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# Mornington Peninsula Astronomical Society Inc.

REG. NO. A268

ASSOCIATIONS INCORPORATION ACT 2012 - SCHEDULE 3

## RULES AND REGULATIONS

### PURPOSES OF MORNINGTON PENINSULA ASTRONOMICAL SOCIETY INCORPORATED

1. To promote the study by amateurs of astronomical sciences, which term used in expressing the objects of the Society, shall cover all aspects of general science, astronomical history, astronautics, and astronomical instrument manufacture.
2. To conduct meetings for the readings and discussion of papers and the delivery of lectures, and to arrange exhibitions for the promotion of astronomical sciences.
3. To form and maintain a library of papers, books, reports, and other publications related to astronomy.
4. In furtherance of the foregoing objects (but not further or otherwise), to promote the association of persons interested in astronomy and to collaborate with other organisations in the pursuit of any object or objects in common.

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## ASSOCIATIONS INCORPORATION ACT 2012 - SCHEDULE 3

### RULES AND REGULATIONS

#### NAME

- 1.1. The name of the incorporated association is MORNINGTON PENINSULA ASTRONOMICAL SOCIETY INCORPORATED (in these rules called “the Association”) <sup>1</sup>

#### INTERPRETATION

- 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 on 30 June.  
“General Meeting” means a general meeting of members convened in accordance with Rule 9.  
“Chairperson” means the person presiding over a meeting of the Association.  
“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 11.3.  
“The Act” means the Associations Incorporation Act 2012.  
“The Regulations” means regulations under the Act.
- 2.2. In these Rules, a reference to the Secretary of the Association is a reference to the person who holds office under the Rules as Secretary of the Association.
- 2.3. 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.

#### APPLICATION FOR 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 entrance fee and annual subscription under these rules.
- 3.2. A person who is not a member of the Association at the time of the Incorporation of the Association (or who was such a member at that time but has ceased to be a member) shall not be admitted to membership:  
3.2.a. unless they are nominated as provided in 3.3; and  
3.2.b. their admission as a member is approved by the Committee.
- 3.3. A nomination of a person for membership of the Association:  
3.3.a. shall be made as set out in Appendix 1; and  
3.3.b. shall be lodged with the Secretary of the Association.
- 3.4. As soon as practicable after the receipt of a nomination, the Secretary shall refer the nomination to the Committee.
- 3.5. Upon a nomination being referred to the Committee, the Committee shall determine whether to approve or to reject the nomination.

<sup>1</sup> *An incorporated association must have the word “incorporated” as the last word in its name.*

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- 3.6. Upon a nomination being approved by the Committee and payment made of all due fees, the Secretary shall, with as little delay as possible, notify the applicant and welcome them as a member. If the nomination was rejected by the Committee, then the Secretary shall notify the applicant and the Treasurer shall refund the moneys received.
  - 3.7. The Secretary shall, upon payment of the amounts referred to in 3.6, within any conditions referred to in that sub-clause, enter the nominee's name and details in the register of members kept by the Secretary and, upon that name being so entered, the nominee becomes a member of the Association.
  - 3.8. A right, privilege, or obligation of a person by reason of their membership of the Association terminates upon the cessation of their membership whether by death or resignation or otherwise.

### RIGHTS OF MEMBERS

- 3.9. Members of the Association have the right to:
  - 3.9.a Inspect and obtain a copy of the Association rules.
  - 3.9.b Inspect and obtain a copy of the minutes of the General Meeting (including the financial statements tendered at the Annual General Meeting).
  - 3.9.c If the member has voting rights, to be notified of the date, time and place of all general meetings and to be provided if required with a proxy voting form.
  - 3.9.d Attend and, if entitled under the Association's rules, vote at general meetings.
  - 3.9.e A fair and reasonable grievance procedure.

### ENTRANCE FEE AND ANNUAL SUBSCRIPTION

- 4.1. The entrance fee and annual membership subscriptions are as set at the discretion of the Committee, subject to approval by the membership at an Annual General Meeting.
- 4.2. All membership subscriptions are due and payable on the first day of January in each year.
- 4.3. A membership subscription that is more than 1 month overdue may be deemed by the Committee to have lapsed and subsequent renewal will incur the Entrance Fee and the Annual subscription fee, and the resetting of any prior privileges in place as a result of continuity or duration of membership.

### REGISTER OF MEMBERS

- 5.1. The Secretary shall keep and maintain a register of members in which shall be entered the full name and address of each member, category of membership, date of membership commencement and date of membership cessation. Other information may be retained for the purposes of the Association.
- 5.2. Members have the right of access to their details in the register of members and can update any incorrect details via the Secretary.
- 5.3. The register shall be available for inspection by members according to data privacy and protection principles that ensure appropriate anonymisation. Members found to be misappropriating or misusing information from the register of members may be subjected to expulsion from the Association under section 6.

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- 5.4. Control of the register of members and access to the information is held solely with the Secretary.
- 5.5. In circumstances where a member believes they have a legitimate reason for suppressing access to their personal information in the register of members they may ask the Secretary to restrict access. If the Secretary is satisfied that special circumstances justify doing so, the request will be agreed. If the Secretary declines the request to restrict access the member must be notified in writing of the reasons for the decision. The member may seek within 28 days of receiving notification a review by the Victorian Civil and Administrative Tribunal (VCAT) of the Secretary's decision to decline to restrict access. If the Secretary has declined access the access to the information will be restricted until after the 28 days of notification or until VCAT has made a review decision. If a member has had their information restricted, the Secretary must ensure the member still receives notices of all Association meetings and business.

### OBLIGATIONS OF MEMBERS

- 5.6. Members of the Association are obliged to:
- 5.6.a. Act in accordance with the rules of the Association.
  - 5.6.b. Act with due care and diligence.
  - 5.6.c. Act in the Association's interest and in accordance with its purpose.
  - 5.6.d. Behave in a civil manner with proper respect for other members' rights and privileges.
  - 5.6.e. Notify the Secretary of the Association in a timely manner of any change to contact details.

### RESIGNATION AND EXPULSION OF MEMBER

- 6.1. A member of the Association who has paid all moneys due and payable by them to the Association may resign from the Association by first giving one month's notice in writing to the Secretary of their intention to resign and upon the expiration of that period of notice the member shall cease to be a member.
- 6.2. Upon the expiration of a notice given under 6.1, the Secretary shall make in the register of members an entry recording the date on which the member to whom the notice was given, ceased to be a member.
- 6.3. Subject to these rules:
- 6.3.a. the Committee may by resolution take action if the Committee is of the opinion that a member:
    - 6.3.a.i. has refused or neglected to comply with these rules; or
    - 6.3.a.ii. has vilified another member of the Association; or
    - 6.3.a.iii. has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association.

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- 6.3.b. such action shall include:
    - 6.3.b.i. expulsion of a member from the Association; or
    - 6.3.b.ii. suspension of a member from membership of the Association for a specified period; or
    - 6.3.b.iii. fining a member in accordance with the Regulations <sup>2</sup>.
  - 6.4. A resolution of the Committee under 6.3:
    - 6.4.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 6.5 confirms the resolution in accordance with this clause; and
    - 6.4.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.
  - 6.5. Where the Committee passes a resolution under 6.3, the Secretary shall, as soon as practicable, cause to be served on the member a notice in writing:
    - 6.5.a. setting out the resolution of the Committee and the grounds on which it is based;
    - 6.5.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 service of the notice;
    - 6.5.c. stating the date, place, and time of that meeting;
    - 6.5.d. informing the member that they may do one or more of the following:
      - 6.5.d.i. attend that meeting;
      - 6.5.d.ii. give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution;
      - 6.5.d.iii. not later than 24 hours before the date of the meeting, lodge with the Secretary a notice to the effect that they wish to appeal to the Association in general meeting against the resolution.
  - 6.6. At a meeting of the Committee held in accordance with 6.4, the Committee:
    - 6.6.a. shall give to the member an opportunity to be heard;
    - 6.6.b. shall give due consideration to any written statement submitted by the member, and
    - 6.6.c. shall by resolution determine whether to confirm or to revoke the resolution.
  - 6.7. Where the Secretary receives a notice under 6.5, they 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.
  - 6.8. At a general meeting of the Association convened under 6.7:
    - 6.8.a. no business other than the question of the appeal shall be transacted;
    - 6.8.b. the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
    - 6.8.c. the member shall be given an opportunity to be heard; and
    - 6.8.d. the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
  - 6.9. If at the general meeting:
    - 6.9.a. two-thirds of the members vote in person or by proxy in favour of the resolution, the resolution is confirmed; and
    - 6.9.b. in any other case, the resolution is revoked.

<sup>2</sup> *The Regulations provide that the Committee of an incorporated association may impose a fine not exceeding \$300.00 on a member who commits a breach of the rules of the incorporated association.*

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## ANNUAL GENERAL MEETING

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

## SPECIAL GENERAL MEETING

- 8.1. All general meetings other than the annual general meeting shall for the purposes of this document be called special general meetings.
- 8.2. 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 special general meeting before the expiration of that period.
- 8.3. The Committee shall, on the requisition in writing of members representing not less than 5% of the total number of members, convene a special general meeting of the Association.
- 8.4. 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.
- 8.5. 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.
- 8.6. 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 Association to the persons incurring the expenses.

<sup>3</sup> *Section 30 of the Act provides that an incorporated association shall, at least once in each calendar year, convene a general meeting, to be called an annual general meeting.*

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## NOTICE OF MEETING

- 9.1. The Secretary of the Association shall, at least 14 days before the date fixed for holding a special general meeting or annual general meeting of the Association, cause to be sent to each member of the Association at their electronic or physical address appearing in the register of members, a notice stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 9.2. No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- 9.3. 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.

## PROCEEDINGS AT MEETINGS

- 10.1. 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.
- 10.2. 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.
- 10.3. 10 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.
- 10.4. 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 day in the next week at the same time and (unless another place is specified by the Chairperson 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 (being not less than 3) shall be a quorum.
- 10.5. The President, or in their absence, the Vice-President, shall preside as Chairperson of each general meeting of the Association.
- 10.6. If the President and Vice-President are absent from a general meeting, the members present shall elect one of their number to preside as Chairperson at the meeting.
- 10.7. The Chairperson 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.
- 10.8. 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.
- 10.9. Except as provided in 10.7 and 10.8, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

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- 10.10. A question arising at a general meeting of the Association shall be determined on a show of hands unless, before or on the declaration of the show of hands, a poll is demanded. The Chairperson shall declare that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost. An entry shall be made to that effect in the Minute Book of the Association as evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
  - 10.11. Upon any question arising at a general meeting of the Association, a member has one vote only. A family membership entitles at most 2 members of that family to vote, both of whom must be of age 18 or above.
  - 10.12. All votes shall be given personally or by proxy.
  - 10.13. In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
  - 10.14. If at a meeting a poll on any question is demanded by not less than three members, it shall be taken at that meeting in such a manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
  - 10.15. A poll that is demanded on the election of a Chairperson 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 Chairperson may direct.
  - 10.16. A member is not entitled to vote at any general meeting unless all moneys due and payable by them to the Association have been paid.
  - 10.17. Each member shall be entitled to appoint another member as their proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
  - 10.18. The notice appointing the proxy shall be in the form set out in Appendix 2.

### COMMITTEE OF MANAGEMENT

- 11.1. The affairs of the Association shall be managed by a Committee of Management constituted as provided in Rule 11.
- 11.2. The Committee:
  - 11.2.a. shall control and manage the business and affairs of the Association;
  - 11.2.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
  - 11.2.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 proper management of the business and affairs of the Association.
- 11.3. The officers of the Association shall be:
  - 11.3.a. a President;
  - 11.3.b. a Vice-President;
  - 11.3.c. a Treasurer; and
  - 11.3.d. a Secretary.
- 11.4. The provisions of Rule 12 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 11.3.

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- 11.5. Each officer of the Association shall hold office until the annual general meeting next after the date of their election but is eligible for re-election.
  - 11.6. In the event of a casual vacancy in any office referred to in 11.3, the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of their appointment.
  - 11.7. Subject to Section 23 of the Act, the Committee shall consist of:
    - 11.7.a. the officers of the Association; and
    - 11.7.b. 5 ordinary members - each of whom shall be elected at the annual general meeting of the Association in each year.
  - 11.8. Each ordinary member of the Committee shall, subject to these rules, hold office until the annual general meeting next after the date of their election but is eligible for re-election.
  - 11.9. In the event of a casual vacancy occurring in the office of an ordinary member of the Committee, the Committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of their appointment.
  - 11.10. The Committee is able to invite members of the Association onto the Committee for specific purposes and terms at the sole discretion of the Committee. Such invited members have full voting rights.

#### ELECTION OF OFFICERS AND VACANCY

- 12.1. Nominations of candidates for election as officers of the Association or as ordinary members of the Committee:
  - 12.1.a. shall be made in writing or sent in electronic format, by the nominee in a form as prescribed by the Committee, and
  - 12.1.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.
- 12.2. 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.
- 12.3. 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.
- 12.4. If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- 12.5. 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.
- 12.6. 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 that same election.
- 12.7. 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:
  - 12.7.a. ceases to be a member of the Association;
  - 12.7.b. becomes insolvent under administration within the meaning of the Companies (Victoria) Code; or
  - 12.7.c. resigns their office by notice in writing given to the Secretary.

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### PROTECTION OF OFFICE HOLDERS (INDEMNITY)

- 13.1 It is expected that office holders will undertake their duties in good faith on behalf of the Association.
- 13.2 The Association indemnifies its office holders and that indemnification is limited to the assets of the Association.

### PROCEEDINGS OF COMMITTEE

- 14.1. The Committee shall meet at least-3 times in each year at such place and such times as the Committee may determine.
- 14.2. Special meetings of the Committee may be convened by the President or by any 4 members of the Committee.
- 14.3. 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.
- 14.4. Any 4 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- 14.5. 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.
- 14.6. At meetings of the Committee:
  - 14.6.a. the President or in their absence the Vice-President shall preside; or
  - 14.6.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 shall preside.
- 14.7. 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.
- 14.8. 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.
- 14.9. Written notice of each Committee meeting shall be served on each member of the Committee by delivering it to them at a reasonable time before the meeting or by sending it pre-paid post addressed to them at their usual or last known place of abode at least two business days before the date of the meeting.
- 14.10. Subject to 14.4 the Committee may act notwithstanding any vacancy on the Committee.

### SECRETARY

- 15.1. 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 of the persons present at Committee meetings.

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## TREASURER

- 16.1. The Treasurer of the Association:
  - 16.1.a. shall collect and receive all moneys due to the Association and make all payments authorised by the Association; and
  - 16.1.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.
- 16.2. The accounts and books referred to in 16.1 shall be available for inspection by members.

## REMOVAL OF MEMBER OF COMMITTEE

- 17.1. The Association in general meeting may by resolution remove any member of the Committee before the expiration of their term of office and appoint another member in their stead to hold office until the expiration of the term of the first-mentioned member.
- 17.2. Where the member to whom a proposed resolution referred to in 17.1 makes representation in writing to the Secretary or the 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.

## FUNDS MANAGEMENT

- 18.1. All cheques, electronic payments, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Committee.
- 18.2. No portion of any surplus, income or assets of the Association shall be paid or transferred, directly or indirectly, by way of dividend, bonus, or otherwise to any current or former member of the Association.
- 18.3. Nothing in 18.2 prevents the payment in good faith:
  - 18.3.a for any out-of-pocket expenses properly incurred by the member on behalf of the Association or
  - 18.3.b in return for any agreed upon services actually rendered to the Association or
  - 18.3.c for goods supplied to the Association in the ordinary course of business or
  - 18.3.d for reasonable rent for premises let by any member to the Association or
  - 18.3.e for any other bona fide purpose for carrying out the Association's purposes, provided that any such payment is approved by the Committee.

## SEAL

- 19.1. The Common Seal of the Association shall be kept in the custody of the Secretary.
- 19.2. 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 signatures of either two members of the Committee or of one member of the Committee and of the Secretary of the Association.

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## ALTERATION OF RULES AND STATEMENT OF PURPOSES

- 20.1. These rules and the statement of purposes of the Association shall not be altered except in accordance with the Act. <sup>4</sup>

## NOTICES

- 21.1. A notice may be served by or on behalf of the Association upon any member either personally by sending it in writing, or sent in electronic format, to the member at their address shown in the Register of Members.
- 21.2. 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 OR CANCELLATION

- 22.1. In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association shall be disposed of in accordance with the provisions of the Act <sup>5</sup> with any surplus assets of the Association to be distributed in accordance with a special resolution.
- 22.2 Any such distribution of surplus assets:
- 22.2.a is not to be made to any current or former member of the Association.
- 22.2.b that was supplied by a government department or public authority, including any unexpended portion of a grant, must be returned to the department or authority that supplied it or to a body nominated by the department or authority.
- 22.2.c must, subject to the Act and any court order made under section 133 of the Act, be given to one or more other bodies that have similar purposes to the Association, and that are not carried on for the profit or gain of their individual members. The one or more bodies must be decided by special resolution, and every effort should be made to select them in the area of Astronomy within Australia.

## CUSTODY OF RECORDS

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

## FUNDS

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

<sup>4</sup> *Section 22 of the Act provides that an incorporated association may, by special resolution, alter its statement of purposes or its rules. Section 29 defines a special resolution.*

<sup>5</sup> *See Part VIII of the Act for Winding Up and Cancellation.*

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## GRIEVANCE PROCEDURES

- 25.1. In the event that there is a disagreement, dispute or grievance concerning the business of the Association between members, or between members and the Committee, it is expected that the issue can be resolved in an informal but respectful manner between the people involved.
- 25.2. Grievances relating to the policies and operation of the Association by the Committee may be raised at any general meeting for resolution by the members under the provisions in the constitution. This may involve the provisions laid out under Special General Meetings or the expulsion of a member procedure.
- 25.3. Where the grievance is between:
- a member and another member; or
  - a member and the Association
- 25.3.a. the parties to the dispute must meet and discuss the matter in dispute and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- 25.3.b. if the parties are unable to resolve the dispute at the meeting, or if a party fails to attend the meeting, then both parties must, within 10 days, hold a meeting in the presence of a mediator. The mediator should be a person chosen by agreement between the parties but if such agreement cannot be achieved the mediator should be:
- 25.3.b.i. in the case of a dispute between members, a person appointed by the Committee.
  - 25.3.b.ii. in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- 25.3.c. a member of the Association can be a mediator.
- 25.3.d. the mediator cannot be a member who is a party to the dispute.
- 25.3.e. the parties to the dispute must, in good faith, attempt to settle by mediation.
- 25.3.f. the mediator, in conducting the mediation, must:
- 25.3.f.i. give the parties to the mediation process every opportunity to be heard; and
  - 25.3.f.ii. allow due consideration by all parties of any written statement submitted by any party; and
  - 25.3.f.iii. ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 25.3.g. the mediator must not determine the dispute.
- 25.3.h. if the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Incorporated Associations Act or otherwise in law.

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## APPENDICES

### APPENDIX 1 - Application for membership of the Association

Any application for membership may be self-nominated, or gifted by another person, and must be made on the electronic form, or paper form, as prescribed by the Committee, and then sent to the Secretary.

It must as a minimum include:

- the date of the application
- the name of the applicant
- the names of all included family members if it is applying for a family membership category.
- the category of membership
- the mailing address of the applicant
- an electronic mail address of the applicant if at all possible
- a telephone contact for the applicant if at all possible
- evidence of any payment received of the Entrance fee or Annual Subscription

The Secretary may then second the nomination for consideration at the next meeting of the Committee.

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## APPENDIX 2 - Form of appointment of proxy

Any appointment of proxy must be made on the paper form below, or sent by electronic mail and include the same information, to the Secretary of the Association.

I, \_\_\_\_\_  
(name of authorising member)

of \_\_\_\_\_  
(address)

being a member of *The Mornington Peninsula Astronomical Society Incorporated*, hereby appoint

\_\_\_\_\_  
(name of person for proxy)

of \_\_\_\_\_  
(address)

being a member of the Association, as my proxy to vote for me on my behalf at the general meeting of the Association (annual general meeting or special general meeting, as the case may be) to be held on \_\_\_\_\_ (date) and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution on (insert details)

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\_\_\_\_\_  
(signature of member authorising proxy)

\_\_\_\_\_  
(date)