

# ASSOCIATION INCORPORATION REGULATIONS

## VICTORIAN AMATEUR WALKING CLUB

### RULES OF THE ASSOCIATION

1. The name of the incorporated association is Victorian Amateur Walking Club Incorporated (in these rules called "The Association").
2. (1) In these rules, unless the contrary intention appears:  
"Committee" means the Committee of Management of the Association.  
"Financial Year" means the year ending 30<sup>th</sup> September  
"General Meeting" means a general meeting of members convened in accordance with Rule 11.  
"Member" means a member of the Association.  
"Ordinary Member of the Committee" means a member of the Committee who is not an officer of the Association under Rule 21.  
"The Act" means the Associations Incorporation Act 1981  
"The Regulations" means regulations under the Act.  
"The By-Laws" means the by-laws of the Club.  
(2) In these Rules, a reference to the secretary of an Association is a reference
  - (a) where a person holds office under these rules as secretary of the Association - to that person; and
  - (b) in any other case, to the public officer of the Association.(3) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1958 and the Act as in force from time to time.

#### Qualifications of Membership

3. (1) A natural person who is nominated, and approved for membership as provided in these rules is eligible to be a member of the Association on payment of the annual subscription payable under these rules.  
(2) The secretary shall, upon payment of the subscription enter the nominee's name in the register of members kept by him and upon the name being so entered, the nominee becomes a member of the association.  
(3) A right, privilege or obligation of a person by reason of his membership of the association
  - (a) is not capable of being transferred or transmitted to another person.
  - (b) terminates upon the cessation of his membership whether by death or resignation or otherwise.

#### Entrance Fee of Subscription:

4. (1) Any annual subscription is to be known as "The Fee Registration" and its value shall be determined at a General Meeting of the Club.  
(2) The fee registration is payable upon application for membership and shall be valid for the remainder of the Club's Financial Year.  
(3) Fee registration does not apply for Life Members.

#### Register of Members:

5. The Secretary shall keep and maintain a register of members in which shall be entered the full name and address of each member and the register shall be available for inspection by members at the address of the Secretary.

#### Resignation of a Member:

6. (1) A member of the Association who has paid all moneys due and payable by him to the Association may resign from the Association by first giving one month's notice in writing to the secretary of his intention to resign and upon the expiration of that period of notice, the member shall cease to be a member.

- (2) Upon the expiration of a notice given under subclause (1), 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.

Expulsion, or suspension of members:

7. (1) Subject to these rules, the Committee may by resolution
- (a) expel a member from the Association; or
  - (b) suspend a member from membership of the Association for a specified period; if the Committee is of the opinion that the member -
  - (c) has refused or neglected to comply with these rules; or
  - (d) has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association.
- (2) A resolution of the Committee under sub-clause (1) -
- (a) does not take effect unless the Committee, at a meeting held not earlier than 28 days after the service on the member of a notice under sub-clause (3) confirms the resolution in accordance with this clause: and
  - (b) 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.
7. (3) Where the Committee passes a resolution under sub-clause (1), the secretary shall, as soon as practicable cause to be served on the member a notice in writing
- (a) setting out the resolution of the Committee and the grounds on which it is based;
  - (b) stating that the member may address the Committee at a meeting to be held not earlier than 14 days and not later than 28 days after the service of the notice;
  - (c) stating the date, place and time of that meeting;
  - (d) informing the member that he may do one or more of the following:
    - (i) Attend that meeting.
    - (ii) Give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution .
    - (iii) Not later than 24 hours before the date of the meeting, lodge with the secretary a notice of the effect that he wishes to appeal to the Association in general meeting against the resolution.
- (4) At a meeting the Committee held in accordance with sub-clause (2), the Committee
- (a) shall give to the member an opportunity to be heard;
  - (b) shall give due consideration to any written statement submitted by the member; and
  - (c) shall by resolution determine whether to confirm or to revoke the resolution.
- (5) Where the secretary receives a notice under sub-clause (3), he shall notify the Committee and the Committee shall convene a general meeting of the Association to be held within 21 days after the date on which the secretary received the notice.
- (6) At a general meeting of the Association convened under sub-clause (5)
- (a) no business other than the question of the appeal shall be transacted;
  - (b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
  - (c) the member shall be given an opportunity to be heard; and
  - (d) the members present shall vote by secret ballot on. the question whether the resolution should be confirmed or revoked.
- (7) If at the general meeting -

- (a) two-thirds of the members vote in person or by proxy in favour of the confirmation of the resolution, the resolution-is confirmed, and
- (b) in any other case, the resolution is revoked.

Annual General Meetings:

- 8. (1) The Association shall in each calendar year convene an annual general meeting of its members.
- (2) The annual general meeting shall be held on such day as the Committee determines.
- (3) The annual general meeting shall be specified as such in the notice convening it.
- (4) The ordinary business of the annual general meeting shall be
  - (a) to confirm the minutes of the last preceeding annual general meeting and of any general meeting held since that meeting;
  - (b) to receive from the Committee reports upon the transactions of the Association during the last preceeding financial year;
  - (c) to elect officers of the Association and the ordinary members of the Committee; and
  - (d) to receive and consider the statement submitted by the Association in accordance with Section 30(3) of the Act.
- (5) The annual general meeting may transact special business of which notice is given in accordance with these rules.
- (6) The annual general meeting shall be an addition to any other general meetings that may be held in the same year.

Special General Meetings:

- 9. All general meeting other than the annual general meeting shall be called special general meetings.
- 10. (1) The Committee may, whenever it thinks fit, convene a special general meeting of the Association, and, where, but for this sub-clause more than 15 months would lapse between annual general meetings, shall convene a general meeting before the expiration of that period.
- (2) The Committee shall, on the requisition in writing of members representing not less than 5% of the total number of members, convene special general meeting of the Association.
- (3) The requisition for a special 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.
- (4) If the Committee does not cause a special 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 a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by members in pursuance of these rules shall be convened in the same manner as nearly 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 persons incurring the expenses.

General Meeting Notice:

- 11. (1) The Secretary of the Association shall, at least 14 days before the date fixed for holding any general meeting of the Association, cause to be sent to each member of the Association at his address appearing in the register of members, a notice by prepaid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (2) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- (3) 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 that notice.

#### Procedure:

12. (1) All business that is transacted at a special 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 ordinary business of the annual general meeting shall be deemed to be special business.
- (2) 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.
- (3) 15 members personally present (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (4) If within half an hour after 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 date to be fixed and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall be a quorum.

#### Chairman:

13. (1) The President, or in his absence, one of the Vice-Presidents, shall preside as Chairman at each general meeting of the Association.
- (2) If the President and the Vice-Presidents are absent from a general meeting, the members present shall elect one of their number to preside as Chairman at the meeting.

#### Adjournment :

14. (1) The Chairman of a general meeting at which a quorum is present may, with the consent of the meeting. Adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.
- (3) Except as provided in sub-clauses (1) and (2), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

#### Voting:

15. 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 a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an 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.
16. (1) Upon any question arising at a general meeting of the Association, a member has one vote only.
- (2) All votes shall be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.
17. (1) If at a meeting a poll on any question is demanded by not less than 3 members, it shall be taken at the meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting as the Chairman may direct.
- (2) A poll that is demanded on the election of a Chairman or on a question of an 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.
18. A member is not entitled to vote at any general meeting unless all moneys due and payable by him to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

#### Proxies:

19. (1) Each member shall be entitled to appoint another member as his 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.
- (2) The notice appointing the proxy shall be in the form set out in Appendix 2.

#### Committee - Powers:

20. (1) The affairs of the Association shall be managed by a Committee of Management constituted as provided in Rule 21.
- (2) The Committee
- (a) shall control and manage the business and affairs of the Association;
  - (b) 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
  - (c) subject to these rules, the regulations and the Act, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.

#### Executive Committee

21. (1) The Officers of the Association shall be:
- (a) President;
  - (b) Senior Vice President;
  - (c) Junior Vice President;
  - (d) Treasurer; and
  - (e) Secretary.

They will meet as an Executive Committee within the umbrella of the Committee of Management.

The Senior Vice President will also become the Public Officer of the organisation.

- (2) The provisions of Rule 23 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 (1).
- (3) Each officer of the Association shall hold office until the annual general meeting next after the date of his election but is eligible for re-election.
- (4) In the event of a casual vacancy in any office referred to in sub-clause (1) the Committee shall 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 his appointment.

#### Committee - Constitution

22. (1) Subject to Section 23 of the Act, the Committee shall consist of:
- (a) the officers of the Association; and
  - (b) at least 2 but not more than 10 ordinary members;
  - (c) life members.
- (2) Each ordinary member of the Committee shall, subject to these rules, hold office until the annual general meeting next after the date of his election but is eligible for re-election.
- (3) 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 his appointment.

#### Election of Committee Members:

23. (1) Nominations of candidates for election as officers of the Association or as ordinary members of the Committee:
- (a) shall be made in writing, signed by two members of the Association or as ordinary members of the Committee; (See Appendix 1) and

- (b) shall be delivered to the secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting.
- (2) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- (5) 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.
- (6) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for another office for election at the same election unless that candidate is defeated in an election for any office or Committee position, or withdraw their consent to the original nomination.

Grounds for Termination of office:

24. For the purposes 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:
- (a) ceases to be a member of the Association;
  - (b) becomes insolvent under administration within the meaning of the Companies (Victoria) code; or
  - (c) resigns his office by notice in writing to the Secretary.

Quorum and Procedure at Committee Meetings:

25. (1) The Committee shall meet at least 3 times in each year at such place and such times as the Committee may determine.
- (2) Special meetings of the Committee may be convened by the President or by any 4 of the members of the Committee'.
- (3) Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- (4) Any 5 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- (5) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.
- (6) At meetings of the Committee
- (a) the President or in his absence the Senior Vice President shall preside; or
  - (b) if the President and the Senior Vice President are absent, the Junior Vice President shall preside; or
  - (c) if the President and both Vice Presidents are absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside.
- (7) 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 a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- (8) Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of vote on any question, the person presiding may exercise a second or casting vote.
- (9) Written notice of each Committee meeting shall be served on each member of the Committee by delivering it to him at a reasonable time before the meeting or by sending it by prepaid post addressed to him at his usual or last known place of abode at least 5 business days before the date of the meeting.

- (10) Subject to sub-clause (4) the Committee may act notwithstanding any vacancy on the Committee.

Minutes:

26. The 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 and persons present at committee meetings.

Treasurer:

27. (1) The Treasurer of the Association:
- (a) shall collect and receive all moneys due to the Association and make all payments authorised by the Association; and
  - (b) 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.
- (2) The accounts and books referred to in sub-clause (1) shall be available for inspection by members two times a year.

Removal of Committee Members:

28. (1) The Association in general meeting may by resolution remove any member of the Committee before the expiration of his term of office and appoint another member in his stead to hold office until the expiration of the term of the first-mentioned member.
- (2) Where the member to whom a proposed resolution referred to in sub-clause (1) 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 the President may send a copy of the representations to each member of the Association or, if they are not so sent, the member may require that they be read out at the meeting.

Signing of Negotiable Instruments:

29. All cheques, drafts, bill of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Committee.

Common Seal:

30. (1) The Common Seal of the Association shall be kept in the custody of the Secretary.
- (2) 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 signature either of 2 members of the Committee or of 1 member of, the Committee and of the Public Officer of the Association.

Alterations of Statements of Purposes and Rules:

31. These rules and the statement of purposes of the Association shall not be altered except in accordance with the Act.

Service of Notices:

32. (1) 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 his address shown in the Register of Members.
- (2) 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.

Winding Up:

33. In the event of the winding up of the Association, the assets of the Association shall be disposed of in accordance with the provisions of the Act.

Custody of Books and other Documents:

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

Sources of Funds:

35. The Funds of the Association shall be derived from entrance fees, annual subscriptions, donations and other sources as the Committee determines.