



THE CONSTITUTION  
OF THE  
BALLARAT REGIONAL  
MULTICULTURAL COUNCIL Inc.

Revised 2008

## **STATEMENT OF PURPOSE**

To actively promote and develop goodwill, understanding and harmony within our culturally diverse community.

## **AIMS AND OBJECTIVES**

- (1) To provide opportunities for people of all cultural backgrounds to come together
- (2) To provide advisory services, support and advocacy for the particular needs of people of various cultural backgrounds
- (3) To advocate on relevant government policy and practice at the local, state and federal level to ensure appropriate service provision
- (4) To provide government and other bodies or agencies in the Ballarat region with an open channel of communication with cultural groups and organisations
- (5) To promote a greater awareness of multicultural values, the contributions and the specific needs of community groups within the region
- (6) To advise relevant agencies in the region on the social, legal, cultural, educational, health and welfare needs of residents of culturally diverse backgrounds with an emphasis on equitable access to services
- (7) To develop programs which will encourage ethnic people of all ages within the region to retain their heritage and thus optimise the benefits of cultural diversity for all Australians

## **RULES**

### **NAME**

- 1 The name of the incorporated association is: the Ballarat Regional Multicultural Council Incorporated (in these Rules called ‘The Association’).

### **INTERPRETATION**

- 2 (1) In these rules, unless the contrary intention appears:

‘Council’ means the Ballarat Regional Multicultural Council Inc.

‘Executive Committee’ means the Executive Committee of Management of The Association.

‘Financial year’ means the year ending 30 June.

‘General Council Meeting’ means a general meeting of members convened in accordance with Rule 10.

‘General Member’ means a group/organisation member of the Association and refers to a member of a group/organisation, which has a multicultural/ethnic focus as their primary object.

‘Associate member’ means a member of a group/organisation, which has an interest in multiculturalism, which is not the primary purpose of that group/organisation.

‘Individual member’ means a natural person who does not belong to any multicultural group/organisation, but still is interested in or has a link to a multicultural background.

‘Group/Organisation’ means any cultural group/organisation either incorporated or not which shares a commonality of language and culture.

‘The Act’ means the Associations Incorporation Act 1981 as amended.

‘The Regulations’ means regulations under The Act.

- (2) In these Rules, a reference to the Secretary of an Association is a reference:
  - a) where a person holds office under these Rules as Secretary of the Association-to that person; and
  - b) in any other case, to the Public Officer of the Association.
- (3) Words or expressions contained in these rules are to be interpreted in accordance with the provisions of the Interpretation of Legislation Act 1984 and Associations Incorporation Act 1981 as in force, from time to time.

## **MEMBERSHIP**

- 3(1) **General Membership:** Any organisation whose primary objective is either of a cultural/ethnic or multicultural focus and whose aims and activities are consistent with the above.
- (2) **Associate Membership:** May be given to organisations with an interest in multicultural issues (but this not being their primary focus) and provided that such an organisation is duly admitted to membership, in accordance with the provisions of these Rules.
- (3) **Individual Membership:** May be given to individuals who show a real/practical interest in multicultural issues and who do not seek to be members of a member organisation.

## **APPLICATION FOR MEMBERSHIP**

- 4(1) A maximum of 3 natural persons may represent any ethnic community under the General membership category.
- (2) Membership shall be renewed annually.
- (3) An organisation or individual seeking membership to the Association in respect of either category in Rule 3 shall be admitted to membership upon:
  - (a) submitting a written application to the Secretary of the Council in accordance with the prescribed form of membership as outlined in Appendix 1 and
  - (b) upon approval by the Association at a Executive Council

### Meeting.

- (4) As soon as practicable, after the receipt of an application, the Secretary shall refer the nomination to the Executive Committee.
- (5) Upon the application being referred to the Executive Committee, the Executive Committee shall consider the application and/ or make a recommendation whether to approve or reject the nomination.
- (6) Upon an application being approved by the Executive Committee, the Secretary shall notify the applicant in writing that he/she/it has been approved for membership of the Association.
- (7) A right, privilege, or obligation of a person or organisation by reason of his/her/its membership of the Association:
  - a) is not capable of being transferred or transmitted to another person or organisation;
  - b) terminates upon the cessation of his/her/its membership, whether by death or resignation or otherwise.
- (8) General members or organisations shall, within 14 days of being notified of their approval for membership, forward to the Secretary of the Association, the name(s), and address(es) of the person(s) (delegates) who are to represent the member organisation at meetings of the Association.
- (9) An Associate member or organisation shall, within 14 days of being notified of approval for membership, forward to the Secretary of the Association the name, and the status of the person (delegate) who is to represent the member organisation at meetings of the Association.

### **VOTING RIGHTS**

- 5(1) A General member organisation shall be entitled to five (5) votes at General Meetings of the Association. Such a vote is to be recorded by the delegate (or substituted delegate). One general member organisation delegate vote will be counted as 5 votes.
- (2) An Associate member organisation shall be entitled to one (1) vote.

- (3) An individual member shall be entitled to one (1) vote.
- (4) There shall not be any proxy votes.

### **ANNUAL MEMBERSHIP FEE AND ANNUAL SUBSCRIPTION**

- 6 There shall be an annual subscription fee payable for membership as set by the Executive Committee from time to time.

### **REGISTER OF MEMBERS**

- 7(1) The Secretary shall keep and maintain an annual register of members in which shall be entered the full name, address and date of registration of each member.
- (2) The register shall be available for inspection by members at the BRMC Centre by contacting the Public Officer.

### **RESIGNATION AND EXPULSION OF MEMBERS**

- 8(1) A member of the Association may resign from the Association by first giving one month's notice in writing to the Secretary of intention to resign and, upon the expiration of that period of time, the person/organisation member shall cease to be a member.
- (2) Upon the expiration of a notice given under sub-clause (1), the Secretary shall make in the register of members an entry recording the date on which the member (by whom the notice was given) ceased to be a member.
- (3) Subject to these rules, the Executive Committee may by resolution:
  - (a) expel a member from the Association; or
  - (b) suspend a member from membership of the Association for a specified period;if the Executive Committee is of the opinion that the member:

- (i) has refused or neglected to comply with these Rules; or
  - (ii) has been guilty of conduct not becoming a member or is prejudicial to the interests of the Association
  
- (4) A resolution of the Executive Committee under sub-clause (3):
  - (a) does not take effect unless the Executive 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 sub-clause (5) confirms the resolution in accordance with this clause; and
  - (b) where the member exercises a right of appeal to the Association under this clause does not take effect unless the Association confirms the resolution in accordance with this clause.
  
- (5) Where the Executive Committee passes a resolution under sub-clause (3), the Secretary shall, as soon as practicable, cause to be served on the member a notice in writing;
  - (a) setting out the resolution of the Executive Committee and the grounds on which it was based;
  - (b) stating that the member may address the Executive Committee at a meeting to be held not earlier than 14 and not later than 28 days after service of the notice;
  - (c) stating the date, place and time of that meeting;
  - (d) informing the member that he/she may do one or more of the following:
    - (i) Attend the meeting;
    - (ii) Give to the Executive Committee before the date of that meeting a written statement seeking the revocation of the resolution and grounds for such;
    - (iii) Not later than 24 hours before the date of the meeting, lodge with the Secretary a notice to the effect that he/she wishes to appeal to the Association at a General meeting against the resolution.
  
- (6) At a meeting of the Executive Committee held in accordance with sub-clause (3), the Executive Committee;
  - (a) shall give the member an opportunity to be heard
  - (b) shall give due consideration to any written statement submitted by the member; and

- (c) shall by resolution determine whether to confirm or revoke the resolution.
- (7) Where the Secretary receives a notice under sub-clause (3), he/she shall notify the Executive Committee and it shall convene a General meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.
- (8) At a General Meeting of the Association convened under sub-clause(5),
- (a) no business other than the question of the appeal shall be transacted
  - (b) the Executive Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
  - (c) the members shall be given an opportunity to be heard; and
  - (d) the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (9) If at the Annual General Meeting;
- (a) two-thirds of the members vote, in person, in favour of the confirmation of the resolution, the resolution is confirmed;
  - (b) in any other case, the resolution is revoked.

## **ANNUAL GENERAL MEETING**

- 9 (1) The Association shall in each calendar year convene an Annual General Meeting of its members.
- (2) The Annual General Meeting shall be held on such day as the Executive Committee determines.
- (3) The Annual General Meeting shall be specified as such in the notice convening it.
- (4) The ordinary business of the Annual General Meeting shall be:
- (a) to confirm the minutes of the last/preceding Annual General Meeting;
  - (b) to receive from the Executive Committee reports of the transactions of the Association during the last/preceding financial year;

- (c) to elect officers and the Executive members of the Executive Committee of the Association; and,
  - (d) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.
- (5) The Annual General Meeting may transact special business for which notice is given in accordance with these Rules.
- (6) The Annual General Meeting shall be in addition to any other General Council Meetings that may be held in the same year.
- (7) At least one meeting per year shall be convened and be open to the public where outside bodies may make representation.

### **GENERAL COUNCIL MEETINGS AND SPECIAL GENERAL MEETINGS**

- 10(1) All General Council Meetings other than the Annual General Meeting shall be called General meetings.
- (2) The Executive Committee may, whenever it thinks fit, convene a Special General Meeting of the Association and, where, but for this sub-clause, more than 15 months would lapse between an Annual General Meeting, shall convene a Special General Meeting before the expiration of that period.
- (3) The Executive Committee shall, on the requisition in writing of members representing at least  $\frac{3}{4}$  of the total number of membership, convene a special meeting of the Association.
- (4) The requisition for a special general meeting shall state the objective of the meeting and shall be signed by the member making the requisition and sent to the address of the Secretary and may consist of several documents in like each signed by one or more of the members making the requisition.
- (5) If the Executive 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 member

making the requisition or any other members may convene a Special General Meeting to be held not later than 3 months after that date.

- (6) A special general meeting convened by a member 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 Executive Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the person(s) who incur the expenses.

### **NOTICE OF GENERAL COUNCIL MEETING**

- 11(1) The Secretary of the Association shall, at least 14 days or if a special resolution has been proposed at least 21 days, before the date for holding a General Meeting of the Association, notify the members of the Association of the venue, time and the transaction of business for that meeting.
- (2) No business other than that set out in the notice convening the meeting may be conducted at the meeting without prior approval of the majority of members present.
- (3) A member desiring to bring business before a meeting must give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next General Meeting after the receipt of the notice.

### **PROCEEDINGS AT MEETINGS**

- 12(1) All business that is transacted at a special 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.
- (2) No item of business shall be transacted at a General Meeting unless a quorum of members entitled under these Rules to vote is present during the time when the meeting is considering that item.

- (3) One third (1/3) of members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the transaction of the business of a General Meeting.
- (4) If within half an hour after the appointed time for the commencement of the 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 5) shall be a quorum.
- (5) The Chairperson, or in his/her absence, the Deputy Chairperson, shall preside as Chairperson at each General Meeting of the Association.
- (6) If the Chairperson and the Deputy Chairperson are absent from a General Meeting, the Executive members present shall elect one of their members to preside as Chairperson at the meeting.
- (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 if an adjournment takes place.
- (8) Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the General Meeting.
- (9) Except as provided in sub-clauses (1) and (2), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
- (10) A question arising at a General Meeting of the Association shall be determined on show of hands and unless before or on the declaration of the show of hands a secret ballot is requested, a declaration by the Chairperson 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 for or against, that resolution.

- (11) Upon a question arising at a General Meeting of the Association, a member has one vote only.
- (12) All votes shall be given personally.
- (13) In the case of equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (14) If at a meeting a secret ballot on any question is demanded by no less than three members, it shall be taken at that meeting in such manner as the Chairperson may direct and the resolution of the secret ballot shall be deemed to be a resolution of the meeting on that question.
- (15) A secret ballot that is demanded on the election of a Chairperson or on a question of an adjournment shall be taken forthwith and a secret ballot that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairperson may direct.

## **EXECUTIVE COMMITTEE**

- 13(1) The affairs of the Association shall be managed by an Executive Committee constituted by Rule 13(3).
- (2) The Executive Committee:
  - (a) shall control and manage the business and affairs of the Association;
  - (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association, other than those powers and functions that are required by these Rules to be exercised by General Meetings of the members of the Association;
  - (c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to

be essential for the proper management of the business and affairs of the Association;

- (d) shall adopt policy as determined by the Association and act in accordance with the policy;
  - (e) shall be bound to accept direction of the Association and shall report to each meeting; and
  - (f) shall not act without reference to the Association, its Statement of Purpose and Aims & Objectives.
- (3) The Executive Committee shall be:
- (a) A Chairperson
  - (b) A Deputy Chairperson
  - (c) A Secretary
  - (d) An Assistant Secretary
  - (e) A Treasurer
  - (f) An Assistant Treasurer
  - (g) A Public Relations Officer
  - (h) Youth Affairs Officer
  - (i) Women's Affairs Officer
  - (j) Interfaith Officer
  - (k) 3 Community Representatives
- (4) An Immediate Past Chairperson, in an ex-officio capacity with no voting rights, may attend the Executive Committee meeting by right.
- (5) The office holders of the Executive Committee will be open to all members of the Association, with the exception of the Chairperson.
- (6) The Chairperson of the Association shall be a General Member of the Association.
- (7) The Chairperson of the Association shall have served on the Executive Committee of the Association for a an immediate

period of 12 months before being eligible to be nominated as the Chairperson of the Association.

- (8) The provisions of rule 14, so far as they are applicable and with the necessary modifications, apply in relation to the election of persons to any of the offices referred to in sub-rule (3).
- (9) Each Executive Committee member of the Association shall hold office until the next Annual General Meeting after the date of his or her election but is eligible for re-election subject to sub-rule (7) & (8).
- (10) The Chairperson of the Executive Committee shall hold office of Chairperson for no more than 3 consecutive years.
- (11) The Executive Committee members, other than the Chairperson, shall hold office of their particular positions for no more than 4 consecutive years in one office.
- (12) An Executive Committee member of the Association shall hold one office only at any one time.
- (13) In the event of a casual vacancy in any office, as referred to in sub- rule (3), the Executive Committee may appoint one of its Community Representatives to the vacant office and the member appointed may continue in the office up to and including the conclusion of the next Annual General meeting following the date of the appointment.

### **ELECTION OF EXECUTIVE COMMITTEE OF MANAGENT AND VACANCY**

14(1) Nominations of candidates for election of the Executive Committee:

- (a) shall be made in writing, signed by two General members and submitted to the association plus accompanied by the written consent of the candidate (which should be endorsed on the nomination form) and
- (b) shall be delivered to the Secretary of the Association no less than 14 days before the date fixed for the Annual General Meeting.

- (2) If insufficient nominations are received to fill all vacancies on the Executive Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- (5) The ballot for the election of officers and executive members of the Committee shall be conducted at the Annual General Meeting in such a manner as the Executive Committee may direct.
- (6) That no more than two persons of the same cultural background shall be entitled to be elected as members of the Executive Committee.
- (7) In the event that nominations of more than two members of a particular background are received and sufficient votes are recorded at an election for a position on the Executive, the two members who record the highest votes shall become members of the Executive Committee and a fresh ballot shall immediately be taken in respect of the vacancies on the Executive Committee arising from the application of sub-clause 14(6).
- (8) Executive members who failed to attend more than one half of the Council meetings between elections without a reasonable explanation are not eligible to vote or be re-elected to the Executive Committee for a period of 12 months.
- (9) No paid staff member of the Association shall be entitled to stand for election as a member of the Executive Committee within 12 months of ceasing such employment unless a prior approval is granted by a majority of the members with voting rights.
- (10) To be eligible for nomination to the Executive Committee of the Council, a candidate must be a member of a General member Organisation, an individual member or an Associate member as per Rule 2(1) and be nominated and seconded by a committee member of two General member organisations.

- (11) For the purpose of these Rules, the Executive Committee becomes vacant if the officer or member:
- (a) ceases to be a member of the Association;
  - (b) becomes insolvent under administration within the meaning of the Companies (Victoria) Code;
  - (c) resigns his/her office by notice in writing given to the Secretary;
  - (d) stands for State or Federal political office; or
  - (e) fails to attend three consecutive Executive Committee meetings without an acceptable apology;
  - (f) ceases to represent his/her group; or
  - (g) If the spouse or domestic partner is employed by the Association or financially benefits or receives a benefit under a contract.

### **PROCEEDINGS OF EXECUTIVE COMMITTEE;**

- 15(1) The Executive Committee shall meet at least 8 times in each year at such place and times as the Executive Committee may determine.
- (2) Special meetings of the Executive Committee may be convened by the Chairperson or any five of the members of the Executive Committee.
- (3) Notice shall be given to members of the Executive Committee of any special meeting specifying the nature of the business to be transacted and no other business shall be transacted at such a meeting unless with the consent of a simple majority of the Executive members in attendance.
- (4) Any five members of the Executive Committee constitute a quorum for the transaction of business of a meeting of the Executive Committee.
- (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 following meeting unless the meeting was a special meeting, in which case it lapses.

- (6) At meetings of the Executive Committee:
- (a) The Chairperson or in his/her absence the Deputy Chairperson shall preside; or
  - (b) If the Chairperson and Deputy Chairperson are absent, one of the remaining members of the Executive Committee, as may be chosen by the members present, shall preside.
- (7) Questions arising at a meeting of the Executive Committee or of any sub-committee appointed by the Executive committee shall be determined on a show of hands or, if demanded by a member, a secret ballot taken in such a manner as the person presiding at the meeting may determine.
- (8) Each member present at a meeting of the Executive Committee or of any sub-committee appointed by the Executive Committee (including the person presiding at the meeting ) is entitled to one vote and, in the event of an equal number of votes on any question, the person presiding may exercise a casting vote.
- (9) Written notice of each Executive Committee meeting(s) shall be served on each member of the Executive Committee by delivering it to him/her at a reasonable time before the meeting or by sending it by pre-paid post and/or electronic means addressed to him/her at his/her usual or last known place of abode at least two business days before the date of the meeting.
- (10) Subject to sub-clause 15(4), the Executive Committee may act notwithstanding any rules to fill a vacancy on the Executive Committee.
- (11) Committee meetings, unless otherwise decided by the Association, shall not be open to persons who are not members of the Association.
- (12) Any number of subcommittees may be appointed.

## **SECRETARY**

- 16 The Secretary of the Association shall be responsible for the keeping of the minutes of the resolutions and proceedings of each General Council Meeting and each Executive Committee meeting in books with a record of the names of persons present

at the meetings and business transacted.

### **ASSISTANT SECRETARY**

- 17 The Assistant Secretary shall have, as one of his/her responsibilities, publications produced by the Association.

### **TREASURER**

- 18(1) The Treasurer of the Association:
- (a) shall collect and receive all monies due to the Association and make all payments authorised by the Association; and
  - (b) shall keep correct accounts and books showing the financial affairs of the Association with full details of receipts and expenditure connected with the activities of the Association.
- (2) The accounts and books shall be available for inspection by members.

### **EXPULSION FROM EXECUTIVE COMMITTEE**

- 19(1) The Association at a General Council Meeting may, by resolution, remove any member of the Executive Committee before the expiration of his/her term of office and appoint another member in his/her stead to hold office until the expiration of the term of the aforementioned member.
- (2) Expulsion from the Executive Committee would be on the basis of an Executive member:
- (i) having refused or neglected to comply with these Rules; or
  - (ii) having been guilty of conduct unbecoming a member or prejudicial to the interests of the Association.
- (3) Where the member, to whom a proposed resolution referred to in sub-clause 19(1), makes representations in writing to the Secretary of the Association (not exceeding a reasonable length) and requests that they be sent to the members of the Association, the Secretary of the Association or, if they are not

sent, the member may require that they be read out at the meeting.

## **GRIEVANCE PROCEDURE**

- 20(1) The grievance procedure set out in this rule applies to disputes under these Rules between;
- (a) a member and another member; or
  - (b) a member and the Association.
- (2) The parties to the dispute must meet and discuss the matter in dispute and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be ;
- (a) a person chosen by agreement between the parties or
  - (b) in the absence of agreement;
    - (i) in a case of a dispute between a member and another member, a person appointed by the Executive Committee of the Association; or
    - (ii) in the case of the dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre or Victorian Department of Justice.
- (5) A member of the Association can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must in good faith attempt to settle the dispute by mediation.
- (8) The mediator in conducting the mediation must:
- (a) give the parties to the mediation process every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties to the

dispute throughout the mediation process.

- (9) The mediator must not determine the dispute.  
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 otherwise at law.

### **CHEQUES**

- 21(1) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Executive Committee, or as otherwise determined by the Executive Committee.
- (2) The Treasurer shall submit a list of reconciled balances at each meeting of the Association.

### **SEAL**

- 22(1) The custody of the Common Seal of the Association shall be the responsibility of the Secretary.
- (2) The Common Seal shall not be affixed to any instrument except by the authority of the Executive Committee and the affixing of the Common Seal shall be attested by the signatures either of two members of the Executive Committee or of one member of the Executive Committee and of the Public Officer of the Association.

### **ALTERATION OF RULES AND STATEMENT OF PURPOSES**

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

### **NOTICES**

- 24(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 his/her/its address as shown in the Register of Members.

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

## **CUSTODY OF RECORDS**

- 25(1) Except as otherwise provided in these Rules, the Secretary shall keep in his/her custody or under his/her control all books, documents and securities of the Association.
- (2) All documents shall be kept for a prescribed period of eight years.

## **FUNDS**

- 26 The funds of the Association shall be delivered from entrance fees, donations and such other sources as the Executive Committee determines

## **PUBLIC OFFICER**

- 27 The Public Officer of the Association shall be the Secretary of the Executive Committee.

## **AUDITOR**

- 28 An Auditor for the Association shall be appointed at the Annual General Meeting.

## **WINDING UP OR CANCELLATION**

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

**APPENDIX 1**

**APPLICATION FOR MEMBERSHIP OF BALLARAT REGIONAL  
MULTICULTURAL COUNCIL INCORPORATED.**

I .....  
(Name)

of .....  
(Your Address and if applicable name of the Cultural Group)

desired to become an GENERAL/ ASSOCIATE/ INDIVIDUAL member of BRMC Inc.

In the event of my admission as a member, I agree to be bound by the Rules of the Association in force.

.....  
Signature of Applicant

.....  
Date

I.....a General member of the Association, nominate the applicant, who is personally known to me, for membership of the Association.

.....  
Signature of proposer

.....  
Date

I.....a General member of the Association, second the nomination of the applicant, who is personally known to me, for membership of the Association.

.....  
Signature of Secunder

.....  
Date