

RULES of the ASSOCIATION

BEN CRUACHAN WALKING CLUB Inc.

INCORPORATION NUMBER: A0004849G

ABN: 66 581 863 017

**These Rules were formally adopted by the Ben Cruachan Walking Club
at a meeting on 9 September 2020**

Preamble

The Ben Cruachan Walking Club Inc. is a recreational walking club based in the Wellington Shire of Victoria, Australia and was formed in 1965 with the following stated objectives/purpose:

- (a) To bring together those who esteem bushwalking and mountain climbing;
- (b) To encourage a wider appreciation of the wild life and natural beauty of this country and to assist in its preservation;
- (c) To foster walking tours;
- (d) To foster social activity among its members.

The Ben Cruachan Walking Club Inc. is affiliated with Bushwalking Victoria Inc. (the umbrella body for bushwalking clubs in Victoria) and embraces the various policies and guidelines promulgated by Bushwalking Victoria. In particular, the Ben Cruachan Walking Club Inc. manages its affairs in accordance with the publications "WalkSafe", "Tread Softly – the bushwalker's minimum impact code" and the "Code of Conduct" which applies to all club members.

These Rules replace the rules adopted by Ben Cruachan Walking Club on 11 May 2011 and are written in accordance with the Associations Incorporation Reform Act 2012, as amended, which replaced the Associations Incorporation Act (1981).

RULES

1 Name

The name of the incorporated association is Ben Cruachan Walking Club Inc. (in these Rules called "the Association").

2 Definitions

(1) In these Rules, unless the contrary intention appears:

committee means the Management Committee of the Association;

electronic means includes email, facsimile or other electronic transmission which allows the recipient to read the document;

financial year means the year ending on 30 June;

general meeting means a general meeting of members convened in accordance with rule 12;

member means a member of the Association;

ordinary member of the committee means a member of the committee who is not an office holder of the Association under rule 21;

Regulations means regulations under the Act;

relevant documents has the same meaning as in the Act;

the Act means the **Associations Incorporation Reform Act 2012**, as amended.

3 Alteration of the rules

These Rules and the statement of purposes of the Association must not be altered except in accordance with the Act.

4 Membership, entry fees and subscription

- (1) A person who applies for membership as provided in these Rules is eligible to be a member of the Association on payment of the annual subscription fee (or a pro rata portion of that fee for part year membership) payable under these Rules.
- (2) An application of a person for membership of the Association must:
 - (a) be made in writing in the form set out in Appendix 1 or as amended by the Management Committee and available on the website;
 - (b)
 - (c) be accompanied by the appropriate fee; and
 - (d) be lodged with the Membership Secretary of the Association.
- (3) The Membership Secretary must, within 28 days after receipt of the application, enter the applicant's name, address and contact details in the register of members.
- (4) An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.
- (5) A right, privilege, or obligation of a person by reason of membership of the Association:
 - (a) is not capable of being transferred or transmitted to another person;and

- (b) terminates upon the cessation of membership whether by death or resignation or otherwise.
- (6) The annual subscription is the amount set by the management committee of the Association in accordance with Rule 33 and is payable at the time of application for membership or renewal of membership.
- (7) A person may participate in an activity of the Association by becoming a Temporary member/ Visitor. A Temporary Member/Visitor must pay a fee, in accordance with Rule 33 (1), and sign an “Acknowledgement of Risks and Obligations” in the form set out in Appendix 2.

5 Register of members

- (1) The Membership Secretary must keep and maintain a register of members containing:
 - (a) the name, address, telephone number and email address (if applicable) of each member; and
 - (b) the date on which each member's name was entered in the register.
 - (c) the date on which a member ceased to be a member.
- (2) The register is available for inspection free of charge by any member upon request.

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.
- (3) The date on which a person ceases to be a member of the association must be entered in the Register of Members within 14 days after that date.
- (4) Information about a person who is no longer a member of the association must be removed from the Register of Members within 14 days after the person ceases to be a member of the Association.

6 Ceasing membership

(1) A member of the Association may resign from the Association by giving one month's notice in writing to the Membership Secretary of his or her intention to resign.

(2) A member who fails to pay the annual renewal fee within 2 months of the end of the Association's financial year, ceases to be a member.

7 Discipline, suspension and expulsion of members

(1) Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the committee may by resolution:

(a) suspend that member from membership of the Association for a specified period; or

(b) expel that member from the Association;

(2) A resolution of the committee under subrule (1) does not take effect unless:

(a) at a meeting held in accordance with subrule (3), the committee confirms the resolution; and

(b) if the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.

(3) A meeting of the committee to confirm or revoke a resolution passed under subrule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with subrule (4).

(4) For the purposes of giving notice in accordance with subrule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice:

(a) setting out the resolution of the committee and the grounds on which it is based; and

(b) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and

(c) stating the date, place and time of that meeting; and

(d) informing the member that he or she may do one or both 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; and
 - (e) informing the member that, if at that meeting, the committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- (5) At a meeting of the committee to confirm or revoke a resolution passed under subrule (1), the committee must:
- (a) give the member, or his or her representative, an opportunity to be heard; and
 - (b) give due consideration to any written statement submitted by the member; and
 - (c) determine by resolution whether to confirm or to revoke the resolution.
- (6) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- (7) If the Secretary receives a notice under subrule (6), he or she must notify the committee and the committee must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.
- (8) At a general meeting of the Association convened under subrule (7):
- (a) no business other than the question of the appeal may be conducted; and
 - (b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - (c) the member, or his or her representative, must be given an opportunity to be heard; and
 - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

(9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

8 Disputes and mediation

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between:
 - (a) a member and another member; or
 - (b) a member or members and the Association.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be:
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
 - (ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A 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
 - (b) is biased in favour of or against any party
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must:
 - (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and

- (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

9 Annual general meetings

- (1) The committee may determine the date, time and place of the annual general meeting of the Association.
- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (3) The ordinary business of the annual general meeting shall be:
 - (a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
 - (b) to receive from the committee reports upon the transactions of the Association during the last preceding financial year; and
 - (c) to elect office holders 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.
- (4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

10 Special general meetings

- (1) In addition to the annual general meeting, any other general meetings may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The committee may, whenever it thinks fit, convene a special general meeting of the Association.

- (4) If, but for this subrule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.
- (5) The committee must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Association.
- (6) The request for a special general meeting must:
 - (a) state the objects of the meeting; and
 - (b) be signed by the members requesting the meeting; and
 - (c) be sent to the address of the Secretary.
- (7) If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (8) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons incurring the expenses.

11 Special business

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

12 Notice of general meetings

- (1) The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must send to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent:

- (a) by prepaid post to the address appearing in the register of members; or
 - (b) by electronic transmission.
- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

13 Quorum at general meetings

- (1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- (2) Five members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.

Note: Clause 38 Use of Technology applies to general meetings.

- (3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present:
- (i) in the case of a meeting convened upon the request of members—the meeting must be dissolved; and
 - (ii) in any other case—the meeting 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.
- (4) 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 personally present (being not less than 3) shall be a quorum.

14 Presiding at general meetings

- (1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Association.

- (2) If the President and the Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

15 Adjournment of meetings

- (1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.
- (4) Except as provided in subrule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

16 Voting at general meetings

- (1) Upon any question arising at a general meeting of the Association, a member has one vote only. Only members of the Association may vote.
- (2) All votes must be given personally or by proxy.
- (3) 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.

17 Poll at general meetings

- (1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such 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.
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

18 Manner of determining whether resolution carried

If a question arising at a general meeting of the Association is determined on a show of hands:

(a) a declaration by the Chairperson that a resolution has been:

(i) carried; or

(ii) carried unanimously; or

(iii) carried by a particular majority; or

(iv) lost; and

(b) an entry to that effect in the meeting minutes of the general meeting:

is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

19 Proxies

(1) Each member is entitled to appoint another member as a proxy by notice given to the Secretary prior to the commencement of the meeting in respect of which the proxy is appointed.

(2) The notice appointing the proxy must be in the form set out in Appendix 3.

20 Management Committee

(1) The affairs of the Association shall be managed by the Management Committee.

(2) The committee:

(a) shall control and manage the business and affairs of the Association;
and

(b) may, subject to these Rules, the Act and the Regulations, 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 Act and the Regulations, 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.

- (3) Subject to section 23 of the Act, the committee shall consist of:
- (a) the office holders of the Association; and
 - (b) *up to five ordinary members—*
- each of whom shall be elected at the annual general meeting of the Association in each year.

21 Office holders

- (1) The office holders of the Association shall be:
- (a) President;
 - (b) Vice-President;
 - (c) Treasurer;
 - (d) Secretary;
 - (e) Membership Secretary
 - (f) Publicity Officer;
 - (g) Newsletter Editor;
 - (h) Tracks & Conservation Coordinator;
 - (i) Walks Coordinator
- (2) Each office holder of the Association shall hold office until the annual general meeting next after the date of his or her election.
- (3) In the event of a casual vacancy in any office referred to in subrule (1), the committee may appoint one of its members to the vacant office and the member appointed may continue in office until the annual general meeting next after the date of the appointment.

22 Ordinary members of the committee

- (1) Subject to these Rules, each ordinary member of the committee shall hold office until the annual general meeting next after the date of election.
- (2) 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 appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

23 Election of officers and ordinary committee members

- (1) At the Annual General Meeting of the Association, those members present must appoint an impartial member to chair proceedings during the election of office holders and ordinary committee members.
- (2) Nominations of candidates for election as office holders of the Association or as ordinary members of the committee must be made and seconded by financial members of the Association, either in writing or in person at the Annual General Meeting. The consent of the candidate must be obtained before proceeding to election.
- (3) Nominees for election to the Management Committee should commit to attend as many Committee meetings as possible.
- (4) A candidate may only be nominated for one office, or as an ordinary member of the committee.
- (5) If insufficient nominations are received to fill all vacancies on the committee, the positions shall be deemed to be vacant. The elected committee may subsequently fill these vacancies in accordance with Rules **21(3)** and **22(2)**.
- (6) 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.
- (7) If the number of nominations exceeds the number of vacancies to be filled, a secret ballot must be held.

24 Vacancies

The office of an office holder of the Association, or of an ordinary member of the committee, becomes vacant if the office holder or member:

- (a) ceases to be a member of the Association; or
- (b) resigns from office by notice in writing given to the Secretary.

25 Meetings of the committee

- (1) The committee must meet at least 3 times in each year at such place and such times as a majority of the committee determines.

- (2) Special meetings of the committee may be convened by the President or by any 4 members of the committee.

26 Notice of committee meetings

- (1) The Secretary must give written notice of each committee meeting to each committee member at least 2 business days before the date of the meeting.
- (2) Written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

27 Quorum for committee meetings

- (1) Any 4 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.
- (2) No business may be conducted unless a quorum is present.

Note: Clause 38 Use of Technology applies to committee meetings.

- (3) If within half an hour of the time appointed for the meeting a quorum is not present:
 - (i) in the case of a special meeting—the meeting lapses;
 - (ii) in any other case—the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The committee may act notwithstanding any vacancy on the committee.

28 Presiding at committee meetings

At meetings of the committee:

- (a) the President or, in the President's absence, the Vice-President presides; or
- (b) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

29 Voting at committee meetings

- (1) Questions arising at a meeting of the committee, or at a meeting of any subcommittee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (2) Each member present at a meeting of the committee, or at a meeting of any subcommittee 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.
- (3) In accordance with clause **19**, each office holder and ordinary committee member is entitled to appoint a proxy for the purposes of voting on any issue at a committee meeting.

30 Removal of committee member

- (1) The Association in general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in subrule (1) 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.
- (3) 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.

31 Minutes of meetings

- (1) The Secretary of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.
- (2) The Secretary of the Association must circulate the minutes of each committee meeting, as soon as practical following the meeting. This may be by post, in person or by electronic means.

32 Funds

- (1) The Treasurer of the Association must:
 - (a) collect and receive all moneys due to the Association and make all payments authorised by the Association; and
 - (b) 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) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee.
- (3) The funds of the Association shall be derived from entrance fees, annual subscriptions, walk fees, donations and such other sources as the committee determines.

33 Subscriptions and Fees

- (1) The management committee of the Association, before the end of each financial year, must review the annual subscription fee and other fees, including the Temporary Member/Visitor participation fee. The management committee will set subscriptions and other fees for the next financial year.
- (2) The management committee must publish the annual subscription fees at the Annual General Meeting, and on the Association's website, together with any pro rata arrangements for part-year membership.

34 Seal

- (1) The common seal of the Association must be kept in the custody of the Secretary.
- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures of two members of the committee.

35 Notice to members

Except for the requirement in rule 12, any notice that is required to be given to a member, by or on behalf of the Association, under these Rules may be given 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.

36 Winding up

- (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 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.

37 Custody and inspection of books and records

- (1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.
- (2) All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.
- (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

38 Use of technology

- (1) A member not physically present at a general meeting or committee meeting may participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.

- (2) A member participating in a 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.

APPENDIX 1



Ben Cruachan Walking Club Inc.

NEW MEMBERSHIP APPLICATION

Name:

Address:

Email:

Telephone: **Date:**

Joining Month	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Single	\$48	\$45	\$42	\$39	\$36	\$33	\$30	\$27	\$24	\$21	\$18	\$10
Family	\$60	\$56	\$52	\$48	\$44	\$40	\$36	\$32	\$28	\$24	\$20	\$16

Payment: \$ amount for joining month, by cheque or money order with this form to PO Box 70 Maffra 3860 **Or** direct deposit to BSB 013713 Acct 278934713, with your *Name* as reference **and** post or email this form to secbcwc@gmail.com

Acknowledgement of Risks & Obligations*

When participating in activities of the Ben Cruachan Walking Club, I am aware that my participation may expose me to hazards and risks that could lead to injury, illness or death, or to loss of or damage to my property. I also acknowledge that I may encounter weather conditions that could lead to hypothermia and being in locations where evacuation for medical treatment may take hours or days.

To minimise risks, I will:

1. endeavour to ensure that each activity is within my capabilities.
2. carry food, water and equipment appropriate for the activity.
3. advise the activity leader if I am taking any medication or have any physical or other limitation that might affect my participation in the activity.
4. I will make every effort to remain with the rest of the party during the activity.
5. I will advise the leader of any concerns I am having.
6. I will comply with all reasonable instructions of club officers and the activity leader.

I have read and understood the above requirements. I have considered the risks before choosing to sign this Acknowledgement of Risk. I still wish to join the activities of the Club. I will take responsibility for my own actions and accept that signing this form will be deemed as full acceptance and understanding of the above conditions.

Name:..... Age:..... Signature:.....

Name:..... Age:..... Signature:.....

Name:..... Age:..... Signature:.....

APPENDIX 2



**Ben Cruachan Walking Club Inc.
TEMPORARY MEMBERS**

ACKNOWLEDGEMENT OF RISKS AND OBLIGATIONS

In voluntarily participating in..... walk on/...../....., I am aware that I may be exposed to risks that could lead to injury, illness or death or to loss of or damage to my property.

Examples of those risks may include, but are not limited to, slippery and uneven rocks and logs, cliffs, and exposure to extreme weather conditions.

To minimize these risks I have endeavoured to ensure that:

- (1) The walk is within my capabilities;
- (2) I am carrying food, water, clothing, footwear and equipment appropriate for the walk;
- (3) I have advised the walk leader of any medication or any physical or other limitation that might affect my participation in the walk;
- (4) I will make every effort to remain with the rest of the party during the walk;
- (5) I will advise the walk leader of any concerns I am having;
- (6) I will comply with all reasonable instructions of the walk leader.

I will take full responsibility for my own actions.

In signing this form I acknowledge that I have been granted **Temporary Membership** of the Ben Cruachan Walking Club for the duration of this walk only.

Signed:.....Date:...../...../.....
.....

Printed Name:.....

Address:.....

Telephone:.....

Emergency Contact Name:.....Emergency Contact
Number:.....

Received: \$..... for Temporary Membership

Signed:.....(Walks Leader/Member)

Please note: **Temporary Membership** will be granted on no more than 3 occasions

BCWC Bank Account for direct deposits (EFT): BSB 013 713 Acct 278934713

APPENDIX 3



FORM OF APPOINTMENT OF PROXY

I,
(name)

of.....
(address)

being a member of Ben Cruachan Walking Club Inc.

appoint
(name of proxy holder)

Of
.....
(address of proxy holder)

being a member of the Ben Cruachan Walking Club Inc.,, as my proxy to vote on my behalf, at their discretion, at the meeting to be held on

...../...../..... (date of meeting)

and at any adjournment of that meeting.

Signed

Date

APPENDIX 4

THE MANAGEMENT COMMITTEE

Consumer Affairs Victoria stipulates particular responsibilities for members of management committees. The following is an extract:

“Management committee membership and personal gain

Members have a duty to act in the best interests of the incorporated association and not to take advantage of their position. They must not make use of their position (or information acquired because of their position) to:

- *gain any financial benefit for themselves or any other person*
- *cause a detriment to the association.*

If a committee member has a direct or indirect financial interest in a contract with the incorporated association:

- *they must disclose the nature and extent of the interest to the committee and must not take part in any committee decisions about the contract*
- *the interest must be recorded in the financial statements submitted to the association’s members at the next annual general meeting.”*

THE ROLE OF BEN CRUACHAN WALKING CLUB OFFICE HOLDERS & COMMITTEE MEMBERS:

President The President is the titular head of Ben Cruachan Walking Club and at all official functions is the person who leads, directs and controls proceedings.

The President:

- represents BCWC in any negotiations with other organisations, unless in particular circumstances the Management Committee agrees to an alternative arrangement.
- is the Chairman of BCWC Management Committee and has particular responsibilities to ensure that Management Committee meetings are effectively managed. In his/her absence, one of the Vice-Presidents or a member elected by those present will chair the meeting
- communicates closely with all members of the Management Committee to ensure that the business of BCWC is dealt with efficiently and appropriately, while maintaining harmony amongst the Committee.
- works closely with the Secretary so that he/she is aware of correspondence, current and potential issues for consideration by the Management Committee, and ensures that meeting papers including Agendas and Minutes are distributed to Committee members in a timely manner.

- works closely with the Treasurer so that he/she is familiar with the current financial status of BCWC.
- should always be familiar with all aspects of BCWC operations.
- is the Chairman at any General Meeting of BCWC. In his/her absence, a Vice-President or a member elected by those present will chair the meeting.

Vice-President

A Vice-President is, as the title suggests, the 'second-in-charge' or 'deputy' and in all respects provides strong support for the President. In the absence of the President, the Vice-President officiates at BCWC Management Committee meetings, BCWC General Meetings and any other BCWC functions.

Given the level of responsibility, it is important that the Vice-President is familiar with all BCWC activities and develops good working relationships with the other members of the Management Committee.

Secretary

The Secretary:

- is responsible for all correspondence flowing into and out of the organisation.
- must keep an up-to-date BCWC members email list and/or snail mail list and circulate it regularly to President, Secretary, Treasurer, Newsletter Editor and Walks Co-ordinator.
- Is responsible for circulating to all members minutes of BCWC Management Committee meetings and general meetings, and all relevant correspondence, e.g. Bushwalking Victoria bulletins, newsletters and information.
- is responsible for maintaining accurate records of all BCWC Management Committee meetings and General meetings. These records are referred to as the "Minutes" and record the proceedings of each meeting, including the issues discussed, decisions made and those in attendance. The minutes must be circulated and uploaded to the club's website within 1 week following each meeting.
- is responsible for notifying all BCWC members of the date, time and place of General Meetings, as well as the nature of business at the meeting. The notification of meetings must be made at least 14 days prior to the meeting and may be by post or electronic transmission.
- is the custodian of BCWC records and must keep under his/her control all books, documents and securities of BCWC, except for financial records which are the responsibility of the Treasurer.
- carries a number of other specific responsibilities prescribed by the 'Rules of Association', including receiving and recording requests for meetings, appointment of proxies etc.

- will prepare a report for the AGM and co-ordinate reports from other Office Holders for the AGM.
- is responsible for providing an Annual Statement to Consumer Affairs Victoria, as soon as possible following the AGM.

Membership Secretary

The Membership Secretary:

- is responsible for keeping an up-to-date Register of all members of BCWC and must make it available free of charge to any member on request.
- 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.
- is responsible for maintaining an up-to-date list of members (Users) with login details on the BCWC website.
 - is responsible for providing all new members with a welcome pack including unique website login details.
 - Is responsible for advising the BCWC newsletter editor with details of new members.
 - must regularly provide the BCWC Secretary with an updated list of members' email addresses.
 - must prepare a Membership Report for the BCWC Annual General Meeting.

Treasurer

The Treasurer:

- is responsible for collecting and receiving all monies due to the BCWC and making all payments authorised by the BCWC.
- is responsible for keeping correct accounts and books showing the financial affairs of the BCWC with full details of all receipts and expenditure connected with the activities of the BCWC.
- must make the BCWC accounts and books available for inspection by BCWC members.
- must sign all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments as authorised by the Committee.

The Role of Ordinary Committee Members

While Ordinary Committee Members do not carry specific responsibilities like the Office Holders mentioned above, there is an expectation that each Committee Member will make a positive contribution to the management of

the affairs of BCWC. They may not have a title, but they are nevertheless equally accountable to the whole BCWC membership.

In many volunteer organisations, members are actively recruited to the Committee of Management for particular skills, knowledge, expertise or experience that they can bring to the group. Examples might include business and marketing skills, administrative and management experience, a broad network of contacts in related fields, and so on.

In an ideal committee, there would be a broad range of skills and experience with everyone prepared to make as big a contribution as possible.

Each Committee Member has a responsibility to:

- Attend Committee meetings;
- Read and be familiar with all meeting papers;
- Actively participate in discussions and debates;
- Respect the right of others to have a different point of view;
- Be prepared to volunteer for tasks, and honour undertakings by meeting deadlines and reporting back in a timely manner;
- Contribute to the harmony of the Committee by avoiding personal attack;
- Publicly support decisions made by the Committee, regardless of personal opinions.

Attributes for Office Holders and Committee Members

To be an effective committee member a candidate should have good reading, writing and comprehension skills and, in the case of the Secretary and Treasurer in particular, a good command of word processing and spreadsheet software is highly desirable.

An efficient committee works well as a team so it is essential that all office holders and ordinary committee members communicate well using whatever means they have available, e.g. telephone, email, post etc.

To become an Office Holder, ideally a candidate should have at least 2 years experience as an ordinary committee member to ensure that they not only have a broad understanding of BCWC activities, but also have a reasonable understanding of committee processes and procedure.