

ASSOCIATION INCORPORATIONS ACT 1981 SECTION 5(b)
STATEMENT OF PURPOSES

1. The name of the proposed incorporated association is Croydon Aeromodellers Club Incorporated.
2. The purpose of which the proposed incorporated association is established are:-
 - a. To stimulate an interest in any form of miniature model aircraft and to the advancement and development of higher technology radio control applications.
 - b. To promote good fellowship, and to foster and develop friendships formed through the society.

This is the Annexure of _____ page(s) marked _____ referred to in the declaration of
_____ made this
_____ day of _____ 19_____
Before me _____

STATEMENT OF RULES

- 1) The name of the incorporated association is Yarra Valley Aeromodellers (in these rules called “the association”) abbreviated as YVA Inc.
 1. In these rules, unless the contrary intention appears:- “Committee” means the Committee of management of the Association. “Financial Year” means the year ending on 30th June. “General Meeting” means a general – meeting of members convened in accordance with Rule 11. “Member” means a member of the association. “Ordinary Member of the Committee” means a member of the Committee who is not an officer of the Association under Rule 21. “The Act” means the Associations Incorporation Act 1981. “The Regulations” means regulations under the Act.
 2. In these Rules, a reference to the Secretary of the Association is a reference:-
 - a. Where a person holds office under these Rules as Secretary of the Association – to that person; and
 - b. In any other case, to the Public Officer of the Association.
 3. Words or expressions contained in these rules shall be interpreted in accordance with provisions of the Acts Interpretation Act 1958 and in the Act as in force from time to time.

Qualifications of Membership

3. (1) Membership of the Association shall consist of:
 - a. Subscribing Members.
 - b. Associated Members.
 - c. Life Members (Honorary).
- (2) A natural person who is nominated and approved for membership as provided in these rules is eligible to be a member of the Association on payment of the entrance fee as set by the Committee and the annual subscription payable under these rules.
- (3) A person who is not a member of the Association at the time of the Incorporation of the Association (or who was such a member at the time but has ceased to be a member) shall not be admitted to membership –
 - a. Unless he is nominated as provided in sub-clause (4); and
 - b. His admission as a member is approved by the Committee.
- (4) A nomination of a person for membership of the Association
 - a. Shall be made in writing in the form set out in Appendix 1.
 - b. Shall include the appropriate joining fee and subscription; and
 - c. Shall be lodged with the Treasurer of the Association.
- (5) As soon as is practicable after the receipt of – the nomination, the Treasurer shall refer the nomination to the committee.
- (6) Upon a nomination being referred to the Committee, the Committee shall determine whether to approve or to reject the nomination.
- (7) Upon a nomination being approved by the Committee, the Treasurer shall, with as little delay as possible, notify the nominee in writing that he is approved/not approved for

- membership to the Association and if not approved refund all monies paid within 28 days after the Committee meeting.
- (8) The Treasurer shall, upon approval of the membership referred to in sub-clause (7) enter the nominee's name in the register of members kept by him and, upon the name being entered, the nominee becomes a member of the Association.
 - (9) Any person on a personal invitation of any financial member may attend any meeting of the society. He cannot vote on any motion but may speak at the invitation of the Chairman.
 - (10) Any person may become eligible for membership after an invitation to two general meetings as a guest of a financial member, or if unable to comply due to personal commitments (e.g., shift work), the Chairman may ask direction of the members.
 - (11) Associate membership may be applied for by any financial person of the MAAA.
 - (12) A Junior member is deemed to be any Person under the age of 18 years, as at the 1st July.
 - (13) Honorary Life Membership may be conferred on any member for outstanding services to the society, and be presented at any annual General Meeting or a Society organised social function.
 - (14) A right, privilege or obligation of a person by reason of his membership of the Association –
 - a. Is not capable of being transferred or transmitted to another person;
 - b. Terminates upon the cessation of his membership whether by death or resignation or otherwise.

Entrance fee for Subscription

- 4 (1) The entrance fee shall be an amount fixed by the Committee and submitted to the General Meeting for ratification.
- (2) The Annual subscription to the society shall be an amount fixed by the Committee and submitted to the General Meeting for ratification
- (3) Any person joining after March of the current year is automatically considered as being financial for the following year.
- (4) If fees are not paid after one month of falling due, the member or members in question are to be notified by the Treasurer via the society newsletter. If no reply is received within one month of such notification, membership will automatically terminate.
- (5) A Levy may be requested by the Committee with the approval of the members, if extra money is required by the society should funds be insufficient to cover the commitments of the society. A levy may also be requested to cover special projects approved at a general meeting.

Register of Members

- 5 (1) The Treasurer shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the member and the register shall be available for inspection by members at the address of the Public Officer.

Resignation of Member

- 6 (1) A member of the Association who has paid all monies due and payable by him to the Association may resign from the Association by first giving one month's notice in writing to the

Secretary of his intention to resign upon the expiration of that period of notice, the member shall cease to be a member.

(2) Upon the expiration of a notice given under sub-clause (1), the Treasurer shall make in the register of members an entry recording the date on which the member by whom the notice was given, ceased to be a member.

Expulsion, Suspension or Fining of Members

7 (1) Subject to these rules, the Committee –

(a) expel a member from the Association;
(b) suspend a member from membership of the Association for a specific period; or
(c) fine a member if the Committee is of the opinion that the member has refused or neglected to comply with these rules; or
(d) has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association.

(2) A resolution of the Committee under sub-clause (1) –

(a) does not take effect unless the Committee, at a meeting held not earlier than 14 and not later than 28 days after the service in the member of a notice under sub-clause (3) confirms the resolution in accordance with this clause; and

(b) where the member exercises a right of appeal to the Association under this clause does not take effect unless the Association confirms the resolution in accordance with this clause.

(3) Where the Committee passes a resolution under sub-clause (1), the Secretary shall, as soon as practicable, cause to be served on the member a notice in writing

(a) setting out the resolution of the Committee and the grounds on which it is based:

(b) stating that the member may address the Committee at a meeting to be held not earlier than 14 and not later than 28 days after the service of the notice;

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

(d) informing the member that he may do one or more of the following:

(i) Attend that meeting;

(ii) Give to the Committee before the date of that meeting, lodge with the

Secretary a notice to the effect that he wishes to appeal to the Association in general meeting against the resolution;

(iii) Not later than 24 hours before the date of the meeting, lodge with the Secretary a notice to the effect that he wishes to appeal to the Association in general meeting against the resolution;

(iv) Resign

(4) At a meeting of the Committee held in accordance with sub clause (2), the Committee –

(a) shall give to the member an opportunity to be heard;

(b) shall give due consideration to any written statement submitted by the member;

and

(c) shall by resolution determine whether to confirm or revoke the resolution..

(5) Where the Secretary receives a notice under sub-clause (3), he shall notify the Committee and the Committee shall convene a general meeting of the Association to be held within 30 days after the date on which the Secretary received the notice.

(6) At a general meeting of the Association convened under sub-clause (5)

- (a) no business other than the question of appeal shall be transacted;
- (b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
- (c) the member shall be given an opportunity to be heard; and
- (d) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.

(7) If at the general meeting –

- (a) two-thirds of the members vote in a person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
- (b) in any other case the resolution is revoked.

Annual General Meetings

8 (1) The Association shall in each calendar year convene an Annual General Meeting of its members.

(2) The Annual General Meeting shall be held on such day as the Committee determines.

(3) The Annual General Meeting shall be specified as such in the notice convening it.

(4) The ordinary business of the Annual General Meeting shall be –

(a) to confirm the minutes of the last preceding Annual General Meeting and of any General Meeting held since that meeting;

(b) to receive from the Committee reports upon the transactions of the Association during the last preceding year,

(c) to elect officers of the Association in accordance with Section 30 (3) of the Act.

(5) The Annual General Meeting may transact special business of which notice is given in accordance with these rules.

(6) The Annual General Meeting shall be in addition to any other General Meeting that may be held in the same year.

Special General Meetings

9 All General Meetings other than the Annual General Meeting shall be called Special General Meetings.

10 (1) The Committee may, whenever it thinks fit, convene a Special General Meeting of the Association and, where, but for this sub-clause, more than 10 months would lapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.

(2) The Committee shall, on the requisition in writing of members representing not less than 50% of the total number of members, convene a Special General Meeting of the Association.

(3) The requisition for a special General Meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the requisition.

(4) If the Committee does not cause a Special General Meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary, the members making the requisition, or any of them, may convene a special general meeting to be held no later than 3 months after that date.

(5) A Special General Meeting convened by the members in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the person incurring the expenses.

General Meeting Notice

11 (1) The Secretary of the Association shall, at least 7 days before the date fixed for holding a General Meeting of the Association, cause to be sent to each member of the Association at his address appearing in the register of members, a notice by prepaid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

(2) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.

(3) A member desiring to bring any business before a meeting may give notice of the business in writing to the Secretary, who shall include that business in the notice calling the next general meeting after the receipt of the notice.

Procedure

12 (1) All business that is transacted at a Special General Meeting and all business that is transacted at the Annual General Meeting with the exception of that specifically referred to in these rules as being the ordinary business of the Annual General Meeting shall be deemed to be special business.

(2) No item of business shall be transacted at a General Meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.

(3) At least 3 of the Committee and twenty percent (20%) of members personally present (being members entitled under these rules to vote at a General Meeting) constitute a quorum for the transaction of the business of General Meeting.

(4) If within half an hour of the appointed time for the commencement of a General Meeting, a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case stand adjourned to the same date in the next week at the same time and (unless another place is specified by the Chairman at the time of the adjournment or written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within an hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall be a quorum.

Chairman

13 (1) The President, or in his absence, the Vice President, shall preside as Chairman at each General Meeting of the Association.

(2) If the President and Vice-President are absent from a general meeting, the members present shall elect one of their number to preside as Chairman at the meeting.

Adjournment

14 (1) The Chairman of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

(2) Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the General Meeting.

(3) Except as provided in sub-clauses (1) and (2) it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

Voting

15 A question arising at a General Meeting of the Association shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the minute book of the Association is evidence of the fact without proof of the number or proportion of the voted recorded in favour, or against, that resolution.

16 (1) Upon any question arising at the General Meeting of the Association, a member has one vote only.

(2) All votes shall be given personally or by proxy.

(3) In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.

17 (1) If at a meeting a pole on any question is demanded by not less than 3 members, it shall be taken at the meeting in such a manner as the Chairman may direct and the resolution of the pole be deemed to be a resolution of the meeting on that question.

(2) A pole that is demanded on the election of the Chairman or on a question of an adjournment shall be taken forthwith and a pole that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.

18 A member is not entitled to vote at any General Meeting unless all monies due and payable by him to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

Proxies

19 (1) Each member shall be entitled to appoint another member as his proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

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

Committee – Powers

20 (1) The affairs of the Association shall be managed by Committee of Management constituted as provided in Rule 21.

(2) The Committee –

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

(b) may, subject to these rules, the regulations of the Act, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these rules to be exercised by General Meetings of the members of the Association; and

(c) to these rules, the regulations of the Act, has the 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.

Constitution

21 (1) The officers of the Association shall be –

- (a) a President;
- (b) a Vice-President;
- (c) a Secretary
- (d) a Treasurer

(2) The provisions of Rule 23 so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-clause (1).

(3) Each officer of the Association shall hold office until the Annual General Meeting next after the date of his election but is eligible for re-election.

(4) In the event of a casual vacancy in any office referred to in sub-clause (1) the committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of his appointment.

22 (1) Subject to section 23 of the Act, the committee shall consist of –

- (a) the officers of the Association; and
- (b) 1 ordinary member –

(2) each of whom shall be elected at the Annual General Meeting of the Association in each year.

The ordinary member of the Committee shall, subject to these rules, hold office until the Annual General Meeting next after the date of his election but is eligible for re-election.

(3) In the event of a casual vacancy occurring in the office of 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 his appointment.

Election of Committee Members

23 (1) Nominations for candidates for election as officers of the Association or as ordinary members of the Committee –

(a) shall be made in writing, signed by two members of the Association and accompanied by written consent of the candidate (which may endorse on the form of nomination); and

(b) shall be delivered to the Secretary of the Association not less than 30 days before the date fixed for the holding of the Annual General Meeting.

(2) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.

(3) If the number of nominations received is equal to the number of nominations to be filled, the persons nominated shall be deemed to be elected. If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.

(4) The ballot for the election of officers and ordinary members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.

Grounds for Termination of Office

24 for the purposes of these rules, the office of an officer of the Association or of the ordinary member of the Committee becomes vacant if the officer or member –

- (a) ceases to be a member of the Association;
- (b) becomes an insolvent under administration within the meaning of the Companies (Victoria) Code; or
- (c) resigns his office by notice in writing given to the Secretary or the President.

Quorum and Procedure at Meetings

25 (1) The Committee shall meet each month where practicable at such place and such times as the Committee may determine.

(2) Special meeting of the Committee may be convened by the President or by any 3 of the members of the Committee.

(3) Notice shall be given to the members of the Committee of any special meeting specifying the general nature of the business to be transacted.

(4) Any 3 members of the Committee constitute a quorum for the transaction of business of a meeting of the Committee.

(5) No business shall be transacted unless a quorum is present and if within an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.

- (6) At meetings of the Committee
- (a) the President or in the absence the Vice-President shall preside, or
 - (b) if the President and Vice-President are absent, one of the remaining members of the Committee as may be chosen by the members present shall preside.

(7) Questions arising at the meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such a manner as the person presiding at the meeting may determine.

(8) Each person present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote and, in the event of equality of votes on any question; the person presiding may exercise a second or casting vote.

(9) Written notice of each committee meeting shall be served on each member by delivering it to him at a reasonable time before the meeting or by sending it by prepaid post addressed to him at his usual or last known place of abode at least two business days before the date of the meeting.

(10) Subject to sub-clause (4) of the Committee may act notwithstanding any vacancy on the Committee.

Minutes

26 The Secretary of the Association shall keep minutes of the resolutions and proceedings of each General Meeting and each committee meeting in books provided for that purpose together with a record of the names and persons present at each committee meeting.

Treasurer

27 (1) The Treasurer of the Association –

(a) shall collect and receive all monies due to the Association and make all payments authorised by the Association; and

(b) shall keep correct accounts and books showing the financial affairs of the Association with all details of all receipts and expenditure connected with the activities of the Association.

(2) The accounts and books referred to in sub-clause (1) shall be available for inspection by the members.

(3) The Committee has at its General Meeting the powers to pass accounts for payments concerned with the day to day running of the Society.

(4) An account shall be opened in the name of the Society in a recognised bank, and the Treasurer shall pay into the account all monies received on behalf of the Society.

(5) All cheques issues on the Society's bank account must be signed by the Treasurer together with any other member of the Committee.

(6) The Treasurer shall be required to table the following at each General Meeting (i) Cash Payments Book, (ii) Cash Receipts Book, (iii) The Current Bank Statement, (iv) A Statement of Income and Expenditure for a period since the last General Meeting, (v) A Reconciliation of the Bank Account.

(7) The Treasurer is the only person authorised to receive money on behalf of the Society unless someone is nominated at a General Meeting to receive money for a specific purpose or event.

(8) The Treasurer shall immediately issue a correct receipt for all monies received by him on behalf the Society.

Removal of Committee Members

28 (1) The Association in General Meeting may by resolution remove any member of the Committee before expiration of his term of office and appoint another member in his stead to hold office until the expiration of the term of the first mentioned member.

(2) Where the member to whom a proposed resolution referred to in sub-clause (1) makes representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and requests that they be notified to the members of the Association, the Secretary or the President may send a copy of the representations to each member of the Association or, if they are not so sent, the member may require that they be read at the meeting.

Signing of Negotiable Instruments

29 All cheques, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Committee.

Common Seal

30 (1) The Common Seal of the Association shall be kept in the custody of the Secretary.

(2) The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signature either of two members of the Committee and of the Public Officer of the Association.

Alterations of Statements of Purposes and Rules

31 These rules and the statements of purposes of the Association shall not be altered except in accordance with the Act.

Service of Notices

32 (1) A notice may be served on or behalf of the Association upon any member either personally or by sending it by post to the member at his address shown in the Register of Members.

(2) Where the document is properly addressed, prepaid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

Winding Up

33 In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association shall be disposed of in accordance with the provisions of the act.

Custody of Books and other Documents

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

Source of funds

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

General Rules

36 All contests of the society shall be confined to competitors who hold F.A.I. Licenses only as a general rule.

37 No unfinancial member will be eligible to vote at a meeting, enter any competition conducted by the society or use the society's name in any competition or organised by the society.

38 All Visiting Flyers must produce proof of Adequate Insurance Cover.

39 No alcohol or drugs shall be consumed during association flying meetings.