

ASSOCIATIONS INCORPORATION ACT (1981)

ICE SKATING VICTORIA Incorporated

Constitution Objects and Rules

RULES OF ICE SKATING VICTORIA INCORPORATED

1. Name

The name of the incorporated association is Ice Skating Victoria Incorporated (in these Rules called "the Association").

2. Definitions and Interpretation:

In these Rules, unless the contrary intention appears: -

"Act" means the Associations Incorporation Act 1981;

"Affiliated Club" means a Figure Skating Club affiliated to the Association formed for the promotion of Figure Skating in any or all disciplines;

"Annual Fee" means membership monies payable to the Association in each Financial Year;

"Association" means Ice Skating Victoria Incorporated;

"Committee" means any group of Officers or members delegated with the responsibility by the ISV Council to carry out any specific task or tasks on a one off or on a continuing basis. Committee includes sub-committees and ad hoc committees;

“Council”	means the management body of the Association comprising the nominated representatives of members;
“Councillor”	means an elected member of the Council who is not an Executive Officer of the Association under Rule 22 of the Act;
“Delegates”	means a Delegate appointed by an Affiliated Club or group to represent that Affiliated Club or group at any meeting;
“Executive”	means the body of Executive Officers of the Association as described in accordance with Rule 21 of the Act;
"Financial Year"	means the year ending on 31 December;
“Figure Skating”	means the disciplines of Singles Skating, Pair Skating, Ice dance and Synchronised Skating as per the ISU definition, Rule 300;
"General Meeting"	means a General Meeting of members convened in accordance with Rule 12 of the Act;
“ISA”	means Ice Skating Australia Incorporated;
“ISU”	means International Skating Union;
"Member"	means an individual or organisation admitted to membership of the Association;
“Policy”	means a course of action or set of rules and procedures determined for a specific purpose;
“Public Officer”	means the Public Officer of the Association;
"Regulations"	means regulations under the Act;
“Secretary”	means the Honorary Secretary of the Association;
“Treasurer”	means the Honorary Treasurer of the Association;
"Relevant documents"	has the same meaning as in the Act;

3. *Objects of the Association*

The objects of the Association are as follows:

- (1) The guidance, furtherance and promotion of all branches of Figure skating;
- (2) To provide opportunities for all branches of Figure Skating;
- (3) To establish, maintain and improve standards;

- (4) To conduct competitions, championships and tests of proficiency in accordance with National and International Regulations;
- (5) To encourage harmony and co-operation in the promotion of and participation in the sport of Figure Skating at all levels;
- (6) To encourage and maintain the highest standards of integrity in the sport of Figure Skating;
- (7) To encourage the education, practice and advancement of members in all branches of Figure Skating;
- (8) To promote a feeling of good will and camaraderie among members;
- (9) To maintain effective communication of information to members;
- (10) To promote, foster and fulfil the obligations of Ice Skating Australia Incorporated.

4. *Alteration of the Rules and Objects, and associated Policies*

- 4.1 These Rules and the Objects of the Association, and associated Policy and Guideline documents must not be altered except in accordance with the Act.
- 4.2 These Rules may be amended, repealed or added to by a Special Resolution carried at a General Meeting.
- 4.3 An amendment, repeal or addition to these Rules is valid only if the Secretary of the Executive registers it.
- 4.4 The Council may make at a General Meeting, amend or repeal an associated Policy or Guideline document, consistent with these Rules, for the internal management of the Association.

5. *Membership and Fees*

- 5.1 An applicant who applies and is approved for membership as provided in these Rules, Regulations and associated Policies, Regulations and Guidelines, is eligible to be a member of the Association on payment of the Annual Fee.
- 5.2 All members, including members of Affiliated Clubs, Honorary Life Members and Individual Members shall be bound by this Constitution, by the ISV Inc. Code of Ethics, and any associated ISV Inc. Policy documents and Guidelines.
- 5.3 An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members and is deemed to have accepted the Rules and Regulations of the Association.
- 5.4 The Annual Fee is the amount as may be determined by the Council from time to time and payable on application for; or renewal of membership in the relevant Financial Year. Payment of the Annual Fee shall be deemed to be acceptance of this Constitution and submission to the Policies and Guidelines of the Association.

5.5 **Register of Members**

- (a) The Secretary must keep and maintain a register of members containing:-
 - i. the name and address of each member; and
 - ii. the date on which each member's name was entered in the register.
- (b) The register is available for inspection free of charge by any member upon request.
- (c) A member may make a copy of entries in the register.

5.6 **Membership of the Association shall be open to: -**

- (a) Individuals admitted to membership as provided in the Individual Membership Policy;
- (b) Affiliated Clubs admitted to membership as hereinafter provided and in the Club Affiliation Membership Policy;

5.7 Individual members shall belong to classes as defined in the Individual Membership Policy.

5.8 An application for membership of the Association must: -

- (a) be made in writing on a prescribed membership application form;
- (b) be accompanied by the prescribed Annual Fee; and
- (c) be lodged with a Council member of the Association.

5.9 On receipt of an application, the Secretary will refer the application to the Council for approval and the applicant will be notified of the outcome as soon as is practicable.

5.10 The Council will, within 28 days after approval of an application for membership and payment of the Annual Fee, enter the applicant's name in the register of members.

5.11 If the Council rejects an application, the Council must, as soon as practicable, notify the applicant in writing that the application has been rejected and refund the Annual Fee.

5.12 A right, privilege, or obligation of a person by reason of membership of the Association:

- (a) is not capable of being transferred or transmitted to another person; and
- (b) terminates upon the cessation of membership whether by death, or resignation, or otherwise.

6. *When Membership Ends*

- 6.1 A Member may resign from the Association by giving a written notice of resignation to the secretary.
- 6.2 The resignation takes effect at: -
- (a) the time the notice is received by the secretary; or
 - (b) if a later time is stated in the notice, the later time.
- 6.3 The Council may terminate a Member's membership, if the member: -
- (a) is convicted of an indictable offence;
 - (b) does not comply with the provisions of these Rules;
 - (c) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Association.
- 6.4 Before the Council terminates a Member's membership, the Council must give the Member a full and fair opportunity to show why the membership should not be terminated, as outlined in the Discipline, Disputes and Mediation Policy.
- 6.5 If, after considering all representations made by the Member, the Council decides to terminate the membership, the secretary of the Council must give the Member a written notice of the decision.
- 6.6 Any Member who has not paid their Annual Fee within 2 months of the end of the Financial Year will have all rights under these Rules immediately terminated except for any right of Appeal under Rule 7.

7. *Appeals Against Rejection or Termination of Membership*

- 7.1 A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the person's intention to appeal against the decision.
- 7.2 A notice of intention to appeal must be given to the secretary within one month after the person receives written notice of the decision.
- 7.3 If the secretary receives a notice of intention to appeal, the secretary must, within one month after receiving the notice, call a General Meeting to decide the appeal.

8. *Affiliated Clubs*

- 8.1 An organisation formed for the promotion of Figure Skating on ice whether as a sole object of such association or not, may apply for membership of the Association.
- 8.2 ***Admittance of an Affiliated Club***

- (a) The Council shall have the power if it considers it desirable in the interests of the Association to determine admission of an applicant club to the Association.
- (b) A club or organisation that applies to be admitted as an Affiliated Club must be an Incorporated Association.
- (c) A club or organisation that applies to be admitted as an Affiliated Club will on application, agree to be bound by this Constitution, Objects and Rules, and by the associated Policy and Guideline documents that inform this constitution, including the Club Affiliation Membership Policy.

8.3 Affiliation Fees

- (a) Each Affiliated Club shall pay an Annual Fee to be determined annually by the Council, which shall become due and payable on the first day of each new Financial Year.
- (b) Any Affiliated Club which has not paid its Annual Fee within 30 days after the commencement of the Association's Financial Year or which is indebted to the Association for more than 90 days, shall not be entitled to exercise any rights of membership until all monies due to the Association have been paid.

8.4 Affiliated Club Representatives to the Association

- (a) Each affiliated club shall be entitled to appoint amongst its own members one (1) representative to serve on the Council. The appointment of each club delegate shall be made in writing and forwarded to the Secretary of the Association prior to the representative assuming a position on the Council.
- (b) Full Affiliate members shall have voting rights at General Meetings.

8.5 Expulsion of an Affiliated Club

- (a) An Affiliated Club, which fails to fulfil its obligations under the Act, and/or to observe and comply with the Ice Skating Victoria Constitution Inc. Objects & Rules, and the associated Club Affiliation Policy, may forfeit its rights to Affiliation.
- (b) The Council shall have the power if it considers it desirable in the interests of the Association to determine that an affiliated club ceases to be affiliated.
- (c) The Council shall not terminate the affiliation of any club until after it has given such club an opportunity to be heard by Council.
- (d) The decision of the Council on any motion that an affiliated club ceases to be affiliated shall be final.

9. Annual General Meetings

- 9.1 The Council may determine the date, time and place of the Annual General Meeting of the Association.
- 9.2 The notice convening the Annual General Meeting must specify that the meeting is an Annual General Meeting.
- 9.3 The ordinary business of the Annual General Meeting shall be: -
- (a) to confirm the minutes of the previous Annual General Meeting;
 - (b) to receive from the Council, reports upon the transactions of the Association during the last preceding financial year;
 - (c) to elect Officers of the Association and the members of the Council;
 - (d) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.
 - (e) to confirm the appointment of the Auditor; and
 - (f) to elect representatives to the Council of Ice Skating Australia Incorporated.
- 9.4 The annual General Meeting may conduct any special business of which notice has been given in accordance with these Rules.
- 9.5 All members of the Association shall be entitled to attend the Annual General Meeting, but only full members, honorary members and one representative of each affiliated club shall be entitled to vote.
- 9.6 The Council shall as soon as practicable after the Annual General Meeting of the Association: -
- (a) Fix the dates for the Victorian Figure Skating Championships for the year,
 - (b) Fix a program of events covering competitions and tests for the year,
 - (c) Appoint such committees as required for competitions and tests

10. Special General Meetings

- 10.1 In addition to the annual General Meeting, any other General Meetings may be held in the same year.
- 10.2 All General Meetings other than the Annual General Meeting are Special General Meetings.

- 10.3 The Council may, whenever it thinks fit, convene a Special General Meeting of the Association.
- 10.4 If, but for this sub-rule, more than 15 months would elapse between annual General Meetings, the Council must convene a special General Meeting before the expiration of that period.
- 10.5 The Council must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special General Meeting of the Association.
- 10.6 The request for a special General Meeting must: -
- (a) state the objects of the meeting;
 - (b) be signed by the members requesting the meeting; and
 - (c) be sent to the address of the Secretary.
- 10.7 If the Council does not cause a Special General Meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a Special General Meeting to be held not later than 3 months after that date.
- 10.8 A Special General Meeting that is convened by members in accordance with this rule, must be convened in the same manner so far as possible as a meeting convened by the Council, and the Association must refund all reasonable expenses incurred in convening the special General Meeting to the persons incurring the expenses.

11. *Special Business*

All business that is conducted at a Special General Meeting and all business that is conducted at the Annual General Meeting, except for business conducted under the rules as ordinary business of the annual General Meeting, are deemed to be special business.

12. *Notice of General Meetings*

- 12.1 The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a General Meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- 12.2 Notice may be sent: -
- (a) by electronic transmission to the address appearing in the register of members;
or
 - (b) by notice presented in person.

12.3 No business other than that set out in the notice convening the meeting may be conducted at the meeting.

12.4 A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next General Meeting.

13. *Quorum at General Meetings*

13.1 No item of business may be conducted at a General Meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.

13.2 Ten members personally present (being members entitled under these Rules to vote at a General Meeting) constitute a quorum for the conduct of the business of a General Meeting.

13.3 If, within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present: -

(a) in the case of a meeting convened upon the request of members--the meeting must be dissolved; and

(b) in any other case--the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.

13.4 If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 6) shall be a quorum.

14. *Presiding at General Meetings*

14.1 The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each General Meeting of the Association.

14.2 If the President and the Vice-President are absent from a General Meeting, or are unable to preside, the members present must select one of their numbers to preside as Chairperson.

15. *Adjournment of Meetings*

15.1 The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.

- 15.2 No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- 15.3 If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with sub-rule 12.2. Except as provided in sub-rule 12.4, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

16. *Voting at General Meetings*

- 16.1 Upon any question arising at a General Meeting of the Association, a member has one vote only.
- 16.2 All votes must be given personally or by proxy.
- 16.3 An individual member may hold and present up to two (2) proxy votes on behalf of eligible members.
- 16.4 In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- 16.5 A member is not entitled to vote at a General Meeting unless all moneys due and payable by the member to the Association have been paid.

17. *Poll at General Meetings*

- 17.1 If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- 17.2 A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

18. *Manner of determining whether resolution carried*

If a question arising at a General Meeting of the Association is determined on a show of hands: -

- (a) A declaration by the Chairperson that a resolution has been: -
- (i) carried; or
 - (ii) carried unanimously; or
 - (iii) carried by a particular majority; or
 - (iv) lost; and
- (b) An entry to that effect in the minute book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

19. Proxies

- 19.1 Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 19.2 The notice appointing the proxy must be: -
- (a) for a meeting of the Association convened under rules 9 and 10 of this Constitution, in the form set out in Appendix 2; or
 - (b) in any other case, in the form set out in Appendix 2 and 3.

20. Council of Management

- 20.1 The affairs of the Association will be managed by the Council of Management.
- 20.2 The Council: -
- (a) will control and manage the business and affairs of the Association; and
 - (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by General Meetings of the members of the Association; and
 - (c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the Council to be essential for the proper management of the business and affairs of the Association.
- 20.3 Subject to section 23 of the Act, the Council shall consist of: -
- (a) the Officers of the Association;
 - (b) duly nominated Affiliated Club Representatives;
 - (c) five eligible members, each of whom shall be elected at the Annual General Meeting of the Association in each year.

21. Office Holders

- 21.1 The Officers of the Association shall be: -
- (a) a President;
 - (b) a Vice-President;

- (c) a Treasurer; and
- (d) a Secretary.

21.2 The provisions of Section 23 of the Act, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub-rule 21.1.

21.3 As a general rule, each Officer of the Association shall hold office until the annual General Meeting next after the date of his or her election but is eligible for re-election.

21.4 In the event of a casual vacancy in any office referred to in sub-rule 21.1, the Council may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual General Meeting next following the date of the appointment.

21.5 In the event that the casual vacancy is unable to be filled from the Council, then Council may seek a person from the eligible members.

22. *Members of the Council*

22.1 Subject to these Rules, each elected member of the Council shall hold office until the annual General Meeting next after the date of election but is eligible for re-election.

22.2 In the event of a casual vacancy occurring in the office of an elected member of the Council, the committee may appoint a full member of the Association to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the annual General Meeting next following the date of the appointment.

23. *Election of Officers and Council Members*

23.1 Nominations of candidates for election as Officers of the Association or as general Councillors of the committee must be: -

- (a) made in writing, signed by two Senior members or Honorary members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
- (b) delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the Annual General Meeting.

23.2 Any Member of the Association with voting rights shall be eligible to be elected as a Member of the Council.

23.3 A candidate may be nominated for any Office or Council position, but may only hold one position at any one time.

23.4 Members elected to Executive Office positions shall be eligible to be re-elected to the same Office for three consecutive years.

- (a) At the conclusion of a three (3) year term of office, should the member wish to be reappointed, a written application will be required for submission to the Council of the Association, outlining Key Performance Indicators, as well as projected goals and objectives for a further twelve (12) months of Office.
 - (b) Members who have served three (3) years of Office in any one position will be eligible for nomination to a different Office or as an elected member of the Council.
- 23.5 If insufficient nominations are received to fill all vacancies on the Council, the candidates nominated shall be considered as elected, and further nominations for any remaining vacancies may be received at the annual General Meeting.
- 23.6 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be considered as elected.
- 23.7 If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- 23.8 The ballot for the election of Officers and general Councillors must be conducted at the Annual General Meeting.
- 23.9 An Executive or Council Member ceasing to be a member of the Association shall cease to hold office.
- 23.10 Annual nominations for election of three (3) Representatives to ISA Inc. shall be called or from duly elected Officers or Councillors.
- (a) If three (3) representatives cannot be found amongst the appointed Council members, then any eligible Senior Member attending the Annual General Meeting may be considered for nomination.
 - (b) Appointed Representatives shall submit reports to the Council of the Association as soon as is practicable, on the proceedings of the Ice Skating Australia Inc. meeting(s).
 - (c) A representative of the Association elected to the Council of the Ice Skating Victoria Inc. shall represent the Association in all matters considered by Ice Skating Australia Inc. in the spirit of the Constitution and in the best interests of Figure Skating in Victoria and in Australia.

24. Vacancies

The office of an Officer of the Association, or of an elected member of the Council, becomes vacant if the Officer or member: -

- (a) Ceases to be a member of the Association;
- (b) Resigns from office by notice in writing given to the Secretary;
- (c) Is removed from office pursuant to rule 6.3; (When Membership Ends)

- (d) Becomes an insolvent under administration within the meaning of the Corporations Law; or
- (e) Is absent without consent of the Council members from consecutive meetings of the Council.

25. Sub Committees

The Council may appoint committees and sub-committees consisting of members of the Association considered appropriate to the Council and such committees and/or sub-committees will report outcomes to the Council of the Association.

26. Meetings of the Council

- 26.1 The Council must meet at least 3 times in each year at such place and such times as the Council may determine.
- 26.2 Special meetings of the Council may be convened by the President or by any 4 members of the Council.

27. Notice of Council meetings

- 27.1 Written notice of each Council meeting must be given to each member of the Council at least 2 business days before the date of the meeting and shall specify the date, time and place of the meeting and as far as possible the business to be transacted.
- 27.2 Written notice must be given to members of the Council of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

28. Quorum for Council Meetings

- 28.1 Any 6 members of the Council constitute a quorum for the conduct of the business of a meeting of the Council.
- 28.2 No business may be conducted unless a quorum is present.
- 28.3 If within half an hour of the time appointed for the meeting a quorum is not present: -
 - (a) in the case of a special meeting--the meeting lapses; or
 - (b) in any other case--the meeting shall stand adjourned to the following week.

28.4 The Council may act notwithstanding any vacancy on the Council.

29. *Presiding at Council Meetings*

At meetings of the Council: -

- (a) the President or, in the President's absence, the Vice-President presides; or
- (b) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

30. *Voting at Council Meetings*

30.1 All matters arising at a meeting of the Council or at a meeting of any sub-committee except matters described as special business shall be determined by a majority of votes on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.

30.2 Each member present at a meeting of the Council, or at a meeting of any sub-committee appointed by the committee (including the person presiding at the meeting) except matters described as special business, is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

31. *Resignation or Removal of Council Member*

31.1 A member of the Council may resign from the Council by giving written notice of resignation to the secretary.

The resignation takes effect at: -

- (a) the time the notice is received by the secretary; or
- (b) if a later time is stated in the notice, the later time.

31.2 The Association in General Meeting may, by resolution, remove any member of the Council before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.

31.3 A member who is the subject of a proposed resolution referred to in sub-rule 31.1 may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.

31.4 The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting.

31.5 A Member immediately vacates the office in the circumstances mentioned in sub-rule 31.2, and in section 30 of the Act.

32. Disputes and Mediation

32.1 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.

32.2 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.

32.3 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.

32.4 The mediator must be:-

(a) a person chosen by agreement between the parties; or

(b) in the absence of agreement:

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

32.5 A member of the Association can be a mediator.

32.6 The mediator cannot be a member who is a party to the dispute.

32.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

32.8 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.

32.9 The mediator must not determine the dispute.

32.10 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

32. Minutes of meetings

The Secretary of the Association must keep minutes of the resolutions and proceedings of each General Meeting, and each Council, committee and sub-committee meeting, together with a record of the names of persons present at such meetings.

33. Funds

33.1 The Treasurer of the Association must: -

- (a) collect and receive all moneys due 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.

33.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the Council, as determined by the Council.

33.3 The funds of the Association shall be derived from Annual Fees, competition entry fees, test fees, affiliation fees, levies, grants, donations, sponsorships and such other sources as the Council determines.

33.4 Payments and reimbursements may be authorised by the Council as necessary in accordance with the Regulations of the Ice Skating Australia Inc.

34. Seal

34.1 The common seal of the Association must be kept in the custody of the Secretary.

34.2 The common seal must not be affixed to any instrument except by the authority of the Council and the affixing of the common seal must be attested by the signatures either

of two members of the Council or, of one member of the Council and of the public Officer of the Association.

35. Notice to Members

Except for the requirement in rule 12, any notice that is required to be given to a member, by on behalf of the Association, under these Rules may be given by: -

- (a) delivering the notice to the member personally; or
- (b) electronic transmission, if the member has requested that the notice be given to him or her in this manner.

36. Not-for-Profit

The assets and income of the Association shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the organization.

37. Dissolution

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

37.2 In such event of the Association being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

38. Custody and inspection of books and records

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

38.2 All accounts, books, securities and any other relevant documents of the Association must be available for inspection by any member upon written request.

38.3 A member may be provided with a copy of any accounts, books, securities and any other relevant documents of the Association upon written request.

APPENDIX 1



**Ice Skating Victoria Incorporated
Registration Number: A0012348Z
ABN: 41317072095**

Controlling Body of Figure Skating in Victoria

Correspondence to: The Honorary Secretary, P.O. Box 667, Carnegie VIC 3163

APPLICATION FOR MEMBERSHIP OF

Ice Skating Victoria Inc.

I,....., ofdesire to become a
(name) (address)

member of
(name of Association)

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

.....
Signature of Applicant

Date:



APPENDIX 2

**Ice Skating Victoria Incorporated
Registration Number: A0012348Z
ABN: 41317072095**

**Controlling Body of Figure Skating in Victoria
Correspondence to: The Honorary Secretary, P.O. Box 667, Carnegie VIC 3163**

**FORM OF APPOINTMENT OF PROXY FOR MEETING OF
THE ASSOCIATION CONVENED UNDER RULE 19**

I,.....
(name)

of
(address)

being a member of
(name of Incorporated Association)

appoint
(name of proxy holder)

of
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the appeal to the General Meeting of the Association convened under rule 7(7), to be held on-

.....
(date of meeting)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution (insert details of resolution passed under rule 7(1)).

.....
Signed
Date

APPENDIX 3



Ice Skating Victoria Incorporated
Registration Number: A0012348Z
ABN: 41317072095
Controlling Body of Figure Skating in Victoria
Correspondence to: The Honorary Secretary, P.O. Box 667, Carnegie VIC 3163

FORM OF APPOINTMENT OF PROXY

I,
(name)

of
(address)

being a member of
(name of Incorporated Association)

appoint
(name of proxy holder)

of
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the annual/special* General Meeting of the Association to be held on

.....
(date of meeting)

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against* the following resolution (insert details of resolution).

.....
Signed
Date

NOTES

"SCHEDULE 1"

PREPARATION OF FINANCIAL STATEMENTS BY PRESCRIBED ASSOCIATIONS--AUSTRALIAN ACCOUNTING STANDARDS

Australian Accounting Standard Number	Name of Australian Accounting Standard	Issued
AASB 1018 (replaces AAS 1)	Statement of Financial Performance	June 2002
AAS 4	Depreciation	August 1997
AAS 5	Materiality	September 1995
AAS 6	Accounting Policies	March 1999
AAS 8	Events Occurring After Reporting Date	October 1997
AAS 15	Revenue	June 1998
AAS 17	Leases	October 1998
AAS 28	Statement of Cash Flows	October 1997
AAS 36	Statement of Financial Position	October 1999
AASB 1041 (replaces AAS 38)	Revaluation of Non-Current Assets	July 2001

