that he or she may do one or both of the following—
 - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
 - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
 - (e) setting out the member's appeal rights under rule 27.
- (2) The notice must be given at least 48 hours prior to the meeting, and a scheduled date for the meeting held no later than 28 days after formal lodgement of the complaint.

26 Decision of subcommittee

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
 - (a) give the member an opportunity to be heard; and
 - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
 - (a) take no further action against the member; or
 - (b) subject to subrule (3)—
 - (i) reprimand the member; or
 - (ii) suspend the membership rights of the member for a specified period; or
 - (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

27 Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 26 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given:
 - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - (b) to the Secretary not later than 48 hours after the vote.

- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—
 - (a) specify the date, time and place of the meeting; and
 - (b) state:
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
 - (ii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

28 Conduct of disciplinary appeal meeting

- (1) At a disciplinary appeal meeting:
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

Division 3—Grievance procedure

29 Application

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
 - (a) a member and another member;
 - (b) a member and the Committee;
 - (c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

30 Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

31 Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 10 days—

- (a) notify the Committee of the dispute; and
- (b) agree to or request the appointment of a mediator; and
- (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) if the dispute is between a member and another member—a person appointed by the Committee; or
 - (ii) if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Association but in any case, must not be a person who—
 - (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.

32 Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must—
 - (a) give each party 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 throughout the mediation process.
- (2) The mediator must not determine the dispute.

33 Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 4—GENERAL MEETINGS OF THE ASSOCIATION

34 Annual general meetings

- (1) The Committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) Despite subrule (1), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Committee may determine the date, time and place of the annual general meeting.
- (4) The ordinary business of the annual general meeting is as follows—
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
 - (b) to receive and consider—
 - (i) the annual report of the Committee on the activities of the Association during the preceding financial year; and
 - (ii) the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with the Act;
 - (c) to elect the members of the Committee;

- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

35 Special general meetings

- (1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Committee may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice may be conducted at the meeting.

Note

General business may be considered at the meeting if it is included as an item for consideration in the notice and the majority of members at the meeting agree.

36 Special general meeting held at request of members

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 5 members.
- (2) A request for a special general meeting must:
 - (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Secretary.
- (3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3):
 - (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

37 Notice of general meetings

- (1) The Secretary (or, in the case of a special general meeting convened under rule 36(3), the members convening the meeting) must give to each member of the Association—
 - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if a special resolution is to be proposed—
 - (i) state in full the proposed resolution; and
 - (ii) state the intention to propose the resolution as a special resolution; and

- (d) comply with rule 34(5).
- (3) This rule does not apply to a disciplinary appeal meeting.

38 Proxies

- (1) A member may appoint another member as his or her proxy to vote and speak on his or her behalf at an Annual General Meeting or Special General Meeting only and not at disciplinary appeal meetings, committee meetings or other meetings.
- (2) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (3) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
- (4) If the Committee has approved a form for the appointment of a proxy, the member may use any other form that clearly identifies the person appointed as the member's proxy and that has been signed by the member.
- (5) Notice of a general meeting given to a member under rule 37 must:
 - (a) state that the member may appoint another member as a proxy for the meeting; and
 - (b) include a copy of any form that the Committee has approved for the appointment of a proxy. See Appendix 3.
- (6) A form appointing a proxy must be given to the Chairperson of the meeting no later than 24 hours before the commencement of the meeting.
- (7) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.
- (8) A member must not represent more than one member by proxy vote on any one occasion.

39 Use of technology

- (1) A member not physically present at a general meeting may be permitted to participate in the meeting using technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other. Communication must be simultaneous and allow for both verbal and visual communication on request.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

40 Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically, by proxy or as allowed under rule 35) of 5 or more members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
 - (a) in the case of a meeting convened by, or at the request of, members is dissolved the meeting must then be:
 - (i) adjourned to a date not more than 21 days after the adjournment; and

(ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.

- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3) the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

41 Adjournment of general meeting

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned—
- (a) if there is insufficient time to deal with the business at hand; or
- (b) to give the members more time to consider an item of business.
- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 33.

42 Voting at general meeting

- (1) On any question arising at a general meeting:
- (a) subject to subrule (3), each member who is entitled to vote has one vote; and
- (b) members may vote personally or by proxy; and
- (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, neither the President or the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 24.

43 Special resolutions

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

44 Determining whether resolution carried

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
- (a) carried; or
- (b) carried unanimously; or
- (c) carried by a particular majority; or
- (d) lost and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question:

- (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
- (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

45 Minutes of general meeting

- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—
 - (a) the names of the members attending the meeting; and
 - (b) proxy forms given to the Chairperson of the meeting under rule 38, and
 - (c) the financial statements submitted to the members in accordance with rule 34(4)(b)(ii); and
 - (d) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART 5—COMMITTEE

Division 1—Powers of Committee

46 Role and powers

- (1) The business of the Association must be managed by or under the direction of a Committee.
- (2) The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Committee may—
 - (a) appoint and remove staff;
 - (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

47 Delegation

- (1) The Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than—
 - (a) this power of delegation; or
 - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

Division 2—Composition of Committee and duties of members

48 Composition of Committee

- (1) The Committee consists of the executive committee and a maximum of 6 ordinary members. Ordinary members may hold position titles to be determined by the committee from time to time.

All committee members have equal votes when voting on a resolution and share responsible for the general duties in rule 49. The executive committee consists of:

- (a) a President; and
- (b) a Vice-President; and
- (c) a Secretary; and
- (d) a Treasurer.

49 General Duties

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- (2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee members must exercise their powers and discharge their duties—
 - (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- (5) Committee members and former committee members must not make improper use of—
 - (a) their position; or
 - (b) information acquired by virtue of holding their position to gain an advantage for themselves or dependents or any other person or to cause detriment to the Association.
- (6) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

50 President and Vice-President

- (1) Subject to sub rule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.
- (2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—
 - (a) in the case of a general meeting—a member elected by the other members present; or
 - (b) in the case of a committee meeting—a committee member elected by the other committee members present.

51 Secretary

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.
- (2) The Secretary must
 - (a) maintain the register of members in accordance with the rule and
 - (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 75, all books, documents and securities of the Association in accordance with rules; and

- (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
- (d) perform any other duty or function imposed on the Secretary by these Rules.
- (e) reside in Australia

52 Treasurer

- (1) The Treasurer must:
 - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
 - (b) ensure that all moneys received are paid into the account of the Association after receipt; and
 - (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
 - (d) ensure that at least two committee members have access to the accounts and financial records of the club.
 - (e) ensure cheques and accounts have at least 2 to sign for withdrawal and transfer
- (2) The Treasurer must:
 - (a) ensure that the financial records of the Association are kept in accordance with the Act; and
 - (b) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- (3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

53 Child Safety Officer

At the first committee meeting following an AGM or following the resignation of the child safety officer from the position, a committee member must be appointed to the position of Child Safety Protection Officer. The Child Safety Protection Officer must promote:

- (a) compliance and best practice in relation to child safety guidelines set out by Child Safety Commissioner, the Commissioner for Children and Young People and other governing bodies.
- (b) compliance with child safety standards
- (c) the appointment of Child Safety Officer(s) and an MPIO (Member protection information officer)
- (d) that child safety is an agenda item for committee and other meetings
- (e) the promotion of a child safety culture within the community

Division 3—Election of Committee members and tenure of office

54 Who is eligible to be a Committee member

A member is eligible to be elected or appointed as a committee member if the member—

- (a) is 18 years or over; and
- (b) is entitled to vote at a general meeting.

55 Positions to be declared vacant

- (1) This rule applies to: _____

- (a) the first annual general meeting of the Association after its incorporation; or
 - (b) any subsequent annual general meeting of the Association, after the annual report and financial statements of the Association have been received.
- (2) The Chairperson of the meeting must declare all positions on the Committee vacant and hold elections for those positions in accordance with the rules.

56 Nominations

- (1) Prior to the election of each position, the Chairperson of the meeting must call for nominations to fill that position.
- (2) An eligible member of the Association may:
- (a) nominate himself or herself; or
 - (b) with the member's consent, be nominated by another member.
- (3) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

57 Election of Committee Members.

- (1) At the annual general meeting, separate elections must be held for each of the following positions
- (i) President;
 - (ii) Vice-President;
 - (iii) Secretary;
 - (iv) Treasurer.
- (2) If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.
- (3) If more than one member is nominated, a ballot must be held in accordance with rule 59.
- (4) On his or her election, the new President may take over as Chairperson of the meeting.

58 Election of ordinary members

- (1) The annual general meeting must by resolution decide the number of ordinary members of the Committee (up to 6 members) it wishes to hold office for the next year.
- (2) A single election may be held to fill the positions of up to 6 ordinary members of the Committee.
- (3) If the number of members nominated for the position of ordinary committee member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (4) If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with rule 59.

59 Ballot

- (1) If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot.
- (2) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (3) The election must be by secret ballot.
- (4) The Chairperson must give a blank piece of paper to

- (a) each member present in person; and
- (b) each proxy appointed by a member.
- (5) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (6) If the ballot is for more than one position—
 - (a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
 - (b) the voter must not write the names of more candidates than the number to be elected.
- (7) Ballot papers that do not comply with subrule (7)(b) are not to be counted.
- (8) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (10) The Chairperson must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- (11) If the Chairperson is unable to declare the result of an election under subrule (10) because 2 or more candidates received the same number of votes, the returning officer must—
 - (a) conduct a further election for the position in accordance with subrules (4) to (10) to decide which of those candidates is to be elected; or
 - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

60 Term of office

- (1) Subject to subrule (3) and rule 56, a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting.
- (2) A committee member may be re-elected.
- (3) A general meeting of the Association may—
 - (a) by special resolution remove a committee member from office; and
 - (b) elect an eligible member of the Association to fill the vacant position in accordance with this Division.
- (4) A member who is the subject of a proposed special resolution under subrule (3)(a) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (5) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

61 Vacation of office

- (1) A committee member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a committee member if he or she—
 - (a) ceases to be a member of the Association; or
 - (b) fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 72; or
 - (c) otherwise ceases to be a committee member by operation of section 78 of the Act.

62 Filling casual vacancies

- (1) The Committee may appoint an eligible member of the Association to fill a position on the Committee that—
 - (a) has become vacant under rule 61; or
 - (b) was not filled by election at the last annual general meeting.
- (2) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 55 applies to any committee member appointed by the Committee under subrule (1) or (2).
- (4) The Committee may continue to act despite any vacancy in its membership.

Division 4—Meetings of Committee

63 Meetings of Committee

- (1) The Committee must meet at least 10 times in each year at the dates, times and places determined by the Committee.
- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
- (3) Special committee meetings may be convened by the President, Vice President, Secretary; or Treasurer or any two other members in between committee meetings to consider matters arising with at least 24 hours' notice. No business other than that set out in the notice may be conducted at the meeting.

64 Notice of meetings

- (1) Notice of each committee meeting must be given to each committee member at least 5 days before the date of the meeting.
- (2) Notice may be given of more than one committee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
 - (a) The only business that may be conducted at the meeting is the business for which the meeting is convened.

65 Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 64, provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.
- (4) There must be at least 3 members present for an Urgent meeting, if less than 5 members present the vote must be a majority with a minimum of 3 votes.

66 Procedure and order of business

- (1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.

67 Use of technology

- (1) A committee member who is not physically present at a committee meeting may participate in the meeting using technology that allows that committee member and other committee members present at the meeting to clearly and simultaneously communicate with each other. Communication should be simultaneous and allow for both visual and verbal communication on request.
- (2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under sub rule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

68 Quorum

- (1) No business may be conducted at a Committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence (in person or as allowed under rule 67) of at least 4 members. Where, if less than 5 members present to vote, a majority with a minimum of 3 votes is required to pass a resolution.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting:
 - (a) in the case of a special meeting, the meeting lapses;
 - (b) in any other case the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given.

69 Voting

- (1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (2) A motion is carried if a majority with a minimum of 3 votes of committee members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (4) If votes are divided equally on a question, neither the President nor the Chairperson has a second or casting vote.
- (5) Voting by proxy is not permitted at committee, special or urgent meetings.

70 Conflict of interest

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (2) The member:
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.
- (3) This rule does not apply to a material personal interest—

- (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
- (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

71 Minutes of meeting

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following
 - (a) the names of the members in attendance at the meeting;
 - (b) the business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote;
 - (d) any material personal interest disclosed under rule 70.

72 Leave of absence

- (1) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

PART 6—FINANCIAL MATTERS

73 Source of funds

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

74 Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.
- (3) The Committee may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

75 Financial records

- (1) The Association must keep financial records that—
 - (a) correctly record and explain its transactions, financial position and performance; and
 - (b) enable financial statements to be prepared as required by the Act.

- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Committee.

76 Financial statements

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
 - (a) the preparation of the financial statements;
 - (b) if required, the review or auditing of the financial statements;
 - (c) the certification of the financial statements by the Committee;
 - (d) the submission of the financial statements to the annual general meeting of the Association;
 - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

PART 7—GENERAL MATTERS

77 Common seal

- (1) The Association may have a common seal.
- (2) If the Association has a common seal—
 - (a) the name of the Association must appear in legible characters on the common seal;
 - (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members;
 - (c) the common seal must be kept in the custody of the Secretary.

78 Registered address

The registered address of the Association is:

- (a) the address determined from time to time by resolution of the Committee; or
- (b) if the Committee has not determined an address to be the registered address, the postal address of the Secretary.

79 Notice requirements

- (1) Any notice required to be given to a member or a committee member under these Rules may be given:
 - (a) by handing the notice to the member personally; or
 - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
 - (c) by email or facsimile transmission.
- (2) Subrule (1) does not apply to notice given under rule 64.
- (3) Any notice required to be given to the Association or the Committee may be given—
 - (a) by handing the notice to a member of the Committee; or
 - (b) by sending the notice by post to the registered address; or

- (c) by leaving the notice at the registered address; or
- (d) if the Committee determines that it is appropriate in the circumstances by email to the email address of the Association or the Secretary; or

80 Custody and inspection of books and records

- (1) Members may on request inspect free of charge—
 - (a) the register of members;
 - (b) the minutes of general meetings;
 - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.
- (2) The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule *relevant documents* means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following:
 - (a) its membership records;
 - (b) its financial statements;
 - (c) its financial records;
 - (d) records and documents relating to transactions, dealings, business or property of the Association.

81 Winding up and cancellation

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.
- (4) The body to which the surplus assets are to be given must be decided by special resolution.

82 Alteration of Rules

These Rules may only be altered by special resolution of a general meeting of the Association.

APPENDIX 1

APPLICATION FOR MEMBERSHIP OF MORNINGTON YOUTH CLUB INC

I, *(name)* of *(address)* desire to become a

member of Mornington Youth Club Inc

In the event of my admission as a member, I agree to be bound by the rules of the Association for the time being in force.

Signature of Applicant

Date

I, *(name)*, a member of the Association,
nominate the applicant, who is personally known to me, for membership of the Association.

Signature of Proposer

Date

I, *(name)*, a member of the Association, second
the nomination of the applicant, who is personally known to me, for membership of the Association.

Signature of Seconder

Date

APPENDIX 2

APPLICATION FOR HONORARY MEMBERSHIP OF MORNINGTON YOUTH CLUB INC

I,
(name)

of
(address)

desire to become a member of Mornington Youth Club Inc

In the event of my admission as a member, I agree to be bound by the rules of the Association for the time being in force.

This honorary membership is in effect **from date:**

to date:

Signature of Applicant

Date

I,
(name), a member of the Association,

nominate the applicant, who is personally known to me, for membership of the Association.

Signature of Proposer

Date

I,
(name), a member of the Association, second

the nomination of the applicant, who is personally known to me, for membership of the Association.

Signature of Seconder

Date

APPENDIX 3

FORM OF APPOINTMENT OF PROXY

I,

(name)

of

(address)

being a member of Mornington Youth Club Inc

appoint

(name of proxy holder)

Of

(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote on my behalf at the special general meeting of the Association to be held on the

(date of meeting)

and at any adjournment of that meeting.

Signed

Date
