



160 High Street, Ashburton Victoria 3147

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www.ashburtoncc.org.au

Thank you for your interest in the position of Committee of Management Member for the Ashburton Community Centre.

Please find attached an Information Package including some background information about the Centre. In the information package there is an Expression of Interest form that, should you decide to proceed with your application, needs to be returned to:

Virginia Reddaway
President
Ashburton Community Centre
160 High Street
Ashburton 3147

Or to email office@ashburtoncc.org.au

Any enquiries regarding the position should be directed to Virginia Reddaway, the Centre's President, on telephone 0417 053 759 or email office@ashburtoncc.org.au. Further information on the Centre can be found on our web site at <http://ashburtoncc.org.au>.

Thank you for your interest in the position of Committee of Management Member of the Ashburton Community Centre.

Yours sincerely,

Virginia Reddaway
President
Ashburton Community Centre

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Attachment 2:	Committee of Management Code of Ethics
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Ashburton Community Centre

Background

The Centre has been operating since May 1986. Initially the Centre was managed through the City of Camberwell. In 2008 the first Committee of Management was appointed. Over the past nine years successive Committees of Management have managed the Centre, diversifying the range of activities to meet the needs of the local community. The City of Boroondara continues their support of the Centre and in 2013/2014 replaced the original Community Centre with a purpose built facility.

Our Services

In 2017/2018 programs and activities delivered by the Centre included:

- Our Centre offered 44 different short courses and workshops covering categories such as Visual Art, Health and Wellbeing, Language, Textiles and General Interest.
- We have 11 social groups which are promoted and accommodated at the Centre including Book Groups, Cryptic Crosswords, Table Tennis and Walking Groups.
- Rooms were hired to 45 different groups and organisations for meetings, workshops and training by local businesses and community groups. Our rooms were hired by external parties for over 1457 hours in 2017/2018.
- In addition to our 3 office volunteers, we have our 12 volunteer group co-ordinators who have assisted in the administration and facilitation of social groups.
- The Centre had 616 members as of June 30 2018.

Participant Feedback

The Centre regularly surveys participants for feedback on its classes and programs. The results of the latest survey indicated high levels of satisfaction including 100% of respondents rating the quality of teaching and their overall satisfaction as good to excellent and 98% rating that the class content was good to excellent.

Finances

In 2017/2018 the operating budget of the Centre is over \$250,000.

Role of Committee Members

The Committee Management role is that defined in the Centre's Constitution and other relevant statutes including the roles of governance and establishing policy and strategic direction.

Under the Centre's Constitution there can be up to 13 Committee of Management Members appointed.

At the first meeting of the new Committee the members will select a President, Secretary and Treasurer.

Committee of Management meetings are held monthly and are attended by the Centre's Executive Officer.

Staffing

The Centre employs three part time staff under the supervision of the Executive Officer. In addition, the Centre employs an average of 21 tutors per term to deliver the classes. The tutors are employed directly or as contractors.

Expression of Interest for Appointment to the Committee of Management of the Ashburton Community Centre

To be considered for election by the Members of the Ashburton Community Centre all applicants need to complete the Expression of Interest form at attachment 3.

In addition if you are not currently a Member of the Centre please complete the Membership Application form at attachment 4 and return it with your Expression of Interest.

Skill Set of Committee of Management

The skills required by the Committee include:*

- Understanding, knowledge of and commitment to the local community
- Demonstrated understanding of the differing roles of Committee Members and Executive Officer
- An understanding of the elements of managing a not-for-profit agency
- Human resource, financial, legal and commercial competencies
- The ability to advocate on behalf of the agency and its participants with Government, at the Local, State and Federal levels
- Experience in strategic planning
- Experience or involvement in community agencies or service delivery to the community
- Experience or involvement in community education programs

*It is intended that the Committee as a whole should reflect these skills and experiences, rather than seeking all the listed competencies in each individual member of the Committee.

ASHBURTON COMMUNITY CENTRE INCORPORATION

RULES OF THE ASSOCIATION

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1. **The Association**

- 1.1 The name of the Association is ASHBURTON COMMUNITY CENTRE INCORPORATED (in these rules called the Association).
- 1.2 The Association has power to do all things that help it to achieve these Purposes.
- 1.3 The Association and its Committee may only exercise their powers and use the income and assets of the Association for the Purposes of the Association.

2. **Definitions**

In these Rules, unless the contrary intention appears –

- 2.1 “Act” means the *Associations Incorporation Reform Act 2012*.
- 2.2 “Committee” means the Committee of Management of the Association.
- 2.3 “Committee Member” means a member of the Committee including the President, Secretary and Treasurer.
- 2.4 “Financial Year” means the year ending on 30 June.
- 2.5 “General Meeting” means a General Meeting of members convened in accordance with Rule 15 and 16 and includes an Annual General Meeting and a Special General Meeting.
- 2.6 “Member” means a member of the Association of Ashburton Community Centre.
- 2.7 “Office Bearer” means the President, Secretary or Treasurer of the Association.
- 2.8 “President” means the President of the Association.
- 2.9 “Secretary” means the Secretary of the Association.
- 2.10 “Treasurer” means the Treasurer of the Association.

3. **The Purposes of the Association**

- 3.1 Ashburton Community Centre exists to:
 - a) Encourage a sense of belonging to the wider community by providing a welcoming and inclusive environment where people can come to develop their interests and skills.
 - b) Be responsive to the needs of our community by developing and providing a program of classes and activities that enhance health and social wellbeing.

4. Membership

- 4.1 The Association must have at least 5 members.
- 4.2 Anyone who supports the Purposes of the Association can apply to join the Association as a member and pay the membership fee.
- 4.3 To become a member, participants must complete and sign a membership application form and pay the set membership fee.
- 4.4 A person becomes a member when they have completed and signed the application and paid the membership fee.
- 4.5 The Committee can approve or reject an application to join the Association. If the Committee rejects an application, it is not required to give reasons for that decision, but it must return the membership fee and write to the person to tell them their application has been rejected.
- 4.6 The date of receipt of payment is the date membership has started. The member must be informed of this starting date.
- 4.7 A member may resign from the Association by giving written notice to the Secretary.
- 4.8 The date of the resignation will be noted in the Register.
- 4.9 Membership of the Association expires on 31 December.
- 4.10 The Committee of Management has the authority to install any member who is deemed to have given long and dedicated service to the Centre as a Life Member of the Association.
- 4.11 Life members of the Association have the same rights as all other members of the Association.
- 4.12 Each member's liability is limited to the annual membership fee.

5. General Rights of Members

- 5.1 A member of the Association who is entitled to vote has the right:-
 - a) to receive notice of General Meetings and of proposed special resolutions in the manner and time prescribed by these Rules;
 - b) to submit items of business for consideration at a General Meeting;
 - c) to attend and be heard at General Meetings;
 - d) to vote at a General Meeting (if not suspended for any reason);
 - e) to have access to the minutes of General Meetings and other documents of the Association as provided under Rule 6
 - f) to inspect the register of members upon request.

6. Rights of Inspection

- 6.1 Members may on request inspect:-
- a) the register of members;
 - b) the minutes of General Meetings;
 - c) subject to 6e, 6f and 6g the financial records, books, securities and any other relevant document of the Association, including minutes of General Meetings.
- 6.2 A member can write to the Secretary asking for copies of these documents (with the exception of the members register). The Secretary can charge a reasonable fee for providing copies.
- 6.3 Members cannot inspect or obtain copies of Committee meeting minutes or parts of the minutes, unless the Committee specifically allows it.
- 6.4 Members can write to the Secretary to ask that the Secretary restrict access to their details on the members register if they have special circumstances.
- 6.5 The Committee may refuse a request to inspect or obtain copies of relevant documents, or provide only limited access, if the documents contain confidential, personal, employment, commercial or legal matters, or if granting the request would breach a law or may cause damage or harm to the Association.
- 6.6 The Committee must on request (in writing) make copies of these Rules available to members and applicants for membership free of charge.
- 6.7 For purposes of this Rule:-
- relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following:-**
- a) its membership records;
 - b) its financial statements;
 - c) its financial records;
 - d) records and documents relating to transactions, dealings, business or property of the Association.

7. Entrance Fee and Annual Subscription Membership Fee

- 7.1 The annual membership fees as determined by the Committee fall due on 1 January each year.
- 7.2 Membership will be for the duration of the calendar year in which the enrolment or application was received and will automatically terminate at the end of the said year.
- 7.3 The Committee can set or change the annual membership fee.
- 7.4 The annual membership fee for Life Members is \$ NIL.
- 7.5 The Association will not refund any membership fees already paid.
- 7.6 There is no entrance fee for membership of the Association.

- 7.7 Persons under the age of 18 years who pay the annual membership fee are eligible for junior membership only and shall not have the right to vote at meetings or be elected to the Committee of Management.

8. Register of Members

- 8.1 The Secretary shall ensure a Register of members is maintained in which shall be entered the name and address of each member and the date on which he or she became a member and the date the membership finished.
- 8.2 The Register of Members shall be available for inspection by members upon request.

9. Committee of Management

- 9.1 The Association is governed by Committee of Management (the Committee) that is made up of committee members.
- 9.2 Committee members are elected by members of the Association at the AGM by ballot.
- 9.3 A Committee Member must be a member of the Association.
- 9.4 At its first Committee meeting after election, the Committee of Management shall appoint from its number Office Bearers as follows:-
- a) The President
 - b) The Treasurer
 - c) The Secretary
- 9.5 Each Office Bearer of the Association shall hold office until the next Annual General Meeting and is eligible for re-election.
- 9.6 An Office Bearer may hold the same office for no more than three (3) consecutive terms.
- 9.7 An Ordinary Committee Member may hold office for no more than six (6) consecutive terms unless becoming an Office Bearer.
- 9.8 The City of Boroondara may appoint a nominee to serve on the Committee and such nominee shall be an Ordinary Committee member and shall not be subject to the election procedures of these Rules.
- 9.9 A Committee member stops being on the Committee if they:
- a) resign, by writing to the Committee or the Secretary.
 - b) cease to be a member of the Association.
 - c) are absent from all Committee Meetings within a three month period without the prior leave of the Committee.
 - d) are removed by a special resolution of members of the Association.
 - e) become insolvent (within the meaning of the *Corporations Law*); or
 - f) become a represented person (under the *Guardianship and Administration Act 1986*), or die.

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- 9.10 If a Committee Member stops being on the Committee before the end of their term in accordance with Rule 9.9 the Committee can temporarily appoint a member of the Association to fill the vacancy on the Committee until the next Annual General Meeting.
- 9.11 The Committee can exercise all powers and functions of the Association (consistent with these Rules and the Act), except for powers and functions that the members are required to exercise at a General Meeting (under these Rules or the Act).
- 9.12 The Committee can delegate any of its powers and functions to a committee member, a sub-committee, a staff member or a member other than the power of delegation or a duty imposed by the Act. The delegation must be in writing and can be revoked by the committee in writing.
- 9.13 Without limiting the generality of Rule 9.12, the Committee has the power or duty to:
 - a) Prepare the annual budget of the Association;
 - b) Employ staff, engage consultants and act in accordance with statutory requirements relating to the employment of staff.
- 9.14 Among its other responsibilities, the Committee is responsible for making sure that:
 - a) accurate minutes of General Meetings and Committee meetings of the Association are made and kept, and
 - b) the names of persons present at meetings are recorded in the minutes,
 - c) all records, securities and relevant documents of the Association are kept properly.

10. Sub-Committees

- 10.1 The Committee may appoint sub-committees and delegate any of its powers to them.
- 10.2 A sub-committee may not delegate any powers delegated to it by the Committee.
- 10.3 Two sub-committee members shall constitute a quorum for a sub-committee meeting.
- 10.4 A resolution of a sub-committee shall not take effect until ratified by the Committee.

11. Secretary

- 11.1 The Secretary of the Association shall keep minutes of the resolutions and proceedings of each General Meeting and each Committee meeting, together with the names of persons present at meetings. Minutes must be filed in a Minutes folder signed by the officer presiding at the meeting at which the minutes are confirmed.
- 11.2 The Secretary must be over 18 years of age, and live in Australia.
- 11.3 If the Secretary stops living in Australia, they cannot remain the Secretary.
- 11.4 If the Secretary stops being the Secretary, the Committee must appoint a new Secretary within 14 days.

12. Nominations and Election Procedures for Committee Members

- 12.1 Nominations of candidates for election as Committee Members of the Association shall be:
 - a) In writing, signed by two Members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form) and
 - b) Delivered to the Secretary not less than seven days before the date fixed for the holding of the Annual General Meeting.
- 12.2 Committee Members finish their time on the Committee (term) at the next Annual General Meeting after they were appointed, but they may be elected again.
- 12.3 If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected at the Annual General Meeting and further nominations shall be received at the Annual General Meeting.
- 12.4 If the number of members nominated to be Committee Members is equal to the number of Committee Members, the Annual General Meeting Chairperson may declare the positions filled without holding a ballot.
- 12.5 If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- 12.6 A ballot for the election of Committee Members must be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.

13. Committee Meetings

- 13.1 The Secretary must give 7 days notice of a Committee meeting to Committee Members unless the meeting is an urgent meeting.
- 13.2 The Committee shall meet at least 10 times in each year at such times and in such place as the Committee may determine.
- 13.3 Committee Members may attend meetings through technology (such as phone or video conferencing) so long as everyone can hear and be heard at the same time.
- 13.4** The President or, in the absence of the President, a member of the Committee appointed for that purpose, must preside at all Committee Meetings.
- 13.4 One-half of the number of Members of the Committee constitutes a quorum for a Committee Meeting. If one-half is not a whole number, the next whole number will be used to calculate the quorum for the meeting of the Committee.
- 13.5 Each member of the Committee present (either in person or through the use of technology) at a Committee meeting is entitled to one vote and where the votes cast for and against are equal, the person presiding at the Committee Meeting is entitled to exercise a second and casting vote.
- 13.6 Voting at a Committee Meeting shall be by a show of hands by those present and all votes shall be given personally, not by proxy.

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- 13.7 If, within half an hour of the appointed time of the commencement of a Committee Meeting a quorum is not present, the meeting must be adjourned to a date, time and place to be determined by the person presiding at the Committee Meeting.
- 13.8 Special meetings of the Committee may be convened by any three members of the committee and the Secretary must, within seven days of receiving a request for a Special Committee Meeting, give verbal or written notice to members of the Committee of the place, date and time of the Special Committee Meeting and the business to be transacted at the Special Committee Meeting.
- 13.9 If the Secretary fails to comply with Rule 13.8 any member of the Committee may call, determine the place and time for and notify Members of the Committee of the Special Committee Meeting.

14. Annual General Meetings

- 14.1 The Association must, in each calendar year, convene an Annual General Meeting of its Members.
- 14.2 The Annual General Meeting must be held within three (3) months following the end of the financial year on such date as the Committee determines.
- 14.3 The Secretary must notify all members of the Association of the Annual General Meeting in accordance with Rule 16.4 and 16.5.
- 14.4 The ordinary business of the Annual General Meeting will be:
 - a) To confirm the minutes of the preceding Annual General Meeting and of any General Meeting held since that meeting.
 - b) To receive from the Committee the reports on the transactions of the Association during the last preceding financial year.
 - c) To receive any other reports of which notice has been given in accordance with Rule 16.4 and 16.5.
 - d) To elect a minimum of five (5) and a maximum of thirteen (13) Committee Members.
 - e) To appoint an Auditor in accordance with Rule 27.1.
 - f) To transact any other business of which notice has been given in accordance with these Rules.
- 14.5 The notice of AGM must include any special business or motions to be considered.
- 14.6 The Annual General Meeting will be additional to any other General Meeting that may be held in the same year.
- 14.7 At the Annual General Meeting 5 members shall constitute a quorum for the meeting to be validly held.

15. General Meetings

- 15.1 All General Meetings other than the Annual General Meeting will be called Special General Meetings.

16. Notice of Special General Meetings

- 16.1 The Secretary must call a Special General Meeting within fourteen (14) days of being directed to do so by:
 - a) A resolution of the Committee;
 - b) Any member of the Committee;
 - c) A written request by not less than 5 members, stating the object of the meeting.
- 16.2 A Member desiring to bring any business before a Special General Meeting may give notice of that business in writing to the Secretary, who must include that business in the notice calling the meeting.
- 16.3 The Special General Meeting must be held within 3 months of the date on which the original request was made.
- 16.4 Notice of Special General Meetings must be provided to members at least 21 days before the meeting in writing to each member's postal or email address listed on the members register (in the case of email addresses, so long as the email address was provided for receiving notices).
- 16.5 Subject to Rule 16.4, the Secretary must notify all members of the place, date, time and the nature of the business of the Special General Meeting.
- 16.6 If the Secretary fails to comply with Rule 16.1 and 16.4 any member of the Committee or a Member who requested the meeting may call, determine the date of and notify Members of a Special General Meeting by posting a notice at the Registered Office of the Association.

17. Proceedings for Special General Meetings

- 17.1 At all Special General Meetings, five members present (either in person or through the use of technology) for the meeting to be held constitute a quorum.
- 17.2 The President or, in the absence of the President, a member of the Committee appointed for the purpose, must preside at all Special General Meetings of the Association.
- 17.3 No business, other than that of which the members have been given notice, can be transacted at a Special General Meeting or at an Annual General Meeting of the Association.
- 17.4 No item of business can be transacted at a Special General Meeting unless a quorum of members is present during the item when the Special General Meeting is considering that item.
- 17.5 Members may vote by proxy at Special General Meetings.
- 17.6 Proxy forms must be received by the Secretary one day before a meeting.
- 17.7 The Secretary must record the proceedings of the Special General Meetings of the Association in the Minutes folder.

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- 17.8 The person presiding at a Special General Meeting may determine any matter of procedure not referred to in these Rules.
- 17.9 Votes may be held by a show of hands or written ballot, or another method determined by the Chairperson that is fair and reasonable in the circumstances. If a vote is held initially by show of hands, any member may request a vote be held again by written ballot.
- 17.10 A Member is not entitled to vote at any Special General Meeting unless all monies due and payable by him or her to the association have been paid.
- 17.11 An entry in the minute folder of the Association is conclusive proof that a resolution was, or was not carried.
- 17.12 If within half an hour of the appointed time of the commencement of a Special General Meeting a quorum is not present (see Rule 17.1), or if there is not enough time at a meeting to address all business the Special General Meeting must be adjourned to a date, time and place to be determined by the person presiding at the Special General Meeting.
- 17.13 If a Special General Meeting is adjourned for fourteen (14) days or more, notice of the adjourned meeting must be given to all Members in accordance with Rule 16.4 and 16.5.
- 17.14 Each Member present at any meeting of the Association is entitled to one vote, and, where the votes cast for and against are equal, the person presiding at the meeting is entitled to exercise a second or casting vote.

18. Grievance Disputes

- 18.1 If there is a dispute between a member and another member, a member and the Association, or a member and the Committee, the parties involved must first attempt to resolve the dispute between themselves for at least 14 days from the date the dispute is known to all parties involved.
- 18.2 If the dispute cannot be resolved between the people involved, the following grievance procedure must be followed:
 - a) the party with a grievance must write to the Association and any other people affected, and explain what they are unhappy about;
 - b) the Committee must appoint an unbiased mediator to hear from all the parties involved and try to find a solution. The Committee must give the people involved reasonable notice of the time and place of the hearing;
 - c) at the hearing, each party must have an opportunity to be heard and agrees to do their best to resolve the dispute, and
 - d) if the parties cannot resolve the dispute with the assistance of the mediator,

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then an unbiased decision-maker must determine the outcome of the dispute.

19. Removal of a Committee Member

- 19.1 The Association in a Special General Meeting may, by resolution, remove from office any Committee member before the next Annual General Meeting and appoint another Member to hold that office until the next Annual General Meeting.
- 19.2 If a resolution under Rule 19.1 is proposed, the Committee member must be informed of the proposed resolution and invited to present a verbal or written representation at the Special General Meeting at which the matter is to be considered.

20. Disciplining members

- 20.1 The Committee can discipline a member of the Association if it considers the member has breached these Rules or if the member's behaviour is causing (or has caused) damage or harm to the Association.
- 20.2 The Committee must write to the member to tell them why disciplinary action is proposed to be taken.
- 20.3 The Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- 20.4 The members of the disciplinary subcommittee:
 - a) may be Committee members, members of the Association or anyone else; but
 - b) must not be biased against, or in favour of, the member concerned.
- 20.5 The Committee must arrange a disciplinary procedure that meets these requirements.
- 20.6 At a disciplinary meeting the disciplinary subcommittee must:
 - a) give the member an opportunity to be heard; and
 - b) consider any written statement submitted by the member.
- 20.7 The disciplinary procedure must be completed as soon as reasonably practicable.
- 20.8 The outcome of a disciplinary procedure can be that the member is reprimanded, must leave the Association, for a period of time or expelled.
- 20.9 The Association cannot fine a member.

21. **Financial matters**

- 21.1 The financial year of the Association shall be from 1 July to 30th June each year.
- 21.2 The Association must not distribute funds, income or assets to members except as reasonable compensation for services provided or expenses incurred on behalf of the organisation.
- 21.3 As a Not for Profit the Association may derive or generate funds from joining and annual subscription fees, donations, grants, fundraising, interests, and any other sources approved by the Committee that are consistent with furthering the Association's Purposes.
- 21.4 Surplus funds may be invested with a bank or authorised trustee investment at the discretion of the Committee.
- 21.5 The Treasurer of the Association shall:
- a) delegate the collection and receiving of all monies due to the Association and make all payments authorised by the Association
 - b) ensure that all 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 are kept correctly;
 - c) present at each Committee Meeting a report of the financial transactions of the Association since the last Committee Meeting; and
 - d) ensure that the required audited financial statements are presented to the Annual General Meeting.
- 21.6 Cheques, EFT transfers or cash payments made from the Association's funds must be authorised by two members of the Committee or the responsibility delegated to a responsible person except for those items which normally constitute petty cash items.
- 21.7 All cheques shall be signed by any two persons whose signatures are lodged with the bank for that purpose
- 21.8 Financial records must be kept and stored for 7 years, and in accordance with any other applicable laws.
- 21.9 The income and property of the Association must be used solely for the promotion of its purposes or the exercise of its powers as set out in these Rules.
- 21.10 Subject to Rule 21.9, no portion of the income or property of the Association may be

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distributed directly or indirectly to or among any members.

21.11 Nothing in Rule 21.9 prevents the following payment being made to a member in good faith:

- a) out of pocket expenses or reasonable rent for hire or use of property owned by a member;
- b) payment for work done by an officer, employee or agent of, or consultant to, the Association.

21.12 Nothing in Rule 21.9, 21.10 or 21.11 prevents the Association providing its services to a member for the same price it would provide such services to any other person.

22. Keeping of Documents

22.1 All securities and records, registers and other documents of value shall be held at the address of the Association.

23. Seal

23.1 The Common Seal of the Association shall be kept at the Registered Office.

23.2 The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures of two members of the Committee

23.3 A register shall be maintained of all instruments to which the Common Seal has been affixed, stating:

- a) the nature of the instrument;'
- b) the names of the signatories attesting the seal; and
- c) the date the seal was affixed.

24. Notices

24.1 Any notice in writing may be served by or on behalf of the Association upon any member either personally, by post, or electronically to the Member at the address shown in the Register of members

24.2 A notice properly addressed and posted (or sent electronically) to the member will be deemed to have been served on the member.

26. Alteration of Rules

- 26.1 These Rules may be changed, added to, or replaced by special resolution of the Association's members at a Special General Meeting.
- 26.2 Where a special resolution has been proposed, notice as in Rule 16.4 and 16.5 must specify that the proposed resolution is a special resolution.

27. Validation of the Committee

- 27.1 No procedural defect in the appointment or election of a person as a Committee member or any ineligibility of a person so appointed or elected, invalidates any act done by the Committee or a sub-committee.

28. Auditor

- 28.1 The Auditor shall be a member of the Institute of Chartered Accountants in Australia or the Australian Society of Certified Practising Accountants

29. Winding Up

- 29.1 The members may vote by special resolution at a Special General Meeting to wind up the Association.
- 29.2 In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association shall after satisfying all liabilities of the Association be given to an institution or institutions:
- a) Having purposes similar to those of the Association.
 - b) Which prohibits the distribution of its income among its Members; and
 - c) Which is named in a special resolution at a General Meeting of the Association or, in the absence of such a resolution, named by the Registrar of Incorporated Associations.



Code of Ethics for Committee of Management Members of the Ashburton Community Centre (ACC)

Confidentiality

I will respect the rights of users of ACC, staff, volunteers, members and Committee of Management (COM) Members to confidentiality.

I agree to treat and maintain as confidential both during and after my term as Member of COM at the ACC all information obtained through membership of the COM. This includes:

- Personal information about users of the ACC, staff, volunteers and ACC COM members ,
- Accounting techniques
- Financial Affairs and
- Any management planning, strategies and performance details in relation to ACC's business activities and/or proposed activities

I agree not to, without the prior written consent of the President, publish or disclose or allow to be published or disclosed by any third person any information, that is not publicly available to any person.

Impartiality

I will relate to all COM members, users of the Centre, volunteers and staff and staff members from other agencies with impartiality, regardless of factors such as cultural and religious beliefs, lifestyles or political views.

I agree that the ACC has a responsibility to collect and store personal information on our work with users of the Centre and agencies in an impartial and confidential manner.

Responsibilities of a ACC COM Member

I will carry out my duties as COM Member under the ACC's statement of values and policies and procedures.

I will respect the dignity and independence of users of ACC

I will work co-operatively with other COM Members, staff members and volunteers and raise any issues of concern that I have with the President.

I will not participate in discussions or decisions at meetings of the COM where I have a conflict of interest.

I will not accept money or presents from users of the ACC

I agree not to make public statements about the ACC, its staff, policies or services without the prior agreement of the President

I agree to abide by my legal responsibilities.

Software Copyright

It is illegal to copy computer software without authorisation from the copyright owner. It is ACC's policy that only software which has been legitimately acquired can be used on its equipment and premises.

Name: _____

Signature: _____

Date: _____

Committee of Management Expression of Interest

Please complete this form and attach your current resume.

Name:

Date of Birth:

Address:

Phone:

Mobile:

Email:

Current Employer

Committee Member Information

The ACC utilises the following information to help us select Committee Members.

The ACC aspires to be a centre for inspiration, growth and enjoyment. We aim to connect and engage with our community and respond to their needs in a respectful, honest and open manner. Please summarise your interest in being on the ACC Committee of Management.

In a brief paragraph, please summarise what you would like to gain from the appointment.

The following table is a skills matrix. It helps us identify how your strengths would align with the ACC values. Please indicate which skills you have and (if necessary) provide a comment to further explain.

Skill	Yes /No	Comment
Qualifications		
Strategy Development		
Governance		
Risk Management		
Community Development		
Strategic Marketing		
Fundraising		
Partnerships		
Human Resource Management		
Legal		
Media / PR		
Advocacy		
Government Relations		
Investment Management		
Small Business experience		
Volunteer / Membership		
Are you a current or past ACC Member?		

Please give details of any other skills you believe would be relevant to our Committee of Management.

In signing below I agree that:

- The information contained in my Expression of Interest can be summarized and distributed to all participants of ACC's AGM.
- Should I be elected to the Committee of Management I understand that the appointment is contingent on obtaining a National Police Check. The cost of the police check may be claimed back from Centre finances.

Signature: _____

Date: / /2018

Completed application forms can be emailed to: president@ashburtoncc.org.au or mailed to Ashburton Community Centre, 160 High Street, Ashburton VIC 3147.

If you have any further questions please do not hesitate to call the centre on 9885 7952



MEMBERSHIP FORM

Class:

Personal Details	Surname:		First Name:	
	Title: Ms / Mr / Mrs / Dr		Gender: Female / Male (please circle)	
	Country of Birth		Preferred Language	
	Age Group: <input type="checkbox"/> 0-19 <input type="checkbox"/> 20-29 <input type="checkbox"/> 30-39 <input type="checkbox"/> 40-49 <input type="checkbox"/> 50-59 <input type="checkbox"/> 60-69 <input type="checkbox"/> 70-79 <input type="checkbox"/> 80+			
Contact Details	Phone: Home:.....		Work:	
	Mobile:.....			
	Email:			
	Would you like to be included in our email listing to receive regular updates on the events and courses at the Ashburton Community Centre? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Home Address Details	Address:			
	Suburb:		Post code:	
Emergency Contact Details	Name:			
	Relationship:		Phone No:	
Medical Form	Do you have an illness, disability or other medical condition that will impact your participation in the class? Yes / No (if you have circled yes, please complete a Medical form)			
	<i>All information remains confidential and will only be used in the event of an emergency.</i>			
	<i>It is the policy of Ashburton Community Centre that should medical attention be required in an emergency an ambulance may be called. Any fees incurred will be the responsibility of the person requiring medical assistance</i>			
Photo Consent	Whilst in our Centre your photograph may be taken. Photos may be used for our Centre's promotional purposes. If you do not want your image used, please notify staff.			
Signature	It is the policy of the Ashburton Community Centre to maintain the highest level of confidentiality for information provided by its participants. Information collected is either required by law or necessary for the running of the course you are enrolled in. The handing in of this completed, signed form signifies your approval to use your information for these purposes.			
	I have read, and agree to, the Privacy Statement on the reverse of this page.			
	Signature: Date: / /			

How did you hear about the Ashburton Community Centre? (please tick):

- ☐ Boroondara Bulletin
 ☐ Brochure/Flyer from our foyer
 ☐ Our Email Newsletter
 ☐ Facebook
☐ Google Search
 ☐ Mail Drop (postcards)
 ☐ I am a previous/existing Member
☐ Progress Leader
 ☐ Referral (friend/existing member etc)
 ☐ Boroondara Short Course Guide
 ☐ WeTeachMe

For more information see the Centre's Enrolment Policy or Website at www.ashburtoncc.org.au

(Office Use Only)

Membership Payment Received: Yes ☐ No ☐ Payment Type: Cash / Cheque / Credit Card

Medical Form Completed if Applicable: Yes ☐ No ☐

Entered on Frontdesk: Date:/...../..... Initial Entry Checked By: Initial

PRIVACY STATEMENT

Ashburton Community Centre provides a range of programs, activities and services to the community. We respect your right to information privacy. **All staff at our Centre who handle information are required by law to safeguard the information we collect.**

Why do we collect personal information

- To enable us to administer and manage the services we provide
- To contact a person on your behalf in case of an emergency
- For our statistics, planning and future funding purposes
- To email or post you any information concerning our Centre and its activities

Written consent must be obtained for personal information to be used or disclosed for any other purpose.

Membership register

- Under our Constitution the Association Incorporation Reform Act 2012 requires us to maintain a membership register in which shall be entered the name and address of each Member and the date on which he or she became a member and the date the membership finished.
- The Register of Members shall be available for inspection by Members upon request. Only the name of the member will be shown to any other Member
- The members can write to the Secretary of the Committee of Management to ask that the Secretary restrict access to their details on the members register if they have special circumstances

Your name and address details will not be used for any external purposes nor address details be passed onto anyone else without your permission. From time to time we may contact you regarding our program and activities. This may be by email or post. Please notify us if you do not wish us to contact you in this way.

If you would like to check, correct or update the records we hold about you, please speak to one of the Office staff.

Our full Privacy policy is available on our website. www.ashburtoncc.org.au.