



Uniting Families in Calisthenics

Arden Crescent Rosanna Uniting Church
Calisthenics Club

Constitution

2024 Edition



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Part 1 – Preliminary

1. Name:

The name of the Organisation shall be Arden Crescent Rosanna Uniting Church Calisthenics Club Inc.

2. Purpose:

In conjunction with the Rosanna Uniting Church, the club's purpose is to provide the opportunity for children (from three years of age) and adults to work together in the team sport of Calisthenics.

3. Financial Year:

The financial year of the Club will be from the 1st January to 31st December of each year.

4. Definitions:

In these rules:

“Committee” means the Committee of Management of the Club.

“General Meeting” means a general meeting of members of the Club.

“Committee Meeting” means a meeting of the executive committee including class representatives.

“Member” means an adult representative from each family whose child/ren or self is a current registered and financial member of the club.

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

The *“Registrar”* means the Registrar of the Club.

“Ordinary Member” means a member of the committee who is not holding an executive position.

“Office Bearers” means an adult representative holding an executive position of the organisation whose child or self is a current registered and financial member of the club.

Part 2 - Powers of the Club

5. Powers of the Club:

Subject to the Act, the Club has power to do all things incidental or conducive to achieve its purpose.

- a. the Club can open and operate accounts with financial institutions;

- b. the Club can appoint agents to transact business on its behalf;
- c. the Club can enter into any other contract it considers necessary or desirable for the benefit of the club;
- d. the Club may only exercise its powers and use its income or assets for its purpose as outlined in sub section 2.

6. Not for profit Organisations:

The Club must not distribute any surplus, income or assets directly or indirectly to its members.

Sub rule 6 does not prevent the club from paying a member:

- a. reimbursement for expenses incurred by a member; or
- b. for goods and/or services provided by a member

7. Alterations to the rules:

These rules must not be altered without two-thirds majority of voting members in attendance at a general meeting who vote for such an alteration/s.

8. Registered Address:

The registered addresses of the Club are:

Arden Crescent Calisthenics Club

PO BOX 135

Rosanna 3084

And

Arden Crescent Rosanna Uniting Church

21 Arden Crescent

Rosanna 3084

Part 3 – Membership, disciplinary procedures and grievances

Division 1 - Membership:

9. Minimum number of members:

The Club must have at least 5 members.

10. Who is eligible to be a member:

Any person who supports the purposes of the Club is eligible for membership.

11. Application for membership:

Membership of the Club must be lodged in writing via the online registration process.

The Executive Committee in conjunction with Coaches may determine whether to approve or reject the application for membership.

12. General rights of members:

A member of the Club who is entitled to vote has the right:

- a. to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
- b. to submit items of business for consideration at a general meeting; and
- c. to attend and be heard at general meetings; and
- d. to vote at a general meeting; and
- e. to have access to the minutes of general meetings and other documents of the Club as provided under rule 60; and
- f. to inspect the register of members.

A member is entitled to vote if:

- a. more than 10 business days have passed since he or she became a member of the Club; and
- b. the member's membership rights are not suspended for any reason.

13. Rights not transferable:

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

14. Annual subscriptions and fees:

The annual insurance fee is set by Calisthenics Victoria each year and is payable within 14 days of registering as a member.

Fees are the relevant amount determined at the Annual General Meeting each year and are payable in the following ways:

- a. A one off payment at the beginning of the year giving families 5% reduction in the tuition fee if payment is received before the 30th March in any given year.
- b. Two half yearly payments. The committee in conjunction with the Treasurer will specify dates.
- c. A personalised plan organised confidentially with the Treasurer and must be paid as per written agreement.

15. Ceasing membership:

The membership of a person ceases on resignation, expulsion or death.

If a person ceases to be a member of the Club, the Secretary/Registrar must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

16. Resigning as a member

A member may resign by notice in writing given to the Club.

Note

A member is taken to have resigned if:

- a. the member's annual subscription is more than twelve months in arrears; or
- where no annual subscription is payable:
- b. the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
 - c. the member has not, within three months after receiving that request, confirmed in writing that he or she wishes to remain a member.

17. Registrar of Members:

The Registrar/Secretary of the Club must keep and maintain a register of members that includes for each current member:

- a. Full Name
- b. Address for notice last given by member
- c. Date of becoming member
- d. Any other information determined by the committee

Division 2 - Disciplinary action

18. Grounds for taking disciplinary action:

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

- a. has failed to comply with these Rules; or
- b. refuses to support the purposes of the Club; or
- c. has engaged in conduct prejudicial to the Club.

19. Disciplinary subcommittee

If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.

The members of the disciplinary subcommittee:

- a. may be Committee members, members of the Club or anyone else; but
- b. must not be biased against, or in favour of, the member concerned.

20. Notice to member

Before disciplinary action is taken against a member, the Secretary must give written notice to the member:

- a. stating that the Club proposes to take disciplinary action against the member; and
- b. stating the grounds for the proposed disciplinary action; and
- c. specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the ***disciplinary meeting***); and
- d. advising the member that he or she may do one or both of the following:
 1. attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
 2. give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
- e. setting out the member's appeal rights under rule 22.

The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

21. Decision of subcommittee

At the disciplinary meeting, the disciplinary subcommittee must:

- a. give the member an opportunity to be heard; and
- b. consider any written statement submitted by the member.

After complying with the above, the disciplinary subcommittee may:

- a. take no further action against the member; or
- b. reprimand the member; or
- c. suspend the membership rights of the member for a specified period; or
- d. expel the member from the Club.

The disciplinary subcommittee may not fine the member.

The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

22. Appeal rights

A person whose membership rights have been suspended or who has been expelled from the Club under rule 18 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.

The notice must be in writing and given:

- a. to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
- b. to the Secretary not later than 48 hours after the vote.

If a person has given notice, a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.

Notice of the disciplinary appeal meeting must be given to each member of the Club who is entitled to vote as soon as practicable and must:

- a. specify the date, time and place of the meeting; and
- b. state:
 - 1. the name of the person against whom the disciplinary action has been taken; and
 - 2. the grounds for taking that action; and
 - 3. that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

23. Conduct of disciplinary appeal meeting

At a disciplinary appeal meeting:

- a. no business other than the question of the appeal may be conducted; and
- b. the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
- c. the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.

After complying with the above, the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.

A member may not vote by proxy at the meeting.

The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

Division 3 - Grievance procedure

24. Application

The grievance procedure set out in this Division applies to disputes under these Rules between:

- a. a member and another member;
- b. a member and the Committee;
- c. a member and the Club.

A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

25. Parties must attempt to resolve the dispute

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

26. Appointment of mediator

If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 25, the parties must within 10 days:

- a. notify the Committee of the dispute; and
- b. agree to or request the appointment of a mediator; and
- c. attempt in good faith to settle the dispute by mediation.

The mediator must be:

- a. a person chosen by agreement between the parties; or
- b. in the absence of agreement:
 - 1. if the dispute is between a member and another member—a person appointed by the Committee; or
 - 2. if the dispute is between a member and the Committee or the Club -a person appointed or employed by the Dispute Settlement Centre of Victoria.

A mediator appointed by the Committee may be a member or former member of the Club but in any case must not be a person who:

- a. has a personal interest in the dispute; or
- b. is biased in favour of or against any party.

27. Mediation process

The mediator to the dispute, in conducting the mediation, must:

- a. give each party every opportunity to be heard; and

- b. allow due consideration by all parties of any written statement submitted by any party; and
- c. ensure that natural justice is accorded to the parties throughout the mediation process.

The mediator must not determine the dispute.

28. Failure to resolve dispute by mediation

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

Part 4 – General Meetings of the club

29. Annual General Meetings:

The committee may determine the date, time and place of the Annual General Meeting which must be held within five months of each financial year.

The notice convening the Annual General Meeting must specify that the meeting is an Annual General Meeting.

The ordinary business of the Annual General Meeting shall be:

- a. to confirm the minutes of the previous annual general meeting minutes and;
- b. to receive from the committee reports upon the transactions of the Club during the last proceeding year and;
- c. to elect officers of the Club and the ordinary members of the committee for the current year.

30. Special General Meetings:

In addition to the Annual General Meeting, any other general meeting may be held in the same year.

All general meetings other than the Annual General Meeting are special general meetings.

The committee may, whenever it thinks fit, convene a special general meeting of the Club.

The committee must on request in writing of members representing not less than one third of the families of the club, convene a special meeting of the Club.

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 delivered to the Secretary.

The Secretary upon receipt of a written request must call a special general meeting within twenty-eight days of receipt.

31. Notice of General Meetings:

The Secretary, at least 14 days before the date fixed for holding a general meeting, must cause to be sent to each member, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.

32. Quorum at General Meetings:

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.

10% of members personally present or by proxy (being members entitled under these rules to vote at a general meeting) constitutes a quorum for the conduct of the business of a general meeting.

One member personally present must have a bone fide connection with the Rosanna Uniting Church. Where this is not possible, an official representative of the Church must be present or the club must forward a copy of the minutes from such meetings to the Secretary of the Rosanna Uniting Church Leaders meeting.

The Church shall be invited to nominate a congregational representative to liaise with the Club.

33. Adjournment of general meetings:

If, within half an hour after the appointment time for the commencement of a general meeting, a quorum is not present the meeting shall stand adjourned to the same day in the next week at the same time (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).

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 three) shall be a quorum.

34. Presiding at General Meetings:

The President shall preside as Chairperson at each general meeting of the Club.

Should the President be absent from the general meeting, the Vice President shall preside. Should the President and Vice President be absent, the members must select on the present members to act as Chairperson.

35. Voting at General Meetings:

Voting at general meetings shall be confined to one vote per registered and financial family who are in attendance (or who have submitted to the Secretary a proxy vote) except in the case of more than one Coach being present where by only one vote can be cast regardless of Coach numbers. With exception of matters relating to Constitutional amendments a majority vote shall be required to pass all motions.

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.

36. Special resolutions

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

Note:

In addition to certain matters specified in the Act, a special resolution is required:

- (a) to remove a committee member from office;
- (b) to alter these Rules, including changing the name or any of the purposes of the Club.

37. Minutes of General Meetings:

The Secretary of the Club must keep minutes of the resolutions and proceedings of each general meeting, together with a record of the names of persons present at general meetings.

Minutes must be made accessible to all members, as soon as is practicable after the meeting has been held.

38. Proxies:

Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than one week before the time of a general meeting in respect of which the proxy is appointed.

The notice appointing the proxy must be for a meeting of the Club in the form set out in Appendix 1

Part 5 – Committee

Division 1 – Committee of Management

39. Role and powers:

The management of the club shall be vested in an Executive Committee.

The Executive Committee shall consist of the Office Bearers, one representative from each class group, and one Coach Representative.

The Committee may exercise all the powers of the Club except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Club.

The Committee may:

- a. appoint and remove staff;
- b. establish subcommittees consisting of members with terms of reference it considers appropriate.

If established, the sub-committee must:

- a. be nominated by the Club Committee;
- b. vote on a head of the sub-committee as a convener and secretary;
- c. conform to the rules of operation drawn up or endorsed by the Club Committee;
- d. report regularly to the Club Committee;
- e. contain at least one Executive member from the Club Committee; and
- f. plan a budget and be responsible for implementing and reviewing the budget to suit event/activity in conjunction with Club Treasurer.

40. Role of the Convener

General duties include:

- a. The convener is to draw up an agenda for each subcommittee meeting, which will be circulated at least one week prior to each meeting to the members of the Sub-Committee.
- b. A copy of minutes of each subcommittee meeting is to be sent to the general Secretary for club records and circulation to club committee members.
- c. Report the findings, recommendations and/or actions of the Sub-Committee to the Club Committee after each meeting

41. General Duties

As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.

The Committee is collectively responsible for ensuring that the Club complies with the Act and that individual members of the Committee comply with these Rules.

Committee members must exercise their powers and discharge their duties with reasonable care and diligence.

Committee members must exercise their powers and discharge their duties:

- a. in good faith in the best interests of the Club; and
- b. for a proper purpose.

Committee members and former committee members must not make improper use of:

- a. their position; or
- b. information acquired by virtue of holding their position:
 - 1. so as to gain an advantage for themselves or any other person or to cause detriment to the Club.

Note

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

Division 2 – Composition of Committee and duties of members

42. Office Bearers:

The Office Bearers of the Club shall be:

- a. President
- b. Vice President
- c. Secretary
- d. Registrar/Enrolment Officer
- e. Treasurer

Each Officer of the Club shall hold their position until the Annual General Meeting next after the date of his/her election but is eligible for re-election for a further 12 month period.

In the event of a casual vacancy in any office position, the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of appointment.

43. Roles of executive Committee members:

Role of the President

The President's role is essentially public relations and liaison. Liaison involves keeping in touch with other committee members, with coaches, with parents and other community organisations. The President initiates action and passes on certain tasks to other committee members or sub committees. General duties include:

- a. spokesperson and motivator for the Club;
- b. chairperson for all committee meetings;
- c. liaises with and on behalf of all members within the Club;
- d. is familiar with the Club Constitution and Policy/procedures handbook;
- e. is signatory for the bank account, for both cheque and electronic payments;
- f. assist with Photo Day coordination;
- g. preparation of Annual Report for Arden Crescent Rosanna Uniting Church
- h. lodging documents of the Club with the Incorporation Registrar;
- i. Child Safety Officer for the Club;
- j. In accordance with ACRUCCC Club Child Safety procedures, as an appointed Committee member, will ensure that all club members are adhering to approved guidelines.

Role of the Vice President

The Vice Presidents role is to assist the President and other committee members when required. This may include public relations and liaisons with other committee members, Coaches, parents and community organisations. The Vice President is to be familiar with the club Constitution and Policy and Procedures Handbook. Duties include:

- a. chairperson for committee meetings in absence of President;

- b. assist with Photo Day coordination;
- c. collection and preparation of raffle items for Annual Display; and
- d. coordinates the Fundraising and Marketing Sub Committee
- e. In accordance with ACRUCCC Club Child Safety procedures, as an appointed Committee member, will ensure that all club members are adhering to approved guidelines.

Role of the Secretary

The role of the Secretary is for the most part administrative. General duties include:

- a. lodging documents of the Club with the Incorporation Registrar;
- b. responsible for handling most documents and records (aside from enrolments & competitions);
- c. take minutes at all general/special meetings;
- d. prepare and distribute agendas to all committee members;
- e. distributes minutes to all committee members as soon as is practicable after each meeting;
- f. notes all correspondence;
- g. replies to all correspondence;
- h. is signatory for the bank account, both cheque and electronic payments;
- i. communicate with Class Representatives regarding annual display dressers, costume cleaners & food volunteers;
- j. Ensuring blank sign in forms are available;
- k. assist with photo day coordination;
- l. keeping notice board up to date and tidy;
- m. collection of mail from post office box (shared with Treasurer);
- n. regularly checking Club email account;
- o. additional administrative tasks as directed by the coaches, President and Treasurer;
- p. keep custody of the common seal, and except for the financial records referred to in rule 58, all books, documents and securities of the Club in accordance with rules 59 and 60; and
- q. ensure notice of his/her appointment as Secretary is given to the Incorporation Registrar within 14 days after the appointment.
- r. In accordance with ACRUCCC Club Child Safety procedures, as an appointed Committee member, will ensure that all club members are adhering to approved guidelines.

Role of the Registrar/ Enrolment Officer

The role of the Registrar is to ensure all members are registered with Calisthenics Victoria, and to register the Club for competitions.

General duties include:

- a. maintaining register of members in accordance with rule 17;
- b. responsible for ensuring all members are registered with Calisthenics Victoria;
- c. preparation of yearly enrolment spread sheet;
- d. completion of competition entry forms in consultation with coaches;
- e. preparation of year badges spread sheet;
- f. sends out commencement of New Year letter to all Families
- g. In accordance with ACRUCCC Club Child Safety procedures, as an appointed Committee member, will ensure that all club members are adhering to approved guidelines.

Role of the Treasurer

The Treasurer takes on the responsibility for all financial matters within the club. General duties include:

- a. responsible for planning and reviewing the yearly budget;
- b. handles collection receipting and banking of all money including fees, insurance, costume accounts, fundraising efforts and others;
- c. make any payments authorised by the committee or by a general meeting of the Club from the Clubs funds within 14 days after receipt;
- d. ensure that the financial records of the Club are kept in accordance with the Act;
- e. ensure cheques are signed by at least two nominated members;
- f. presents a financial statement of all incoming and outgoing monies to each committee meeting;
- g. is responsible for all ledgers, bank books, cheque books and receipt books;
- h. is signatory for the bank account, both cheque and electronic payments;
- i. organise audit of books annually;
- j. preparation of financial report for inclusion in Annual Report of Arden Crescent
- k. Rosanna Uniting Church;
- l. collection of mail from post office box (shared with Secretary);
- m. responsible for updating club contact details regarding our post office box with
- n. Australia Post, Rosanna branch
- o. booking a theatre determined by the committee for rehearsal and annual display
- p. lodging documents of the Club with the Incorporation Registrar;
- q. In accordance with ACRUCCC Club Child Safety procedures, as an appointed Committee member, will ensure that all club members are adhering to approved guidelines.

Role of Class Representative

Class representatives are responsible for:

- a. liaising with parents in their age category regarding relevant club information, including committee-meeting outcomes;

- b. act as a spokesperson for their age category;
- c. welcome new potential members to our Club and to provide relevant information to help new members become familiar with our Club and how we operate;
- d. assist coaches with costume design and preparation;
- e. distribute costumes and sewing instructions to parents and troubleshoot as required;
- f. assisting the Treasurer with reminders of fees and other expenses outstanding within the age group;
- g. ensure that the weekly parent roster is kept up to date;
- h. sure that members are correctly signed in and out during class time and need to report to the Secretary any ongoing issues;
- i. may be asked to help with other tasks during the year to ensure the smooth running of the club.
- j. In accordance with ACRUCCC Club Child Safety procedures, as an appointed Committee member, will ensure that all club members are adhering to approved guidelines

Role of General Representatives

General Representatives represent the club as a whole. They are encouraged to participate in the general running of the club assisting with distribution of information where appropriate, assisting with fundraising efforts, and offering their opinions in regards to club issues raised at committee meetings.

Role of Social Media Officer

Social Media Officer is responsible for ongoing maintenance of club website in consultation with coaches and committee and for posting club activities and news on social media apps such as Facebook and Instagram.

Role of Coaches

Level 1 Coaches & Recreational Level 1 Coaches at Arden Crescent Rosanna Uniting Church Calisthenics Club Inc. are responsible for conducting calisthenics classes for members aged from three years to adult as required by the club.

General duties include:

- a. achieve and maintain a level one qualification in the sport of calisthenics as required by Victorian Calisthenics Coaches Association (VCCA);
- b. maintain current VCCA approved First Aid qualification;
- c. maintain current "Working With Children's Check" as required by Calisthenics Victoria Incorporated (CVI) /VCCA;
- d. ensure the "Coaches Code of Ethics" is followed during classes, competitions and other calisthenics related events;
- e. abide by the Clubs constitution;

- f. abide by the rules and regulations outlined in the clubs "Policy and Procedures Handbook";
- g. plan, implement and evaluate age and skill appropriate routines in specified areas of calisthenics including march, clubs, free exercise, rods, aesthetics, folk/character dance, song with actions, calisthenics review and other items as required;
- h. ensure the safety and wellbeing of all members is maintained during class times and at other calisthenics events throughout the year;
- i. organise (and purchase if appropriate) all music, props, costumes, medals and accessories necessary for each age group under your instruction;
- j. at least one coach within the club must be present at all club meetings as required by the committee;
- k. work in conjunction with the committee to coordinate all club activities including the annual display;
- l. communicate with committee about all aspects of Club activities and related issues; and
- m. communicating competition dates to committee and then families
- n. In accordance with ACRUCCC Club Child Safety procedures, as an appointed Committee member, will ensure that all club members are adhering to approved guidelines.

Division 3 –Election of Committee members and tenure of office

44. Who is eligible to be a Committee member:

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

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

45. Positions to be declared vacant

This rule applies to:

- a. the first annual general meeting of the Association after its incorporation; or
- b. any subsequent annual general meeting of the Association, after the annual report and financial statements of the Association have been received.

The Chairperson of the meeting must declare all positions on the committee vacant and hold elections for those positions in accordance with rule 46.

46. Election of Officers and Ordinary Members:

Nominations of the candidates for election of office bearers or as ordinary members of the committee must be:

- a. made in writing on the form set out in Appendix 1 and
- b. delivered to the Secretary one week prior to the commencement of the Annual General Meeting.

If the number of nominations is received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected.

If the number exceeds the number of vacancies to be filled, a ballot must be held.

If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot.

The returning officer must not be a member nominated for the position.

The election must be by secret ballot.

The returning officer must give a blank piece of paper to:

- a. Each member present in person; and
- b. Each proxy appointed by a member.

If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.

If the ballot is for more than one position—

- a. The voter must write on the ballot paper the name of each candidate for whom they wish to vote;
- b. The voter must not write the names of more candidates than the number to be elected.

Ballot papers that do not comply with sub rule (b) are not to be counted.

Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.

The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.

If the returning officer is unable to declare the result of an election because two or more candidates received the same number of votes, the returning officer is entitled to exercise a second or casting vote.

Division 4 – Meetings of the Committee

47. Term of office

Unless removed by special resolution or subject to rule 48, a committee member holds office until the positions of the committee are declared vacant at the next annual general meeting.

A committee member may be re-elected.

A general meeting of the Club may:

- a. by special resolution remove a committee member from office; and
- b. elect an eligible member of the Club to fill the vacant position in accordance with this Division.

A member, who is the subject of a proposed special resolution as outlined in rule 47, 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.

The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

48. Vacation of office

A committee member may resign from the Committee by written notice addressed to the Committee.

49. Meetings of the Executive Committee:

The Committee must meet at least twice per annum.

50. Notice of Committee Meetings:

Written notice of each committee meeting must be given to each member of the committee at least one week before the date of the meeting.

Written notice must be given to members of the committee of any committee meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

51. Urgent meetings

In cases of urgency, a meeting can be held without notice being given in accordance with rule 50 provided that as much notice as practicable is given to each committee member by the quickest means practicable.

Any resolution made at the meeting must be passed by an absolute majority of the committee. The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

52. Procedure and order of business

The procedure to be followed at a meeting of a committee must be determined from time to time by the committee.

The order of business may be determined by the members present at the meeting.

53. Use of technology

A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.

For the purposes of this Part, a committee member participating in a committee meeting as permitted above, is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

54. Quorum for Committee Meetings:

Four members of the Executive Committee, including two office bearers (President, Vice President, Secretary, Registrar or Treasurer) shall constitute a quorum at Committee meetings.

55. Presiding at Committee Meetings:

At meetings of the Committee the President presides. In his/her absence the Vice President shall preside. If the President and Vice President are both absent, a member chosen by the present members shall act as Chairperson.

56. Voting at Committee Meetings:

Questions arising at a meeting of the committee shall be determined on a show of hands or, if a member requests, by a poll.

Each member present at a committee meeting is entitled to one vote, except in the case of more than one coach being present where by only one vote can be cast regardless of coach numbers.

In the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

57. Minutes of Committee Meetings:

The Secretary of the Club must keep minutes of the resolutions and proceedings of each committee meeting, together with a record of the names of persons present at committee meetings.

Minutes must be made accessible to all committee members, as soon as is practicable after the meeting has been held.

Part 6 – Financial matters

58. Funds:

The Treasurer of the Organisation must:

- a. Collect and receive all moneys due to the organisation and make all payments authorised by the Club and;
- b. 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.
- c. Must submit an audited statement of receipts and expenditure as of the date of such a meeting at each Annual General Meeting ensuring the Church receives a copy.
- d. Must submit an up to date statement of receipts and expenditure at each meeting of the Executive Committee.
- e. Retain financial records for seven years after the transactions covered by the records are completed.

The funds of the Club shall be derived from fees and such other sources as the committee determines.

Fees shall be determined by the Executive Committee to cover operating expenses.

The funds of the Club shall be banked in an account in the Clubs name, and requires any two of three signatories nominated by the Executive Committee for any withdrawals.

Part 7 - General matters

59. Common seal:

The Club may have a common seal.

If the Club has a common seal:

- a. the name of the Club must appear in legible characters on the common seal
- b. a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members
- c. the common seal must be kept in the custody of the Secretary.

60. Custody and inspection of books and records:

Members may on request inspect free of charge:

- a. the register of members

- b. the minutes of general meetings
- c. the financial records, books, securities and any other relevant document of the Club, including minutes of committee meetings.

The Committee may refuse to permit a member to inspect records of the Club that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Club.

The Committee must on request make copies of these rules available to members and applicants for membership free of charge.

For purposes of this rule:

Relevant documents mean the records and other documents, however compiled, recorded or stored, that relates to the incorporation and management of the Club and includes the following:

- a. its membership records;
- b. its financial statements;
- c. its financial records;
- d. records and documents relating to transactions, dealings, business or property of the Club.

61. Winding up:

In the event of the winding up of the Club, the assets of the Club will be donated to the Arden Crescent Rosanna Uniting Church. All accessories, equipment, and other Calisthenics items will be disposed of in a manner determined by the Committee. Any money raised from the sale of any Calisthenics items is also to be donated to the Church.

Appendix 1

Nomination Form and Proxy Form for Executive Committee

Arden Crescent Rosanna Uniting Church Calisthenics Club

Name of Nominee	
Position	
Name of Person Nominating	
Signature & Date of Person Nominating	
Seconded by Name	
Seconded by Signature	

All Nomination forms to be handed into the Club by _____ (add date)

PROXY FORM

I _____ (name in block letters) will be unable to attend the Annual General Meeting of the Arden Crescent Rosanna Uniting Church Calisthenics Club and hereby appoint the following club member to vote on my behalf:

Name:
Authorised by:
Signature:

You may also appoint the President of the Club to vote on your behalf. If you want this to occur, write the word President in the name space above.