



# **CONSTITUTION OF KARILEE CALISTHENICS INC.**

**Association No: A02002**

**Original Constitution: 30th October 1996**

**Previous amendment: 19th September 2018**

**Last saved: 9 April 2019**

**Effective as of 19th March 2019**

9/04/2019

**Lodged with the Registrar of Incorporated  
Associations ACT on 10th April 2019 by:**

Maureen Bourne  
Secretary and Public Officer  
Karilee Calisthenics Inc.  
PO Box 3484, Weston ACT 2611

X

---

Maureen Bourne  
Karilee Secretary  
Signed by: Maureen Bourne

# Contents

<b>Contents</b> .....	<b>2</b>
<b>CONSTITUTION</b> .....	<b>4</b>
<b>Name</b> .....	<b>4</b>
<b>Vision</b> .....	<b>4</b>
<b>Aims</b> .....	<b>4</b>
<b>Objects</b> .....	<b>4</b>
<b>Preliminary</b> .....	<b>5</b>
1. Definitions.....	5
1A. Application of Legislation Act 2001 .....	5
<b>Membership</b> .....	<b>5</b>
2. Membership qualifications .....	5
3. Application for membership .....	5
4. Membership entitlements not transferable .....	7
5. Cessation of membership .....	7
6. Resignation of membership .....	7
7. Fees .....	7
8. Members' liabilities .....	8
9. Disciplining of members .....	8
10. Right of appeal of disciplined member.....	9
<b>Committee</b> .....	<b>9</b>
11. Powers of committee .....	9
12. Constitution and membership .....	9
13. Election of committee members .....	10
14. Secretary .....	11
15. Treasurer .....	11
16. Vacancies.....	11
17. Removal of committee members .....	12
18. Committee meetings and quorum.....	12
19. Delegation by committee to subcommittee .....	12
20. Voting and decisions .....	13
<b>General meetings</b> .....	<b>13</b>
21. Annual general meetings—holding of .....	13
22. Annual general meetings—calling of and business at.....	13
23. General meetings—calling of.....	14

24. Notice .....	14
25. General meetings—procedure and quorum .....	15
26. Presiding member .....	15
27. Adjournment .....	15
28. Making of decisions .....	15
29. Voting.....	16
30. Appointment of proxies .....	16
<b>Miscellaneous.....</b>	<b>16</b>
31. Funds—source .....	16
32. Funds—management .....	16
33. Alteration of objects and rules .....	17
34. Common seal.....	17
35. Custody of books .....	17
36. Inspection of books .....	17
37. Service of notice .....	17
38. Surplus property .....	17
<b>Appendix 1 .....</b>	<b>18</b>
Registration Form - Example - See Section 3 (1) .....	18
<b>Appendix 2.....</b>	<b>19</b>
Appointment of Proxy Form - Example - See Section 30 (2).....	19

# CONSTITUTION

## Name

The name of the association is Karilee Calisthenics Incorporated (Inc).

Karilee Calisthenics Inc. is an incorporated body in the ACT, under the Associations Incorporation Act 1991.

## Vision

Our vision is to develop the self-esteem and confidence of all participants of our calisthenic club by providing quality coaching, respectful team support and efficient club management.

## Aims

Our main aims are to:

- (a) provide an inclusive dance sport experience for all our participants that provides challenges and personal achievable goals to build self-esteem and confidence, encourage team commitment and promote a healthy lifestyle;
- (b) develop the capability of our coaches to guide the physical and artistic skills of our dancers in all age groups in a safe and respectful environment; and
- (c) manage our club efficiently by involving our members and drawing on their skills to support teams and serve on the committee.

## Objects

The Karilee objectives are to:

- (a) mentor, train and provide practical experience for our coaches to develop or improve their choreographing and critiquing skills, music and rhythm appreciation, and physiological understanding;
- (b) develop the physical and artistic calisthenics skills for each participant and all age group teams by providing a quality calisthenics training program;
- (c) develop self-esteem and confidence, fellowship and sportsmanship through team involvement in an inclusive calisthenics program;
- (d) improve the flexibility, poise and grace, strength and agility, and fine motor skills for our participants;
- (e) encourage participation within the club for all members especially parents and other family members by providing opportunities to attend club or team activities (such as team concerts, presentations and end of year concert);
- (f) provide relevant guidance, support and encouragement to all volunteers;
- (g) promote, conduct and support tours or trips for competitive or training purposes, and other activities within calisthenics; and
- (h) manage the club professionally, in accord with its Constitution and Code of Conduct.

# Preliminary

## 1. Definitions

In these rules:

*Note:* A definition applies except so far as the contrary intention appears (see Legislation Act, s 155).

**association** means a group of people having a common purpose; specifically, in this constitution the word "association" refers to Karilee Calisthenics Inc.

**club** also means a group of people having a common purpose; specifically, in this constitution the word "club" refers to Karilee Calisthenics Inc.

**financial year** of the association starts on 1 January and ends on 31 December.

**member** means a member, however described, of the association.

**ordinary committee member** means a member of the committee who is not an office-bearer, delegate or team representative of the association as mentioned in [section 12 \(1\) \(b\)](#).

**secretary** means the person holding office under these rules as secretary of the association or, if no such person holds that office, the public officer of the association.

**the Act** means the Associations Incorporation Act 1991.

**the regulation** means the Associations Incorporation Regulation 1991.

### 1A. Application of Legislation Act 2001

The Legislation Act 2001 applies to these rules in the same way as it would if they were an instrument made under the Act.

# Membership

## 2. Membership qualifications

- (1) A person is qualified to be a member if—
  - (a) the person is a person mentioned in the Act, section 21 (2) (a) or (b) and has not ceased to be a member of the association at any time after incorporation of the association under the Act; or
  - (b) the person—
    - (i) has applied for membership in accordance with [section 3 \(1\)](#); and
    - (ii) has been approved for membership of the association by the committee of the association.

## 3. Application for membership

- (1) Membership shall be open to those individuals who uphold the aims, objectives and rules of the Club and may be subject to the approval of the committee.
  - (a) An application of a person for membership of the association—
    - (i) must be made by a new or existing member of the association in writing in the form set out in Appendix 1; and
    - (ii) must be lodged with the registrar (or secretary) of the association.

- (b) After receiving an application for membership, the registrar (or secretary) must refer the application to the committee at the next available committee meeting. The committee must approve or reject the application at that meeting or the next meeting.
    - (i) If an application for membership is approved by the committee, the applicant becomes a member on payment of the fees set by the committee.
      - (1) Following payment of fees mentioned in subsection (i), the registrar (or secretary) must enter the applicant's name in the club records and national register of members.
    - (ii) If an application is rejected, the secretary must notify the applicant in writing as soon as practicable after the decision is made giving the reason for the rejection.
      - (1) The applicant may appeal against the decision by giving notice in writing to the Secretary within 14 days after being advised of the rejection.
      - (2) If an applicant gives notice of an appeal against the rejection of his or her application, the committee must reconsider the application at the next committee meeting after receipt of the notice of appeal and either accept the application or reaffirms the decision to reject the application.
      - (3) After the committee has reconsidered the application, the secretary must notify the applicant in writing of the final decision.
- (2) The club has a variety of membership categories including participant, ordinary, honorary and life membership.

These Membership categories are:

- (a) Participant membership which includes girls who are younger than eighteen (18) years old or boys younger than fifteen (15) years old who are registered active participants.
- (b) Ordinary membership which includes the parents, guardians or nominated family members of registered active participants as well as registered active participants who are eighteen (18) years or older.
  - (i) Family membership is a sub-category of ordinary and/or participant membership for fee payment purposes that can include multiple ordinary and/or participant members living at the same address.
- (c) Honorary membership is ratified and/or nominated by the committee. Appointed Honorary members are entitled to non-competing privileges of the club, including voting if eighteen (18) years or older. Honorary members include:
  - (i) the Head Coach who is nominated by the coaches and ratified by the committee;
  - (ii) the coaching staff including coaches, cadets and class assistants who are not ordinary or participant members that are nominated by the Head Coach and ratified by the committee; and
  - (iii) other persons deemed by the committee to be supportive of our objectives who are not eligible for any other membership category that have been nominated and appointed by the committee.

- (d) Life membership is conferred by the committee to a person in recognition of their significant and extended services to the work and support of the club that have been nominated and appointed by the committee.
- (3) A prospective participant and an affiliate are not included as members.
- (a) A prospective participant is a non-member who is considering starting Calisthenics prior to registration with an association who may or may not be participating in club training or activities.
  - (b) An affiliate is any non-member involved with club events or activities who has been granted insurance coverage by committee for sanctioned events or activities. An affiliate who take part in or supports club events or activities may pay or have payment wavered or be paid a fee as determined by the committee.

#### **4. Membership entitlements not transferable**

A right, privilege or obligation that a person has because of being a member of the association—

- (a) cannot be transferred or transmitted to another person; and
- (b) terminates on cessation of the person's membership.

#### **5. Cessation of membership**

A person ceases to be a member of the association if the person—

- (a) dies; or
- (b) resigns from membership of the association; or
- (c) is expelled from the association; or
- (d) fails to renew membership of the association.

#### **6. Resignation of membership**

- (1) A member is not entitled to resign from membership of the association except in accordance with this section.
- (2) A member who has paid all amounts payable by the member to the association may resign from membership of the association by first giving notice (of not less than fourteen (14) days or, if the committee has determined a shorter period, that shorter period) in writing to the team manager, registrar or secretary of the member's intention to resign and, at the end of the period of notice, the member ceases to be a member.
- (3) If a person ceases to be a member, the registrar (or the secretary) must make an appropriate entry in the register of members recording the date the member ceased to be a member.
- (4) When a person resigns from the association, they must agree to return any property, equipment or assets that belongs to the association which are in their possession at the time and place to be determined by the committee;
  - (a) If an Office Bearer, they must return all books, paper and records (including Electronic copies of files) in their possession to the association at the time and place to be determined by the committee.

#### **7. Fees**

- (1) The registration and term fees to the association are to be determined by resolution of the committee.

- (2) The registration and term fees are payable—
  - (a) by the due date as determined by resolution of the committee; or
  - (b) by the date agreed to in an approved payment plan.

## **8. Members' liabilities**

The liability of a member to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount (if any) unpaid by the member in relation to membership of the association as required by [section 7](#).

## **9. Disciplining of members**

- (1) If the committee is of the opinion that a member—
  - (a) has persistently refused or neglected to comply with a provision of these rules; or
  - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association; the committee may, by resolution—
    - (i) expel the member from the association; or
    - (ii) suspend the member from the rights and privileges of membership of the association that the committee may decide for a specified period.
- (2) A resolution of the committee under subsection (1) is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subsection (3), confirms the resolution in accordance with this section.
- (3) If the committee passes a resolution under subsection (1), the secretary must, as soon as practicable, serve a written notice on the member—
  - (a) setting out the resolution of the committee and the grounds on which it is based; and
  - (b) stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that the member may do either or both of the following:
    - (i) attend and speak at that meeting;
    - (ii) submit to the committee at or before the date of that meeting written representations relating to the resolution.
- (4) Subject to the Act, section 50, at a meeting of the committee mentioned in subsection (2), the committee must—
  - (a) give to the member mentioned in subsection (1) an opportunity to make oral representations; and
  - (b) give due consideration to any written representations submitted to the committee by that member at or before the meeting; and
  - (c) by resolution decide whether to confirm or to revoke the resolution of the committee made under subsection (1).
- (5) If the committee confirms a resolution under subsection (4), the secretary must, within seven (7) days after that confirmation, by written notice inform the member of that confirmation and of the member's right of appeal under [section 10](#).

- (6) A resolution confirmed by the committee under subsection (4) does not take effect—
  - (a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
  - (b) if within that period the member exercises the right of appeal— unless and until the association confirms the resolution in accordance with [section 10 \(4\)](#).

## **10. Right of appeal of disciplined member**

- (1) A member may appeal to the association in general meeting against a resolution of the committee that is confirmed under [section 9 \(4\)](#), within seven (7) days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) On receipt of a notice under subsection (1), the secretary must notify the committee which must call a general meeting of the association to be held within 21 days after the date when the secretary received the notice or as soon as possible after that date.
- (3) Subject to the Act, section 50, at a general meeting of the association called under subsection (2)—
  - (a) no business other than the question of the appeal may be transacted; and
  - (b) the committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
  - (c) the members present must vote by secret ballot on the question of whether the resolution made under [section 9 \(4\)](#) should be confirmed or revoked.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under [section 9 \(4\)](#), that resolution is confirmed.

## **Committee**

### **11. Powers of committee**

The committee, subject to the Act, the regulation, these rules, and to any resolution passed by the association in general meeting—

- (a) controls and manages the affairs of the association; and
- (b) may exercise all functions that may be exercised by the association other than those functions that are required by these rules to be exercised by the association in general meeting; and
- (c) has power to perform all acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

### **12. Constitution and membership**

- (1) The committee consists of—
  - (a) the office bearers of the association; and
  - (b) at least three (3) ordinary committee members; and
    - (i) office bearers and ordinary committee members must be elected under [section 13](#) or appointed in accordance with subsection (4) to a vacant position.

- (c) delegates to represent the association; and
    - (i) delegates may be elected under [section 13](#) or appointed in accordance with subsection (4) to a vacant position; or
    - (ii) appointed by the committee from existing committee members.
  - (d) one (1) team representative from each age group (e.g. Team Manager).
    - (i) The team representative is appointed by the coach of each age group and ratified by the committee.
    - (ii) If a vacancy occurs a replacement team representative is appointed by that age group coach and ratified by the committee.
- (2) The office bearers of the association are—
- (a) the president;
  - (b) the vice-president;
  - (c) the treasurer;
  - (d) the head coach;
  - (e) the secretary;
  - (f) the assistant secretary;
  - (g) the assistant treasurer;
  - (h) registrar; and
  - (i) merchandise officer.
- (3) Each committee member holds office, subject to these rules, until the conclusion of the annual general meeting following the date of the member's election but is eligible for re-election, except for—
- (i) each appointed team representative; who holds office, subject to these rules, until the end of the calendar year but is eligible for re-appointment.
- (4) If there is a vacancy in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.

### **13. Election of committee members**

- (1) Nominations of candidates for election as office bearers of the association or as ordinary committee members—
- (a) must be made in writing, signed by two (2) members of the association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
  - (b) must be given to the secretary of the association not less than seven (7) days before the date fixed for the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be vacancies.

- (4) If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of office bearers and ordinary committee members must be conducted at the annual general meeting in the way the committee may direct.
- (7) A person is not eligible to simultaneously hold more than two (2) positions on the committee.
  - (a) If there are no nominations for a position, a motion can be put to the committee to grant a person an exemption to hold a third position.

#### **14. Secretary**

- (1) The secretary of the association must, as soon as practicable after being appointed as secretary, notify the association of his or her address.
- (2) The secretary must keep minutes of—
  - (a) all elections and appointments of office bearers, ordinary committee members, delegates and team representatives; and
  - (b) the names of members of the committee present at a committee meeting or a general meeting; and
  - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be tabled and signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting; any corrections are to be noted in the minutes and voted on as a true record of proceedings.

#### **15. Treasurer**

- (1) The treasurer of the association must—
  - (a) collect and receive all amounts owing to the association and make 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.

#### **16. Vacancies**

For these rules, a vacancy in the office of a member of the committee happens if the member—

- (a) dies; or
- (b) ceases to be a member of the association; or
- (c) resigns the office; or
- (d) is removed from office under [section 17](#) (Removal of committee members); or
- (e) becomes bankrupt or personally insolvent; or
- (f) suffers from mental or physical incapacity; or
- (g) is disqualified from office under the Act, section 63 (1); or
- (h) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

## **17. Removal of committee members**

The association in general meeting may by resolution, subject to the Act, section 50, remove any member of the committee from the office of member of the committee before the end of the member's term of office.

## **18. Committee meetings and quorum**

- (1) The committee must meet at least six (6) times in each calendar year at the place and time that the committee may decide.
- (2) Additional meetings of the committee may be called by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subsection (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any seven (7) members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business may be transacted by the committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the date, time and place agreed at the meeting or the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.
- (8) At meetings of the committee—
  - (a) the president or, in the absence of the president, the vice president presides; or
  - (b) if the president and the vice-president are absent—one (1) of the remaining members of the committee may be chosen by the members present to preside.

## **19. Delegation by committee to subcommittee**

- (1) The committee may, in writing, delegate to one (1) or more subcommittees (consisting of the member or members of the association that the committee considers appropriate) the exercise of the functions of the committee that are specified in the instrument, other than—
  - (a) this power of delegation; and
  - (b) a function that is a function imposed on the committee by the Act, by any other Territory law, or by resolution of the association in general meeting.
- (2) A function, the exercise of which has been delegated to a subcommittee under this section may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.

- (3) A delegation under this section may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances, that may be specified in the instrument of delegation.
- (4) Despite any delegation under this section, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this section has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, in writing, revoke wholly or in part any delegation under this section.
- (7) A subcommittee may meet and adjourn as it considers appropriate.

## **20. Voting and decisions**

- (1) Questions arising at a meeting of the committee or of any subcommittee appointed by the committee are decided by a majority of the votes of members of the committee or subcommittee present at the meeting.
- (2) Each member of the committee or subcommittee present at a meeting (including the person presiding at the meeting) is entitled to one (1) vote. If the votes on any question are equal, the person presiding may exercise a second or casting vote.
- (3) Voting rights for any general meetings of the association (including the Annual General Meeting) are assigned to all members who are 18 years or older.

## **General meetings**

### **21. Annual general meetings—holding of**

- (1) With the exception of the first annual general meeting of the association, the association must, at least once in each calendar year and within five (5) months after the end of each financial year of the association, call an annual general meeting of its members.
- (2) The association must hold its first annual general meeting—
  - (a) within 18 months after its incorporation under the Act; and
  - (b) within five (5) months after the end of the first financial year of the association.
- (3) Subsections (1) and (2) have effect subject to the powers of the registrar-general under the Act, section 120 in relation to extensions of time.

### **22. Annual general meetings—calling of and business at**

- (1) The annual general meeting of the association must, subject to the Act, be called on the date and at the place and time that the committee considers appropriate.
- (2) In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is—
  - (a) to confirm the minutes of the last annual general meeting and of any general meeting held since that meeting; and
  - (b) to receive from the committee reports on the activities of the association during the last financial year; and

- (c) to elect or ratify members of the committee, including office bearers, ordinary committee members, delegates and team representatives; and
  - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members under the Act, section 73 (1).
- (3) An annual general meeting must be specified as such in the notice calling it in accordance with [section 24 \(Notice\)](#).
  - (4) An annual general meeting must be conducted in accordance with the provisions of this part.

### **23. General meetings—calling of**

- (1) The committee may, whenever it considers appropriate, call a general meeting of the association.
- (2) The committee must, on the requisition in writing of not less than ten (10) members, call a general meeting of the association.
- (3) A requisition of members for a general meeting—
  - (a) must state the purpose or purposes of the meeting; and
  - (b) must be signed by the members making the requisition; and
  - (c) must be lodged with the secretary; and
  - (d) may consist of several documents in a similar form, each signed by one (1) or more of the members making the requisition.
- (4) If the committee fails to call a general meeting within one (1) month after the date when a requisition of members for the meeting is lodged with the secretary, any one (1) or more of the members who made the requisition may call a general meeting to be held not later than three (3) months after that date.
- (5) A general meeting called by a member or members mentioned in subsection (4) must be called as nearly as is practicable in the same way as general meetings are called by the committee and any member who thereby incurs expense is entitled to be reimbursed by the association for any reasonable expense so incurred.

### **24. Notice**

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, send notice by prepaid post or email, as permitted by the Electronic Transactions Act 2001, section 8 (1), to each member using the member's postal address or email address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, send notice to each member in the way provided in subsection (1) specifying, in addition to the matter required under that subsection, the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice calling a general meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under [section 22 \(2\)](#).

- (4) A member desiring to bring any business before a general meeting may give written notice of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

## **25. General meetings—procedure and quorum**

- (1) No item of business may be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Ten (10) members present in person (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved. In any other case, the meeting stands adjourned to the date, time and place agreed at the meeting or the day, time and place in the following week.
- (4) If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the members present being not less than five (5) constitute a quorum.

## **26. Presiding member**

- (1) The president, or in the absence of the president, the vice-president, presides at each general meeting of the association.
- (2) If the president and the vice-president are absent from a general meeting, the members present must elect one (1) of their number to preside at the meeting.

## **27. Adjournment**

- (1) The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subsections (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

## **28. Making of decisions**

- (1) A question arising at a general meeting of the association is to be decided 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 person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost. 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.

- (2) At a general meeting of the association, a poll may be demanded by the person presiding or by not less than three (3) members present in person or by proxy at the meeting.
- (3) If the poll is demanded at a general meeting, the poll must be taken—
  - (a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
  - (b) in any other case—in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

## **29. Voting**

- (1) Subject to subsection (3), on any question arising at a general meeting of the association a member has one (1) vote only.
- (2) All votes must be given personally or by proxy, but no member may hold more than three (3) proxies.
- (3) If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid.

## **30. Appointment of proxies**

- (1) Each member is entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.
- (2) The notice appointing the proxy must be in the form set out in Appendix 2.

# **Miscellaneous**

## **31. Funds—source**

- (1) The funds of the association must be derived from registration and term fees of members, donations and, subject to any resolution passed by the association in general meeting and subject to the Act, section 114, any other sources that the committee decides.
- (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

## **32. Funds—management**

- (1) Subject to any resolution passed by the association at a general meeting, the funds of the association must be used for the objects of the association in the way that the committee decides in accordance with section 32 (3).
- (2) All cheques, drafts, bills of exchange, promissory notes, electronic direct debits and other negotiable instruments must be signed by any two (2) members of the committee of the association who have been authorised to do so by the committee.

- (3) The assets and income of the association shall be applied solely to further its objects and no portion shall be distributed directly or indirectly to the members of the organisation except as genuine compensation for services rendered or expenses incurred on behalf of the organisation.
  - (a) In the event of the association being dissolved, all assets that remain after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes, which is a not-for-profit organisation, and which has rules prohibiting the distribution of its assets and income to its members.

### **33. Alteration of objects and rules**

Neither the objects of the association mentioned in the Act, section 29 nor these rules may be altered except in accordance with the Act.

### **34. Common seal**

- (1) The common seal of the association must be kept in the custody of the secretary.
- (2) The common seal must not be attached to any instrument except by the authority of the committee and the attaching of the common seal must be attested by the signatures either of two (2) members of the committee or of one (1) member of the committee and of the secretary.

### **35. Custody of books**

Subject to the Act, the regulation and these rules, the secretary must keep in his or her custody or under his or her control all records, books, and other documents relating to the association.

### **36. Inspection of books**

The records, books and other documents of the association must be open to inspection at a place in the ACT, free of charge, by a member of the association at any reasonable hour.

### **37. Service of notice**

For these rules, the association may serve a notice on a member by sending it by post to the member at the member's address shown in the register of members.

Note: For how documents may be served, see the Legislation Act, part 19.5.

### **38. Surplus property**

- (1) On or before the winding up of the association, the committee must pass a special resolution at a general meeting nominating—
  - (a) to transfer any surplus property to another not-for-profit organisation that has objects substantially the same as the objects of the association; and
  - (b) which has rules prohibiting the distribution of its assets and income to its members.
- (2) The nominated organisation under subsection (1) must fulfil the requirements specified in the Act, section 92.

# Appendix 1

## Registration Form - Example - See Section 3 (1)

Below is an example of the Registration Form (as of July 2018). This form may be altered by a resolution of the committee of the association.

Note: Only family members or guardians recorded on the Registration Form are eligible to be members as there is a requirement for the association to notify all members prior to the Annual General Meeting and any General Meeting.

Karilee Calisthenics Inc.

Registration Document 1



### REGISTRATION DETAILS

Enter Year:

This Registration Form must be fully completed for each participant and returned to the Karilee Registrar by mail to PO Box 3484, Weston, ACT 2611, or filled-in and saved to your computer then attached to an email all four registration forms to [karileeregistrar@gmail.com](mailto:karileeregistrar@gmail.com). If you have any further questions, please email the [President](#).

#### 1: PARTICIPANT DETAILS

Surname:		Given name:		D OB:	
Home Address:	Street	Suburb		State	Postcode
Postal Address:					
Contacts:	Home:		Work:		
	Mobile:		Preferred Contact:		
	Email:				

Is the participant subject to any custody orders of which Karilee needs to be aware? Yes or NO  
If YES, please specify or attach as separate document if required:

#### 2: PARENT/GUARDIAN DETAILS

Name 1:		Relationship:	Name 2:		Relationship:
Address:			Address:		
Phone Contacts	Home:		Home:		
	Mobile:		Mobile:		
	Work:		Work:		
	Preferred contact:		Preferred contact:		
Email					

Working With Vulnerable People (WWVP) If volunteering with Karilee, please provide WWVP details

Name	Contact	WWVP Card No.	Expiry Date

#### 3: AGE GROUP OF PARTICIPANT – age that participant will be as of 31<sup>st</sup> December.

TINIERS	SUB-JUNIORS	JUNIORS	INTERMEDIATES	SENIORS
3yrs to 7yrs	8yrs to 10yrs	11yrs to 13yrs	14yrs to 16yrs	17yrs and over
Participant's age at 31-Dec will be _____ years.			❖ I am registering for _____	

#### 4: MEMBERSHIP DETAILS

Year joined Karilee:	New members only: How did you find out about Karilee? Do you have skills that would help our Club (e.g. sewing, props making, accounting, secretarial)?
Previous Club?	

#### 5: COMMUNICATION-Karilee's method of communication for all club matters is by email.

Preferred email address for communication:

#### 6: FEES and FINANCIAL DECLARATION

I acknowledge and agree to pay all fees when due and agree to contact the Club Treasurer to discuss other arrangements should the need arise. I understand that if the Club has to recover unpaid fees and recovery costs will be added to the debt.

Financial Person:	Signature
Financial Email Address:	

CLUB USE ONLY  
  REGISTRATION FORM  
  PRIVACY STATEMENT  
  MEDICAL FORM  
  CODE OF CONDUCT  
  FINANCIAL

July 2018

[www.karilee.com.au](http://www.karilee.com.au)

## Appendix 2

### Appointment of Proxy Form - Example - See Section 30 (2)

Below is an example of the Appointment of Proxy Form (as of July 2018). This form may be altered by a resolution of the committee of the association.

Note:

A proxy vote may not be used by a person who is not a member of the association.

*Karilee Calisthenics Inc.*

Appointment of Proxy Form



### APPOINTMENT OF PROXY FORM

I,
(full name)
of
(address)
a member* of <b>Karilee Calisthenics Inc.</b>
(name of incorporated association)
appoint
(full name of proxy)
of
(address of proxy)
a member* of that incorporated association, as my proxy to vote for me at the annual general meeting or general meeting to be held on
Insert Date of meeting (dd/mm/yyyy)
And at any adjournment of that meeting.

\*My proxy is authorised to vote in favour of or against (delete as appropriate)

the resolution (insert details below)
Signature
(Signature of member appointing proxy)
Date (dd/mm/yyyy):

#### Notes

\* A member or proxy is only entitled to vote at any general meeting of the association if all money due and payable by the member or proxy to the association have been paid.

\*\* A proxy vote may not be given to a person who is not a member of the association.

Last updated: July 2018

[www.karilee.com.au](http://www.karilee.com.au)

