

ASSOCIATION RULES

Incorporated under the *Associations Incorporation Reform Act 2012* (Vic) **(the Act)**

These rules have been prepared by [PilchConnect](#) as a base for Victorian incorporated associations drafting their own rules.

The Association

1. The name of the Association is Eastern Metropolitan Croquet Association Inc. **(the Association)**
 2. The purposes of the Association are:
 - a. to promote interest in and arrange facilities for the playing of croquet and other Malletsports, as appropriate, and at all levels;
 - b. to adopt the Laws, Rules and Regulations governing croquet and other Malletsports in Victoria and Australia, as promulgated by the Victorian Croquet Association Inc and the Australian Croquet Association Inc;
 - c. to comply with such policies and regulations promulgated by the World Croquet Federation, the Australian Croquet Association and the Victorian Croquet Association as applicable; and
 - d. to maintain affiliation with the Victorian Croquet Association Inc in the manner decided by that association from time to time, and through that association with the Australian Croquet Association Inc and the World Croquet Federation.
- (the Purposes)**
3. The Association has power to do all things that help it to achieve these Purposes.
 4. The Association and its Committee may only exercise their powers and use the income and assets of the Association for the Purposes of the Association.

Financial year

5. The financial year of the Association starts on April 1 of each year.

Members

6. Clubs which supports the Purposes of the Association and which fall within the Eastern Metropolitan region can apply to join the Association. "Region" means the geographical area for which the Association is responsible and as recognised by the VCA. Clubs shall be represented by two Delegates, who shall have the right to receive notice of General Meetings and to be present, debate and vote on behalf of their Club at General Meetings;
7. The Committee can set or change classes of membership, which must be approved by members at a general meeting.
8. The Committee can set or change joining fees and annual subscription fees for members. Changes to the amount must be approved by members at a general meeting.
9. A Club can apply to join the Association by writing to the Secretary and paying the joining fee (if any).
10. The Committee can approve or reject an application to join the Association. If the Committee rejects an application, it is not required to give reasons for that decision,

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but it must return the joining fee (if any) and write to the Club to tell them their application has been rejected.

11. A Club becomes a member when:
 - a. the Committee has approved its application to join the Association
 - b. the Association has received the Club's joining fee (if any), and
 - c. the Secretary has entered the Club's name, address and date they became a member on the members register.

The Association must inform the Club when its membership has started, and if they have to pay any annual subscription fee (which may be calculated in proportion to the remaining financial year at the time they become a member). That fee (if any) must be paid within 28 days.

12. Clubs can choose to stop being a member of the Association at any time by writing to the Secretary. The Association will not refund any joining and subscription fees already paid.
13. Clubs must pay the annual subscription fee (if any) within one month of being asked. If a Club does not pay in time, its membership will be suspended (when membership is suspended, a member cannot exercise their members' rights such as voting at the Annual General Meeting (**AGM**)).
14. Members have rights and liabilities as set out in the Act and in these rules.
15. Each member's liability is limited to the joining and annual subscription fees (if any).

Members' access to documents

16. A member may, subject to rules 18 to 20, inspect the rules of the Association, general meeting minutes, relevant documents (as defined in the Act) and the members register at a reasonable time.
17. A member can write to the Secretary asking for copies of these documents (with the exception of the members' and delegates' register). The Secretary can charge a reasonable fee for providing copies.
18. The Secretary can refuse a request to inspect or get copies of relevant documents, if the documents contain confidential, personal, employment, commercial or legal matters, or if granting the request would breach a law or may cause damage or harm to the Association.
19. Delegates are entitled to copies of Committee meeting minutes.
20. Clubs and their delegates can write to the Secretary to ask that the Secretary restrict access to their details on the members register if they have special circumstances. The secretary will decide if there are special circumstances, and will write to the member outlining their decision.

The Committee

21. The Association is governed by a management committee (the **Committee**) that is made up of two delegates from each Club (**Committee Members**).
22. The Committee can exercise all powers and functions of the Association (consistently with the Act), except for powers and functions that the members are required to exercise at a general meeting (under these rules or the Act).
23. The Committee can delegate any of its powers and functions to a committee member, a sub-committee, a staff member or a member other than the power of delegation or a duty imposed by the Act. The delegation must be in writing and can be revoked by the committee in writing.

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24. Office holders are elected from among the delegates at the AGM by ballot.
Note: a ballot is a written vote, like at a state or federal election.
25. The Committee is made up of the following roles:
- a. The President
 - b. The Deputy President
 - c. The Treasurer
 - d. The Secretary
(these are the **Offices**)
 - e. The Regional Director
 - f. The Alternate Director
 - g. Other delegates are ordinary committee members
26. At the first Committee meeting after each AGM, the Committee will decide the responsibilities of each Office.
27. The Secretary must be over 18 years of age, and live in Australia.
28. If the Secretary stops living in Australia, they cannot remain the Secretary.
29. If the Secretary stops being the Secretary, the Committee must appoint a new Secretary within 14 days.
30. Each Committee Member finishes their time on the Committee (term) at the next AGM after they were appointed, but their Club can elect them again as a delegate .
31. A member can nominate to be on the Committee by writing to the Secretary, and another member must support their nomination in writing. The supported nomination must be received at least 1 day before the AGM.
32. If the number of members nominated to be Committee Members is equal to the number of Committee Members, the AGM Chair may declare the positions filled without holding a ballot.
33. A delegate stops being on the Committee if they:
- a. resign, by writing to the Committee or the Secretary
 - b. are removed by a special resolution of members of the Association
 - c. become insolvent (as the term is used in the *Corporations Act 2001*)
 - d. become a represented person (under the *Guardianship and Administration Act 1986*), or
 - e. die.
34. If a Committee Member stops being on the Committee before the end of their term in accordance with rule 33, the Committee can temporarily appoint a member of their Club to fill the vacancy on the Committee until the next AGM.
35. Among its other responsibilities, the Committee is responsible for making sure that:
- a. accurate minutes of general meetings and Committee meetings of the Association are made and kept, and
 - b. all records, securities and relevant documents of the Association are kept properly.

Committee Meetings

36. The Secretary must give 7 days' notice of a Committee Meeting to Committee Members unless the meeting is an urgent meeting.
37. The Committee can decide how often it meets.
38. Committee Members may attend meetings through technology (such as phone or video conferencing) so long as everyone can hear and be heard at the same time.

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39. The Chair of Committee Meetings is the President, or if the President cannot attend, the Deputy President, and if the President and Deputy President cannot attend, the Committee Members can choose who will be Chair.
40. If a vote of the Committee is tied, the Chair of the meeting has the deciding vote.
41. The majority (more than half) of Committee Members must be present (either in person or through the use of technology) for the meeting to be validly held (the quorum).

General Meetings

42. The Association must hold an AGM within five months of the end of the Association's financial year.
43. The ordinary business of the AGM is to confirm the minutes of the previous AGM, receive reports and statements on the previous financial year, and elect Committee Members. The notice of AGM must include any special business or motions to be considered.
44. The Committee or a group of at least 10% of all members may call a Special General Meeting.
45. At least 10% of the members (a quorum) must be present at a general meeting (either in person or through the use of technology, or by proxy) for the meeting to be held.
46. Members may vote by proxy at general meetings.
47. Proxy forms must be received by the Secretary 1 day before a meeting.
48. Notice of general meetings must be provided to members at least 21 days before the meeting in writing to each member's postal or email address listed on the members register (in the case of email addresses, so long as the email address was provided for receiving notices).
49. Notices of general meetings must include proposed matters to be dealt with at that meeting.
50. The Chair of a general meeting will be the President, or if the President is not in attendance, the Deputy President, or if the President and Deputy President are not in attendance, the members at the meeting can choose another Committee Member to be Chair.
51. Votes may be held by a show of hands or written ballot, or another method determined by the Chair that is fair and reasonable in the circumstances. If a vote is held initially by show of hands, any member may request a vote be held again by written ballot.
52. If a vote of the members is tied, the Chair of the meeting has the deciding vote.
53. The Chair may adjourn the meeting if there are not enough members at the meeting (see rule 45) within 30 minutes of the meeting time, or if there is not enough time at a meeting to address all business. A new notice must be sent to members before the adjourned meeting (but does not have to comply with time for notice requirements, unless the adjourned meeting is more than 21 days after the original meeting date).

Grievance disputes

54. If there is a dispute between a member and another member, a member and the Association, or a member and the Committee, the parties involved must first attempt

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to resolve the dispute between themselves for at least 14 days from the date the dispute is known to all parties involved.

55. If the dispute cannot be resolved between the people involved, the following grievance procedure must be followed:
 - a. the party with a grievance must write to the Association and any other people affected, and explain what they are unhappy about
 - b. the Committee must appoint an unbiased mediator to hear from all the parties involved and try to find a solution. The Committee must let the people involved know the time and place where the hearing will happen
 - c. at the hearing, each party must have an opportunity to be heard and agrees to do their best to resolve the dispute, and
 - d. the mediator will not determine the outcome of the dispute.
 - e. If the mediation process does not resolve the dispute, the parties may seek resolution in accordance with the Act or otherwise at law.

Disciplining members

56. The Committee can discipline a member of the Association if it considers the member has breached these Rules or if the member's behaviour is causing (or has caused) damage or harm to the Association.
57. The Committee must write to the member to tell them why disciplinary action is proposed to be taken.
58. The Committee must arrange a disciplinary procedure that meets these requirements:
 - a. the outcome must be determined by a unbiased decision-maker
 - b. the member must have opportunity to be heard, and
 - c. the disciplinary procedure must be completed as soon as reasonably practicable.
59. The outcome of a disciplinary procedure can be that the member must leave the Association, for a period of time or indefinitely. The Association cannot fine a member.

Funds

60. The Association must not distribute funds, income or assets to individuals except as reasonable compensation for services provided or expenses incurred on behalf of the organisation.
61. The Association may derive or generate funds from joining and annual subscription fees, donations, grants, fundraising, interests, and any other sources approved by the Committee that are consistent with furthering the Association's Purposes.
62. Cheques, EFT transfers or cash payments made from the Association's funds must be authorised (signed) by two members of the Committee.
63. Financial records must be kept and stored for 7 years, and in accordance with any other applicable laws.

Alteration of rules

64. The Rules and Statement of Purposes of EMCA may only be altered, amended or repealed by special resolution at a duly convened meeting of members, at which a majority of 75% of members are present and entitled to vote. Any amendments to

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the Rules and Statement of Purpose must be approved by The Victorian Croquet Association Incorporated prior to being submitted as a special resolution at a duly convened meeting of members.

By Laws

65. The Association may make By Laws and alter, amend or rescind the same as required. By Laws shall have the same force as these Rules but may not in any way be in conflict with or oppose these rules. By Laws shall only be adopted, amended or rescinded by a special resolution at a general meeting, with 66% of members present at that meeting and entitled to vote, voting in favour of the resolution.

Winding Up

66. The members may vote by special resolution at a general meeting to wind up the Association.
67. If the Association is wound up, any surplus assets must not be distributed to current or former individual members of member clubs, and (subject to the Act and any Court order) must be distributed to another organisation or organisations with similar aims, so long as that other organisation or organisations are not carried on for the profit or gain of its members.