

Rules

Bacchus Marsh and District Historical Society Inc.
ABN: 17417446188 / Incorporation No: A0015500C



1. NAME & OBJECTIVES

- 1.1 The name of the incorporated Association is –
"The Bacchus Marsh & District Historical Society Inc." (in these Rules calls The Association).
- 1.2 The object of the Society is to promote the study, collection and preservation of Bacchus Marsh and District's history, historical places and objects. To promote and support historical research and publication of the same.
- 1.3 The Society shall elect three members of the Association to administer the Mona Denny (Bacchus) Memorial Trust Inc and the terms of their appointments will be in the accordance with the charter of the said trust.

2. INTERPRETATION

- 2.1 In these Rules, unless the contrary intention appears –
"Committee" means the Committee of Management of the Association.
"Financial Year" means the years ending on 30 June.
"General Meeting" means a general meeting of members convened in accordance with Rule 10.
"Members" 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 12.3.
"The Act" means the Associations Incorporation Act 1981.
- 2.2 In these Rules, a reference to the Society of Association is a reference –
 - 2.2.1 where a person holds office under these Rules as Secretary of the Association – to that person; and
 - 2.2.2 in any other case, to the Public Office of the Association.
- 2.3 Words or expressions contented in these Rules shall be interpreted in accordance with the interpretation of Legislation Act 1984 and the Act as in force from time to time.

3. APPLICATION FOR MEMBERSHIP

- 3.1 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 annual subscription payable under the Rules.
 - 3.1.1 Candidates for admission under the age of 18 years may be admitted to membership, but with no voting rights subject to written guarantee of a parent or guardian to accept responsibility for the safe keeping of any of the society's property, which may have been entrusted to such member. Those under the age of 18 years of age need to be accompanied by a parent or guardian in the Archives unless the Monitor on duty has a current Working with Children check.
- 3.2 A person who is not a member 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) shall not be admitted to membership:
 - 3.2.1 unless nominated as provided in subclause (3.3); and
 - 3.2.2 the admission as a member is approved by the Committee.
- 3.3 A nomination of a person for membership of the Association –
 - 3.3.1 shall be made in writing in the form set out in Appendix 1; and

3.3.2 shall be lodged with the Secretary of the Association.

- 3.4 As soon as practicable after the receipt of a nomination, the Secretary shall refer the nomination to the Committee.
- 3.5 Upon a nomination being referred to the Committee, the Committee shall determine whether to approve or to reject the nomination.
- 3.6 Upon a nomination being approved by the Committee, the Secretary shall, with as little delay as possible, notify the nominee in writing of the approval for membership of the Association and request payment within the period of 28 days after receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription.
- 3.7 The Secretary shall, upon payment of the amounts referred to in subclause 3.6 within the period referred to in that subclause, enter the nominee's name in the register of members and upon the name being so entered. The nominee becomes a member of the Association.
- 3.8 A right, privilege, or obligation of a person by reason of membership of the Association –
- 3.8.1 is not capable of being transferred or transmitted to another person; and
- 3.8.2 terminates upon the cessation of membership whether by death or resignation or otherwise.

4. ENTRANCE FEE AND ANNUAL SUBSCRIPTION

- 4.1 The entrance fee is as determined at the Annual General Meeting.
- 4.2 The annual subscription is payable in advance on or before 1 July in each year. The year shall commence on the 1st day of July and any member whose subscription has not been paid by the 31st day of October, after that day shall be liable at the discretion of the committee to be struck off the roll of members.

5. REGISTER OF MEMBERS

- 5.1 The Secretary shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member and the register shall be available for inspection and copying by members upon request.

6. RESIGNATION AND EXPULSION OF MEMBERS

- 6.1 Subject to these Rules, the Committee may by resolution expel a member from the Association; if the Committee is of the opinion that the member –
- 6.1.1 has refused or neglected to comply with these Rules; or
- 6.1.2 has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association.
- 6.2 A resolution of the Committee under subclause 6.1 –
- 6.2.1 does not take effect unless the Committee, at a meeting held not earlier than 14 and not later than 28 days after the service on the member of a notice under subclause 6.3 confirms the resolution in accordance with this clause; and
- 6.2.2 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.
- 6.3 If the Committee passes a resolution under subclause 6.1, the Secretary shall, as soon as practicable cause to be served on the member a notice in writing
- 6.3.1 setting out the resolution of the Committee and the grounds on which it is based.
- 6.3.2 stating that the member may address the Committee at a meeting to be held not earlier than 14 and not less than 28 days after the service of the notice.
- 6.3.3 stating the date, place and time of that meeting.

6.3.4 informing the member that he or she may do one or more of the following:

6.3.4.1 Attend that meeting;

6.3.4.2 Give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution; and

6.3.4.3 Not later than 24 hours before the date of the meeting lodge with the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the Resolution.

6.4 At a meeting of the Committee held in accordance with subclause 6.2, the Committee

6.4.1 shall give to the member an opportunity to be heard;

6.4.2 shall give due consideration to any written statement submitted by the member; and

6.4.3 shall by resolution determine whether to confirm or to revoke the resolution.

6.5 If the Secretary receives a notice under subclause (6.3), he or she shall notify the Committee and the Committee shall convene a general meeting of the Association to be held within twenty-one days after the date on which the Secretary receives the notice.

6.6 At a general meeting of the Association convened under the subclause 6.5.

6.6.1 no business other than the question of the appeal shall be transacted;

6.6.2 the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;

6.6.3 the member shall be given an opportunity to be heard; and

6.6.4 the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.

6.7 If at the general meeting –

6.7.1 two-thirds of the members vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and

6.7.2 in any other case, the resolution is revoked.

7. DISPUTES AND MEDIATION

7.1 The grievance procedure set out in this rule applies to disputes under these Rules between—

7.1.1 a member and another member; or

7.1.2 a member and the Association.

7.2 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.

7.3 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.

7.4 The mediator must be—

7.4.1 A person chosen by agreement between the parties; or

7.4.2 in the absence of agreement—

7.4.2.1 in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or

7.4.2.2 in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

- 7.5 A member of the Association can be a mediator.
- 7.6 The mediator cannot be a member who is a party to the dispute.
- 7.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 7.8 The mediator, in conducting the mediation, must—
- 7.8.1 give the parties to the mediation process every opportunity to be heard; and
 - 7.8.2 allow due consideration by all parties of any written statement submitted by any party; and
 - 7.8.3 ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 7.9 The mediator must not determine the dispute.
- 7.10 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.

8. ANNUAL GENERAL MEETING

- 8.1 The Association shall in each calendar year convene an annual general meeting of its members.
- 8.2 The annual general meeting shall be held on such day as the Committee determines.
- 8.3 The annual general meeting shall be specified no later than 14 days prior to the meeting.
- 8.4 The ordinary business of the annual general meeting shall be –
- 8.4.1 to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - 8.4.2 to receive from the Committee reports upon the transactions of the Association during the last preceding financial year;
 - 8.4.3 to elect officers of the Association and the ordinary members of the Committee; and
 - 8.4.4 to receive and consider the statement submitted by the Association in accordance with section 30 (3) of the Act.
- 8.5 The annual general meeting may transact special business of which notice is give in accordance with these Rules.
- 8.6 The annual general meeting shall be in addition to any other general meetings that may be held in the same year.
- 8.7 Each year one member of the three Mona Denny (Bacchus) Memorial Trust Inc Trustees at an Annual General Meeting will retire by rotation and that member is eligible to be re-elected.
- 8.8 Appoint up to 4 members to the Blacksmiths Cottage and Forge Advisory Committee.
- 8.9 Appoint representatives to-
- 8.9.1 Chief Historian.
 - 8.9.2 Cataloguer.
 - 8.9.3 Information Technology Officer.
 - 8.9.4 Central Highlands Historical Association (C.H.H.A) Representative.
 - 8.9.5 Any person whom the society shall elect to control any other activity. (*Duties of Officers refer to Appendix 8*)

9. SPECIAL GENERAL MEETING

- 9.1 All general meetings other than the annual general meeting shall be called general meetings.

- 9.2 The Committee may, whenever it thinks fit, convene a Special general meeting of the Association and, where, but for this sub - clause, more than fifteen months would elapse between annual general meetings, shall convene a special general meeting before the expiration of that period.
- 9.3 The Committee shall, on that requisition in writing of members representing not less than 5 percent of the total number of members, convene a special general meeting of the Association.
- 9.4 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.
- 9.5 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 not later than three months after that date.
- 9.6 A special general meeting convened by 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 persons incurring the expenses.

10. NOTICE OF GENERAL MEETINGS

- 10.1 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.
- 10.2 Notice may be sent—
- 10.2.1 by prepaid post to the address appearing in the register of members; or
- 10.2.2 if the member requests, by facsimile transmission or electronic transmission.
- 10.3 No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- 10.4 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.

11. PROCEEDINGS AT MEETINGS

- 11.1 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 specially referred to in these Rules as being the ordinary business of the annual general meeting shall be deemed to be special business.
- 11.2 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.
- 11.3 Five 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 a general meeting.
- 11.4 If within half an hour after 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 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 and 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 present (being not less than 3) shall be a quorum.
- 11.5 The President, or in the President's absence, the Vice - President, shall preside as Chairperson at each general meeting of the Association.

- 11.6 If the President and the Vice - President are absent from a general meeting, the members present Shall elect one of their number to preside as Chairperson at the meeting.
- 11.7 The Chairperson 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 an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 11.8 Where a meeting is adjourned for fourteen days or more a like notice of adjourned meeting shall be given as in the case of the general meeting.
- 11.9 Except as provided in subclause 11.7 and 11.8, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 11.10 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 Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried in 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 votes recorded in favour of, or against, that resolution.
- 11.11 Upon the question arising at a general meeting of the Association, a member has one vote only.
- 11.12 All votes shall be given personally or by proxy.
- 11.13 In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second casting vote.
- 11.14 If at a meeting a poll on any question is demanded by not less than three members, it shall 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.
- 11.15 A poll that is demanded on the election of a Chairperson or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any question shall be taken at such time before the close of the meeting as the Chairperson may direct.
- 11.16 A member is not entitled to vote at any general meeting unless all moneys due and payable by the member to the Association have been paid.
- 11.17 Each member is entitled to appoint another member as a 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.
- 11.18 The notice appointing the proxy shall be in the form set out in Appendix 2.

12. COMMITTEE OF MANAGEMENT

- 12.1 The affairs of the Association shall be managed by the Committee of Management constituted as Provided in Rule 12.6.
- 12.2 The Committee –
- 12.2.1 shall control and manage the business and affairs of the Association;
 - 12.2.2 may, subject to these Rules, the Regulations and 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
 - 12.2.3 subject to these Rules, the regulations and the Act, 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.
- 12.3 The officers of the Association shall be –
- 12.3.1 a President;

12.3.2 a Vice-President;

12.3.3 a Treasurer; and

12.3.4 a Secretary.

12.4 All persons mentioned in Rules 12.3 shall normally continue in office until the Annual General Meeting in each year which shall be held in the month of October, at such time and place as the society appoints, when the officers for the ensuing year shall be elected. Those retiring members shall be eligible for re-election providing that no office shall be retained for more than, in the case of the President - 2 years and the Secretary - 5 years continuously. This provision may be waived at the Annual General Meeting

12.5 The provision of Rule 13.1 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 officers mentioned in subclause 12.3.

12.6 Each officer 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.

12.7 In the event of a casual vacancy in any office referred to in subclause (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 meeting next following the date of the appointment.

12.8 Subject to section 23 of the Act, the Committee shall consist of –

12.8.1 the officers of the Association; and

12.8.2 three ordinary members - each of whom shall be elected at the annual general meeting of the Association in each year.

12.8.3 up to two Mona Denny (Bacchus) Memorial Trust Inc Trustees

12.9 Each ordinary member of the Committee shall, subject to these Rules, hold office until the annual General meeting next after the date of election but is eligible for re-election.

12.10 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 so appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

13. ELECTION OF OFFICERS AND VACANCY

13.1 Nominations of candidates for election as officers of the Association or as ordinary members of the Committee –

13.1.1 shall be 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); and

13.1.2 shall be delivered to the Secretary of the Association not less than seven days before the date fixed for the holding of the annual general meeting.

13.2 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,

13.3 If the number of nominations received is equal to the number of vacancies to be filled, the person nominated shall be deemed to be elected.

13.4 If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.

13.5 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.

13.6 A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for another office for election at the same election.

- 13.7 For the purposes of these Rules the office of an officer of the Association or of an ordinary member of the Committee becomes vacant if the officer or member –
- 13.7.1 ceases to be a member of the Association.
 - 13.7.2 becomes an insolvent under administration within the meaning of the Companies (Victoria) Code; or
 - 13.7.3 resigns from office by notice in writing given to the Secretary.

14. PROCEEDINGS OF COMMITTEE

- 14.1 The Committee shall meet at least 3 times in each year at such place and such times as the Committee may determine.
- 14.2 Special meetings of the Committee may be convened by the President or by any four of the members of the Committee.
- 14.3 Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- 14.4 Any four members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- 14.5 No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.

15. PRESIDENT

- 15.1 At meetings of the Committee –
- 15.1.1 the President or in the President's absence the Vice - President shall preside; or
 - 15.1.2 if the President or Vice - President are absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside.
- 15.2 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.
- 15.3 Each member present at the 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 an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 15.4 Date of next Committee meeting will be determined at previous meeting. Notice of any change of date will be served to each member.
- 15.5 Subject to subclause (4) the Committee may act notwithstanding any vacancy on the Committee.

16. SECRETARY/PUBLIC OFFICER

- 16.1 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 of persons present at committee meetings.
- 16.2 The public officer is the principal contact point between Consumer Affairs Victoria (CAV) and your organisation. AI Act requirements A Public Officer of an association incorporated in Victoria must:
- (a) be at least 18 years old (section 25(2) (a) of the AI Act)
 - (b) be a resident of Victoria (section 25(2) (b) of the AI Act)
 - (c) not be bankrupt nor take advantage of the laws relating to bankruptcy (section 27(2) (d) AI Act)

(d) not be of unsound mind nor liable to be dealt with under the law relating to mental health (section 27(2) (e) of the AI Act)

(e) the public officer may also hold another position in your organisation (section 26 AI Act), and

(f) there is no limit to the public officer's maximum age.

g) Under the AI Act (section 27 (2) the position of public officer becomes vacant if the public officer: - dies - resigns in writing - is removed from office or - becomes bankrupt, of unsound mind, or no longer lives in Victoria (see above) If any of these circumstances apply, the organisation does not have to pass a resolution removing the person as public officer. Their position is automatically terminated (vacated) under the AI Act.

The Public Officer must inform the Consumer Affairs Office if: - there's a change of Public Officer or a change of registered address - there's a change of name - the association becomes a trustee - the association is winding up Return of documents of the organisation The public officer will have access to documents and information about the organisation because of their role. After they have left their position, these documents must be returned to the management committee within 28 days (section 29D). If the documents are not returned the organisation can, after a further request to do so, apply to the Magistrates Court for an order directing the person to return them. It is good practice for the outgoing public officer to sign a statement confirming they have returned all relevant documents after they have finished in the position. Removing a public officer Sometimes an organisation may have to remove a public officer from office (for example, because the person is not carrying out their duties properly). The AI Act says that an incorporated association may remove a public officer (section 27(1)). This is commonly done by the management committee.

17. TREASURER

17.1 The Treasurer of the Association –

- 17.1.1 shall collect and receive all moneys due to the Association and make all payments authorized by the Association; and
- 17.1.2 shall 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.
- 17.1.3 shall have the Financial Statement audited if required by an independent auditor.
- 17.1.4 The Treasurer shall table all accounts each month and the Executive Committee shall have power to authorize the payment of any account not exceeding \$200.

18. REMOVAL OF MEMBERS OF COMMITTEE/PUBLIC OFFICER

- 18.1 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 stead to hold office until the expiration of the term of the first mentioned member.
- 18.2 Where the member to whom a proposed resolution referred to in subclause (18.1) 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 out at the meeting.

19. CHEQUES

- 19.1 The President, Secretary and Treasurer shall be Registered signatories.
- 19.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two of the three registered signatories.

20. SEAL

- 20.1 The Common Seal of the Association shall be kept in the custody of the Secretary.

20.2 The Common Seal shall not be fixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures of two members of the Committee or of one member of the Committee and of the Public Officer of the Association.

21. ALTERATION OF RULES AND STATEMENT OF PURPOSES

21.1 These Rules and the Statement of Purposes of the Association shall not be altered except in accordance with the Act.

22. NOTICES

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

22.2 Where a 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.

23. WINDING UP OR CANCELLATION

23.1 In the event of the winding up or the cancellation of the Incorporation of the Association. A special committee will be convened to advise on the most appropriate method of asset disposal.

23.2 The assets of the Association shall be considered as 4 categories:

23.2.1 Computers, Software, Readers, Microfiche/film, etc

23.2.2 'Express files', Local documents, Maps, Pictures, Photos, Family History etc.

23.2.3 Reference books and library books.

23.2.4 Monetary assets.

23.3 It is deemed imperative that the entire collection remain in, and for, the benefit of Bacchus Marsh, and the people of Bacchus Marsh and district.

23.4 No dissolution of the society shall take place unless determination by not less than three quarters majority of members present at a special meeting called for the purpose. A notice will be sent to the members 21 days prior, stating the intention of the special resolution. In the event of the society being wound up at any time, the property and assets of the Society shall be given as a donation to the Mona Denny (Bacchus) Memorial Trust Inc. Provisions in the Trust document will determine the future of the collection with the responsible Local Government Authority of the day.

24. CUSTODY OF RECORDS

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

24.2 All accounts, books, documents and securities of the Association shall be available for inspection and copying by any member of the Association upon request.

25. FUNDS

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

26. HONORARY LIFE MEMBERSHIP

26.1 The Society in its sole discretion may from time to time acknowledge a member's service to the society by awarding him or her a Honorary Life Member, and such members have full membership rights until deceased. Subscription fees will be waived.

Appendices

1. Application of Membership Form
2. Rules of Archives
3. Proxy Form
4. Acquisitions Form
5. Nomination Form
6. Loan Form
7. Loan Out Form
8. Duties of Officers

Approval

Approved by Society – 26th May 2011

Approved by Consumer Affairs Victoria (Ref 7463347) - effective from 31st May 2011.