

Membership Application Belconnen Arts Centre Incorporated

Name of Organisation		
Core Business		
Postal Address of Organisation		
Town / Suburb / Location	State	Post Code
Street Address of Organisation		
Town / Suburb / Location	State	Post Code
Phone	Fax	
Email	Website	

hereby applies to become a member of Belconnen Arts Centre Inc. and in the event of admission to membership, agrees to be bound by the rules of the Association.

The applicant being an organisation / business has appointed its delegate as follows:

Name of Delegate		
Position in Organisation		
Address of Delegate		
Town / Suburb / Location	State	Post Code
Phone (w)	(h)	(m)
Email	Fax	

Signature of Applicant	Date
Full Name	
Position	

Proposer for first time Applicants only (current financial member)

Full Name
Position in Organisation (if applicable)
being a Delegate of a Member or a Board member of the Association, nominate the applicant for Membership of the Association

Signature of proposer	Date
Name	position in member organisation or the Board

Secunder

Full Name
being a Delegate of a Member or a Board member of the Association, second the nomination of the applicant for membership of the Association

Signature of seconder	Date
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Name	position in member organisation or the Board
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A Tax Invoice will be forwarded upon approval of membership and is payable within 30 days.

Rules of Membership of Belconnen Arts Centre Incorporated

Under the ACT Associations Incorporation Act 1991

1 Membership

- (1) Members are organisations and businesses
- (2) Membership qualification
An organisation is qualified to be a member of the Association if, but only if:
 - (a) the organisation is:
 - (i) a community based organisation or other organisation engaged in substantive community arts or cultural activity within Belconnen; or
 - (ii) an arts, cultural, educational or other appropriate organisation having an interest in the preservation, development and promotion of the arts/culture in Belconnen; or
 - (iii) a business having an interest in the preservation, development and promotion of the arts/culture in the region.
 - (b) the organisation has been nominated for membership under rule 2 and has been approved for membership by the Board.

2 Nomination for membership

- (1) A nomination of an organisation or business for membership of the Association:
 - (a) must be made by an existing member or Board member in writing in the form set out in Annexure 1 to these rules; and
 - (b) must be lodged with the secretary of the Association at the Association's place of business.
- (2) As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the Board which must determine whether to approve or to reject the nomination.
- (3) If the Board determines to approve a nomination for membership, the secretary must, as soon as practicable after that determination, notify the nominee of that approval and request the nominee to pay within the period of twenty-eight (28) days after receipt by the nominee of the notification, the sum payable under these rules by a member as entrance fee and annual subscription.
- (4) The secretary must, on payment by the nominee of the amounts referred to in clause (3) within the period referred to in that clause, enter or cause to be entered the nominee's name and address in the register of members and, upon the name and address being so entered, the nominee becomes a member.
- (5) An organisational nominee shall, when applying for membership, advise in writing the name and address of the person appointed as its delegate.

3 Members: delegate

- (1) A member may only be represented in relation to the affairs of the Association by its appointed delegate.
- (2) A member may from time to time change its delegate.
- (3) If a member organisation changes its delegate the member must notify the secretary in writing of the name and address of the person nominated as its delegate.
- (4) The Association will only recognise the delegate of a member if his or her names have been duly notified in writing to the secretary.

4 Membership entitlements not transferable

- (1) Membership rights, privileges or obligations which an organisation has by reason of being a member of Belconnen Arts Centre Incorporated, is not capable of being transferred or transmitted to another organisation or person and terminates on cessation of membership.

5 Cessation of membership

- (1) An organisation ceases to be a member of the Association if the organisation:
 - (a) relinquishes membership;
 - (b) is expelled from the Association;
 - (c) is deregistered, wound up or ceases to exist; or
 - (d) fails to renew financial membership within three (3) months of when it falls due.

6 Resignation of membership

- (1) A member, having paid all amounts payable in respect of that membership may resign from membership by first giving to the secretary written notice of at least 1 month of the member's intention to resign, and, on the expiration of the period of notice, the member ceases to be a member.
- (2) Where a member ceases to be a member under clause (1) and in every other case where a member ceases to hold membership, the secretary must make or cause to be made an appropriate entry in the register of members recording the date on which the membership ceased.

7 Register of members

- (1) The secretary must establish and maintain or cause to be established and maintained a register of members specifying the name and address of each organisation and the name and address of the delegate with the date on which the organisation became a member and the date on which the organisation or person ceased to be a member.
- (2) The register of all members must be kept at the principal place of administration of the Association and must be open for inspection, free of charge, to any member at any reasonable hour.

8 Fees and subscriptions

- (1) Joining Fees; a member must, on admission to membership, pay to the Association a joining fee, if any, in such amount as is determined by the Board from time to time.
- (2) In addition to any amount payable by a member under clause (1), all members must pay an annual membership fee in such amount as is determined by the Board from time to time.

9 Member's liabilities

The liability of a member to contribute towards the payment of the debts and liabilities of the Association or to the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by rule 8.

10 Resolution of internal disputes

Disputes between members, and disputes between members (or their delegates) and the Board which cannot be resolved internally are to be referred to suitably experienced bodies for mediation.

11 Disciplining of members

- (1) If the Board is of the opinion that a member or their delegate;
 - (a) has persistently refused or neglected to comply with a provision of these rules; or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the Association; the Board may, by resolution—
 - (c) expel the member from the Association; [or]
 - (d) suspend the member from the rights and privileges of membership of the Association that the Board may decide for a specified period.
- (2) A resolution of the Board under subsection (1) is of no effect unless the Board, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subsection (3), confirms the resolution in accordance with this section.
- (3) If the Board passes a resolution under subsection (1), the secretary must, as soon as practicable, serve a written notice on the member—
 - (a) setting out the resolution of the Board and the grounds on which it is based; and
 - (b) stating that the member may address the Board at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that the member may do either or both of the following:
 - (i) attend and speak at that meeting;
 - (ii) submit to the Board at or before the date of that meeting written representations relating to the resolution.
- (4) Subject to the Act, section 50, at a meeting of the Board mentioned in subsection (2), the Board must—
 - (a) give to the member mentioned in subsection (1) an opportunity to make oral representations; and
 - (b) give due consideration to any written representations submitted to the Board by that member at or before the meeting; and
 - (c) by resolution decide whether to confirm or to revoke the resolution of the Board made under subsection (1).
- (5) If the Board confirms a resolution under subsection (4), the secretary must, within seven (7) days after that confirmation, by written notice inform the member of that confirmation and of the member's right of appeal under rule 12.
- (6) A resolution confirmed by the Board under subsection (4) does not take effect—
 - (a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
 - (b) if within that period the member exercises the right of appeal—unless and until the Association confirms the resolution in accordance with rule 12 (5).

12 Right of appeal of disciplined complainee

- (1) A complainee may appeal to the Association in general meeting against a resolution of the Board under rule 11 (4) within seven (7) days after notice of the resolution is served on the complainee, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the complainee intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a complainee under clause (1), the secretary must notify the Board which must convene a general meeting of the Association to be held within twenty-eight (28) days after the date on which the secretary received the notice.
- (4) At a general meeting of the Association convened under clause (3):
 - (a) no business other than the question of the appeal is to be transacted;
 - (b) the Board and the complainee must be given the opportunity to state their respective cases orally or in writing, or both; and
 - (c) the members present must vote by secret ballot on the question whether the resolution made under 13(4) should be confirmed or revoked.
- (5) If at the general meeting the members pass a special resolution in favour of the confirmation of the resolution, the resolution is confirmed. In any other case the resolution is revoked.