

EDITHVALE

LIFESAVING CLUB

INCORPORATED



CLUB RULES & CONSTITUTION

amended September

2010

Rules of the EDITHVALE LIFESAVING CLUB

1. Name

The name of the incorporated association is Edithvale Lifesaving Club Inc. (in these Rules called "the Association").

2. Definitions

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

"Act" means the *Associations Incorporation Act 1981*;

"committee" means the committee of management of the Association;

"financial year" means the year ending on 30 June;

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

"life member" means a person who becomes a member of the Association pursuant to the process set out in rule 4(13) (a);

"member" means a member of the Association;

"Executive" means the executive of the Association in accordance with rule 20(1)

"officer" means officers of the Association in accordance with rule 20(2)

"ordinary member of the committee" means a member of the committee who is not an officer of the Association under Rule 21;

"Regulations" means regulations under the Act;

"relevant documents" has the same meaning as in the Act.

"Sub-Rules" means the numbered points under each rule.

(2) In these Rules, a reference to the Secretary of an Association is a reference:

(a) if 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. 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) Any person who applies and is approved for membership as provided in these rules is eligible to be a member of the Association on payment of the entrance fee and annual subscription payable under these Rules.

- (2) A person who is not a member of the of the Association at the time of incorporation of the Association (or who was a member at the time but has ceased to be a member) must be admitted to membership unless
 - (a) he or she applies for membership in accordance with sub-rule (3); and
 - (b) the admission as a member is approved by the committee.
- (3) An application of a person for membership of the Association must –
 - (a) be made in writing on a form similar to that set out in Appendix 1;
 - (b) be lodged with the Secretary of the Association.
- (4) As soon as practicable after the receipt of an application, the Secretary must refer the application to the committee.
- (5) At a committee meeting the committee must determine whether to approve or reject the application.
 - (a) if accepted the new application must be signed & dated by an executive officer.
 - (b) if accepted the application for renewal of membership must be signed & dated by an executive officer.
- (6) If the committee approves an application for membership, the Secretary must, as soon as practicable;
 - (a) notify the applicant of the approval for membership, and
 - (b) request payment within 28 days after receipt of the notification of the sum payable under these Rules as the joining fee & the first year's annual subscription.
- (7) The Secretary must, within 28 days after receipt of the amounts referred to in sub-rule (6), enter the applicant's name in the register of members.
- (8) If the committee rejects an application, the Secretary must, as soon as practicable notify the applicant in writing that the application has been rejected.
- (9) 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.
- (10) 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.
- (11) The entrance fee shall be determined at the Annual General Meeting – as recommended by the committee
- (12) The annual subscription shall be determined at the Annual General Meeting - as recommended by the committee & is the relevant amount set out in Appendix 2 & is payable in advance on or before 1 October in each year.

(13) Member Definition;

(a) Life Member (see page 1)

The committee only shall be entitled to nominate life members of the Association from those persons that the committee consider have rendered outstanding services to the Association over a period of not less than 10 years. Every such nomination shall be submitted to the next Annual General Meeting of members, who alone shall have the power to elect Life Members. No such election shall take effect unless approved by a two-thirds majority of those present & entitled to vote. Not more than two Life Members shall be elected in any one year. Such Life Members shall have all the privileges of adult members but shall be exempt from the requirement to pay an annual subscription.

(c) Family membership shall consist of Parents & all Children under 16 years of age.

(b) Senior membership shall consist of persons 16 years of age & over.

(c) Junior membership shall consist of persons under 16 years of age.

5. Register of members

(1) The Secretary must arrange to keep and maintain a register of members containing:

(a) the name and address of each member; and

(b) the date on which each member's name was entered in the register.

(2) Any member may inspect their own entry in the register, upon request, in writing to the Secretary.

(3) A member may make a copy of their own entries only, in the register.

6. Ceasing membership

(1) A member of the Association who has paid all moneys due and payable by a member to the Association may resign from the Association by giving one month's notice in writing to the Secretary of his or her intention to resign.

(2) After the expiry of the period referred to in sub-rule (1):

(a) the member ceases to be a member; and

(b) the Secretary must record in the register of members the date on which the member ceased 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 sub-rule (1) does not take effect unless:
- (a) at a meeting held in accordance with sub-rule (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 sub-rule (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 sub-rule (4).
- (4) For the purposes of giving notice in accordance with sub-rule (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;
 - (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 sub-rule (1), the committee shall require that member to attend & 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 sub-rule (6), he or she must notify the committee and the committee must convene a general meeting of the Association to be held within 28 days after the date on which the Secretary received the notice.
 - (8) At a general meeting of the Association convened under sub-rule (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, in favour of the resolution. In any other case, the resolution is revoked.
 - (10) There will be no proxy voting.
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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 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 from Lifesaving Victoria
 - (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 from Lifesaving Victoria.
 - ii. in the case of a dispute between a member and the Association, a person who is a mediator appointed by Lifesaving Victoria, or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Association can be a mediator.

- (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.
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9. Annual general meetings

- (1) The committee may determine the date, time and place of the annual general meeting of the Association being no more than 15 months from the previous annual general meeting.
 - (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 executive and officers 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; and
 - (4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.
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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 sub-rule, 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 15 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 cause to be sent 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) if the member requests, by facsimile transmission or 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.
- (3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present:
 - (a) in the case of a meeting convened upon the request of members, the meeting must be dissolved; and
 - (b) 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 sub-rule (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.
- (2) All votes must be given personally.

- (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.
- (4) A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.
- (5) There shall be no proxy voting.

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, or by secret ballot as determined by Chairperson:

- (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 is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
- (b) 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 votes recorded in favour of, or against, the resolution.
- (c) In case of a secret ballot the chairman shall recommend two (2) scrutineers,
- (d) Who shall be approved by the members present at the meeting, to count the vote.

19. Committee of Management

- (1) The affairs of the Association shall be managed by the committee of management.
- (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 executive of the Association; and

(b) officers of the association and

(c) three ordinary members,

each of whom shall be elected at the annual general meeting of the Association in each year.

20. Office holders

(1) The Executive of the Association shall be:

(a) a President

(b) a Vice-President

(c) a Treasurer

(d) a Secretary

(2) The Officers of the Association shall be;

(a) Club Captain

(b) Chief Instructor

(c) Nipper Manager

(d) Communications Manager

(3) 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 referred to in sub-rule (1&2).

(4) Each executive member, officer and ordinary member of the Association shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.

(5) In the event of a casual vacancy in any office referred to in sub-rule (1 & 2), the committee must advise all members of the casual vacancy, and after allowing any member four (4) weeks to receive nominations the committee may appoint a member of the Association to the vacant office and that member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

(6) Subject to these rules, each ordinary member of the committee shall hold office until the annual general meeting next after the date of election but is eligible for re-election.

- (7) 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

21. Election of executive, officers and ordinary committee members

- (1) Nominations of candidates for election as executive and officers of the Association or as ordinary members of the committee must be:
- (a) made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination as at appendix 3); and
 - (b) delivered to the Secretary of the Association not less than 7 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 the chair shall call for nominations from the floor.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (a) In this ballot, the nominee/s with the majority of votes must be declared elected.
- (5) Subject to sub-point (5) (a) a person may only be elected to one contested position. Upon being elected to a contested position, all nominations for the person for other positions are deemed to be withdrawn.
- (a) A person elected to a contested position at the annual general meeting may subsequently nominate for an uncontested position provided there are no other nominations for that position.
- (6) The ballot for the election of executive, officers and ordinary members of the committee must be conducted at the annual general meeting in such manner as the committee may direct.

22. Vacancies

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

- (a) ceases to be a member of the Association; or
- (b) becomes an insolvent under administration within the meaning of the Corporations Law; or
- (c) resigns from office by notice in writing given to the Secretary.

23. Conflict of Interest

- (1) Any member of the committee who has a financial interest in any contract or arrangement made or proposed to be made with the Association shall disclose his/her interest at the first meeting of the committee at which the contract or arrangement is first taken into consideration if his/her interest then exists or in any other case at the first meeting of the committee after the acquisition of his/her interest. If he/she becomes interested in a contract or arrangement after it is made or entered into he/she shall disclose his/her interest at the first meeting after he/she becomes so interested.

24. Confidential Information

- (1) Any member of the committee must treat any information known to be confidential in the strictest confidence, & not directly or indirectly divulge or permit to come into the hands of any person other than in accordance with the directives of the ELSC committee
- (2) These Undertakings shall operate at all times even after a member's association with the ELSC has ceased.

25. Meetings of the committee

- (1) The committee must meet at least 6 times in each year at such place and such times as the committee may determine.
- (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) Written notice of each committee meeting must be given to each member of the committee at least 1 business day 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.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present:
 - (a) in the case of a special meeting, the meeting lapses;
 - (b) 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. Sub-Committees

- (1) The committee may appoint sub-committees as they think fit to which other members of the Association may be co-opted.
- (2) The convenor of that sub-committee shall be the appropriate section manager.

29. 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.

30. Voting at committee meetings

- (1) Questions arising at a meeting of the committee, or at a meeting of any sub-committee 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 sub-committee appointed by the committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

31. 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 sub-rule (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.

32. Minutes of meetings

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.

33. Funds

- (1) The Treasurer of the Association must oversee:

- (a) collection of all moneys due to the Association and 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 Executive members.
 - (3) The funds of the Association shall be derived from activity fees, annual subscriptions, donations and such other sources as the committee determines.

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 either of two executive members or, of one executive and of the public officer of the Association.

35. Notice to members

Except for the requirement in rule 12, any notice that is required to be given to a member, by 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) facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or
- (d) electronic transmission, if the member has requested that the notice be given to him or her in this manner.

36. Use of Income and Property

- (1) The income and property of the Association shall be used solely in the promotion of its purposes and the exercise of its powers as set out in these Rules. No proportion of the income and property of the Association shall be distributed paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association.
- (2) Notwithstanding sub-rule (1), nothing shall prevent the payment (or repayment) in good faith of moneys to:
 - (a) any members in respect of interest on moneys advanced by them to the Association or otherwise owing by the Association to them; or
 - (b) any member of the Association or other person in return for any services actually rendered to the Association; or

- (c) any member for reimbursement out of pocket expenses, for money lent, for reasonable and proper charges for goods hired by the Association or for reasonable and proper rent for premises demised or let to the Association.
- (3) Notwithstanding sub-rule (1), nothing shall prevent the provision of services to a member to which such member would otherwise be entitled, in accordance with the purposes of the Association, if they were not a member.
- (4) If the Association shall be wound up in accordance with Rule 39, and there remains, after satisfaction of all its debts and liabilities, any property, whatsoever, the remainder shall be given or transferred to some other institution or institutions having purposes similar to the purposes of the Association, and which prohibits the distribution of its other income and property amongst its or their members to an extent at least as great as is imposed on the Association under or by virtue of this Rule such institution or institutions to be determined in accordance with a special resolution of the members of the Association or in the absence of a special resolution of the members by the Registrar (as it is defined in the Act).

37. Winding up

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association must be disposed of in accordance with the provisions of the Act.

38. 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 by any member upon request in writing to the Secretary.

APPENDIX 1

The Esplanade Edithvale PO
Box 2034 Edithvale 3196
Phone: (03) 9772 3968

ABN:67501829130
Incorporation No: 0017631K

Affiliated with

Life Saving Victoria



Membership Application

Joining fee:

Annual fee: (please tick)

Family

Senior (over 16 yrs)

Junior (under 16 yrs)

I/We wish to become member(s) of Edithvale Life Saving Club Inc and agree to be bound by the all rules of the club.

NAME: _____ (block letters)

ADDRESS: _____

P/Code: _____

PHONE No: _____

EMAIL: _____

APPLICATION DATE: _____

Member details- please list all members to be covered by membership:

Member: _____ WWCC Date of Birth: ___/___/___ Occupation: _____

Member: _____ WWCC Date of Birth: ___/___/___ Occupation: _____

Member: _____ Date of Birth: ___/___/___

Member: _____ Date of Birth: ___/___/___

Member: _____ Date of Birth: ___/___/___

Member: _____ Date of Birth: ___/___/___

Membership entitles nominated member(s) only to use the club facilities, in accordance with the club rules.

How did you find out about Edithvale Life Saving Club: _____

There are many ways in which you can become involved in club activities. Please indicate below which areas are of interest to you or that you feel you may be able to assist with:

Patrol

Nippers training

Committee

Helping with social events

Working bees

Other

Fundraising

Administrative assistance

Please ensure all information relating to your address, phone numbers, date of birth and the official date that you joined the club have been completed. This information will enable ELSC to complete your registration with Life Saving Victoria (LSV) and is vital to ensure you are covered by insurance while on the premises &/or during training sessions.

I/We understand that this membership nomination will be lodged with and approved by the ELSC Committee and a three (3) month probation period will apply. I/We further understand that copies of **Responsible Alcohol Policy, Club Constitution & Rules and Members Protection Policy** can be supplied by the Club Secretary, on request. I/we consent to the use of photographs that may be taken of me/us at ELSC events/activities, for the purpose of use in advertisements and club promotional material. **As the parent or guardian** of an applicant under the age of 16 years, I expressly agree to be responsible for the applicant's behavior and agree to personally accept the conditions set out in this membership application and declaration including the provision by me of a release and indemnity in the terms set out above.

(As a requirement of LSV Surfguard, all members included on the application who are **over 16 yrs** must sign)

Signature 1:..... Name:.....

Signature 2:..... Name:.....

Signature 3:..... Name:.....

Signature 4:..... Name:.....

Signature 5:..... Name:.....

WORKING WITH CHILDREN CHECK

In 2006, the Victorian Government introduced a new checking system to help protect children under 18 years of age from physical or sexual harm. The Working with Children (WWC) Check creates a mandatory minimum checking standard across Victoria. The WWC Check helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

Application forms can be collected and lodged through your local post office.

Office Use Only.

Receipt No:

Date accepted at Committee Meeting

Date recorded by Treasurer

Date entered on database

Appendix 2
Schedule of Fees

Amount

Membership fee	
Annual Membership subscription fee	

FEES FOR INCORPORATED ASSOCIATIONS ACTIVITIES
SEPTEMBER 2010

Application for Association Incorporation	\$ 59.80	(model rules)
	\$119.50	(own rules)
Application to change the name of an Incorporated Association	\$ 35.90	
Application for alteration of Rules & Purposes	\$ 71.50	
Lodgement of annual statement by Public Officer	\$ 41.80	
Change of details. i.e. address; Public Officer; Notification of ABN number (on line)	free	
Application for extension of time for holding a General Meeting	\$ 23.90	
Application for amalgamation of two incorporated associations	\$119.50	
<u>Inspection of the Register</u>		
first page	\$ 12.00	
each additional page	\$ 2.00	
up to a maximum of	\$ 59.80	
<u>Obtaining a Certified Document kept by the Registrar</u>		
first page	\$ 12.00	
each additional page	\$ 2.00	
up to a maximum of	\$ 59.80	
Obtain an abstract of incorporation details using the Consumer Affairs Victorian website	\$ 14.30	