

ASSOCIATIONS INCORPORATIONS REGULATIONS

RULES FOR: BENDIGO UNIVERSITY ATHLETICS CLUB INC.

- 1 The name of the incorporated association is **BENDIGO UNIVERSITY ATHLETICS CLUB** Incorporated (in these rules called “the Club”).
- 2 (1) In these rules, unless the contrary intention appears: -
 - “Committee” means the Committee of management of the Club.
 - “Financial year” means the year ending on 31st January.
 - “General Meeting” means a general meeting of members convened in accordance with Rule 11.
 - “Member” means a member of the Club.
 - “Ordinary Member of the Committee” means a member of the Committee who is not an officer of the Club under Rule 21.
 - “The Act” means the Associations Incorporations Act 1981.
 - “The Regulations” means regulations under the Act.
- (2) In these Rules, a reference to the secretary of the Club is a reference –
 - (a) where a person holds office under these Rules as secretary of the Club – to that person; and
 - (b) in any other case, to the public officer of the Club.
- (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 Club on payment of the entrance fee and annual subscription payable under these rules.
- (2) A person who is not a member of the Club at the time of the incorporation of the Club (or who was such a member at the time but has ceased to be a member) shall not be admitted to membership –
 - (a) unless he/she is nominated as provided in sub-clause (3); and
 - (b) his/her admission as a member is approved by the Committee.
- (3) A nomination of a person for membership of the Club –

- (a) shall be made in writing in the form set out in Appendix 1; and
 - (b) shall be lodged with the secretary of the Club.
- (4) As soon as is practicable after the receipt of a nomination, the secretary shall refer the nomination to the Committee.
- (5) Upon a nomination being referred to the Committee, the Committee shall determine whether to approve or to reject the nomination.
- (6) Upon a nomination being approved by the Committee, the secretary shall, with as little delay as possible, notify the nominee that he/she is approved for membership of the Club 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.
- (7) The secretary shall, upon payment of the amounts referred to in sub-clause (6) within the period referred to in that sub-clause, enter the nominee's name in the register of members kept by him/her and, upon the name being so entered, the nominee becomes a member of the Club.
- (8) A right, privilege or obligation of a person by reason of his/her membership of the Club –
- (a) is not capable of being transferred or transmitted to another person;
 - (b) terminates upon the cessation of his/her membership whether by death or resignation or otherwise.

Entrance Fee of Subscription

- 4 (1) The annual subscription is to be set at the Annual General Meeting each year.

Register of Members

- 5 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 and the register shall be available for inspection by members at the address of the Public Officer.

Resignation of Member

- 6 (1) A member of the Club who has paid all moneys due and payable by him/her to the Club may resign from the Club by first giving one month's notice in writing to the secretary of his/her 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 sub-clause (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, Suspension or Fining of Members

- 7 (1) Subject to these rules, the Committee may by resolution –
- (a) expel a member from the Club;
 - (b) suspend a member from membership of the Club for a specified period;
or
 - (c) fine a member in accordance with the regulations –
- If the Committee is of the opinion that the member –
- (d) has refused or neglected to comply with these rules; or
 - (e) has been guilty of conduct unbecoming a member or prejudicial to the interests of the Club.
- (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 14 and not later 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 Club under this clause does not take effect unless the Club confirms the resolution in accordance with this clause.
- (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 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/she 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 to the effect that he/she wishes to appeal to the Club in general meeting against the resolution.

- (4) At a meeting of 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/she shall notify the Committee and the Committee shall convene a general meeting of the Club to be held within 21 days after the date on which the secretary received the notice.

- (6) At a general meeting of the Club 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 passing of the resolution;
 - (c) the members 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 Club 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 preceding annual general meeting and of any general meeting held since that meeting;
 - (b) to receive from the Committee reports upon the transactions of the Club during the last preceding financial year;
 - (c) to elect officers of the Club and the ordinary members of the Committee;
 - (d) to receive and consider the statement submitted by the Club in accordance with Section 30 (3) of the Act; and
 - (e) to set the annual membership subscription for the following twelve months.
 - (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 meetings 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 Club and, where, but for this sub-clause, more than 15 months would lapse between annual general meetings, shall convene a special 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 Club.

- (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 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 Club to the persons incurring the expenses.

General Meetings Notice

- 11 (1) The Secretary of the Club shall, at least 14 days before the date fixed for holding a general meeting of the Club:
 - (a) post a notice on the Universities main notice board and the student recreational board; and
 - (b) organise the Club's Officers and Committee to canvas other members; indicating the place, date and time of the meeting and the general nature of the business to be transacted at the meeting.
 - (c) send written notice to each member indicating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (2) Notice may be sent—
 - (a) by prepaid post to the address appearing in the register of members; or
 - (b) if the member requests, by electronic transmission.
- (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 the 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 the 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 time.
- (3) 5 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 the same date in the next week at the same time 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 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 agreeing not less than 3 shall be a quorum.

Chairman

- 13 (1) The President, or in his/her absence, the Vice-President, shall preside as Chairman at each general meeting of the Club.
- (2) 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.

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 Club 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 an entry to that effect in the Minute Book of the Club 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 Club, 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 three 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 on that question.
- (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 Club 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 Club 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 Club;

- (b) may, subject to these rules, the regulations and the Act, exercise all such powers and function as may be exercised by the Club other than those powers and functions that are required by these rules to be exercised by general meetings of the members of the Club; 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 Club.

Constitution

- 21 (1) The officers of the Club shall be –
- (a) a President;
 - (b) a Vice – President;
 - (c) a Treasurer; and
 - (d) a Secretary.
- (2) The provisions of Rule 23 so far as they are applicable and with the necessary modifications, apply to an in relation to the election of persons to any of the offices mentioned in sub-clause (1).
- (3) Each officer of the Club 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 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 his appointment.
- 22 (1) Subject to Section 23 of the Act, the Committee shall consist of –
- (a) the officers of the Club; and
 - (b) 4 ordinary members including – Handicapper, Publicity Officer, Athletics Bendigo representative and one other:
- each of whom shall be elected at the annual general meeting of the Club in each year.
- (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 Club 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 Club or as ordinary members of the Committee –
 - (a) shall be made in writing, signed by nominating candidate; and
 - (b) shall be delivered to the secretary of the Club prior to the start 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.

Grounds for Termination of Office

- 24 For the purposes of these rules, the office of an officer of the Club or of an ordinary member of the Committee becomes vacant if the officer or member –
 - (a) ceases to be a member of the Club;
 - (b) becomes an insolvent under administration within the meaning of the Companies (Victoria) Code;
 - (c) resigns his office by notice in writing given to the Secretary.

Quorum and Procedure at Meetings

- 25
- (1) The Committee shall meet at least 2 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 4 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 a quorum 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 Vice-President shall preside, or
 - (b) 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.
 - (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 votes 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/her at a reasonable time before the meeting or by sending it by pre-paid post addressed to him/her at his/her usual or last known place of abode at least two 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 Club 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 Club –
- (a) shall collect and receive all moneys due to the Club and make all payments authorised by the Club;
 - (b) shall keep correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club.
- (2) The accounts and books referred to in sub-clause (1) shall be available for inspection by members.

Removal of Committee Members

- 28 (1) The Club 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 of President of the Club (not exceeding a reasonable length) and requests that they be notified to the members of the Club, the Secretary or the President may send a copy of the representations to each member of the Club 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 Club 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 two members of the Committee or one member of the Committee and of the Public Officer of the Club.

Alterations of Statements of Purposes and Rules

31 These rules and the statement of purposes of the Club 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 Club upon any member by:

- (a) delivering the notice to the member personally; or
- (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- (c) electronic transmission, if the member has requested that the notice be given to him or her in this manner.

(2) Where a document is properly addressed pre-paid 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 or the cancellation of the incorporation of the Club 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 Club.

Sources of Funds

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

LAST UPDATED ____/____/_____

PRESIDENT

VICE PRESIDENT

SECRETARY