

# Balmoral Highland Dancing Society Inc.



Established 1949

(An Affiliate of the Victorian Scottish Union)

## Rules of the Association

Created April 2010

Based on  
Consumer Affairs Victoria  
Associations Incorporation Act (1981)  
Schedule 5  
MODEL RULES  
For an  
INCORPORATED ASSOCIATION  
With amendments made 2010.

**CONSTITUTION AND RULES OF  
BALMORAL HIGHLAND DANCING SOCIETY  
INCORPORATED**

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## **ASSOCIATIONS INCORPORATION ACT 1981**

### **CONSTITUTION OF BALMORAL HIGHLAND DANCING SOCIETY INCORPORATED**

#### **NAME**

1. The name of the Incorporated Association is Balmoral Highland Dancing Society Incorporated - in these Rules is called "THE ASSOCIATION".

#### **INTERPRETATION**

2. (1) In these Rules unless the contrary intention appears - 'Committee' means the Committee of Management of the Association.  
'Financial Year' means the year ending 31<sup>st</sup> December.  
'General Meeting' means a general meeting of members convened in accordance with Rule 12.  
'Member' means a member of the Association.  
'Ordinary Member of the Committee' means a member of the committee who is not an Officer of the Association.  
'The Act' means the Associations Incorporation Act 1981.  
'The Regulations' means regulations under the Act.  
'Person' includes any person or body eligible for membership of the Association.  
  
(2) In the Rules, a reference to the Secretary of an Association is a reference to:-  
(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 shall be interpreted in accordance with the provisions of the Act and the Interpretation of Legislation Act 1984, as in force from time to time.

#### **PURPOSES**

3. The purpose of the Association is to promote and further the interests of Highland and National Dancing, for the benefit of its members. There are a number of basic aims which the membership considers to be non negotiable and are, we believe, the reason for our ongoing success.
  - a) To make dancing FUN at all levels.
  - b) To encourage participation at all levels.
  - c) To value every person in the club for their contribution – what ever that may be.
  - d) To promote self worth and respect for others at every level.
  - e) To encourage every dancer, regardless of their level of ability and applaud any personal achievement.
  - f) To uphold pride in being a Balmoral and part of the Victorian Scottish Union.
  - g) To support each other at every level and put fellowship ahead of winning.Each dancer should be encouraged to perform to the best of their ability and to have their progress measured against previous personal performances rather than against that of the group or other individuals.

## **APPLICATION FOR MEMBERSHIP**

4. (1) Adult dancers and their parents; and parents or guardians of dancers obtaining tuition from the Balmoral Highland School of Dancing shall be eligible for membership.
- (2) Honorary membership and other applications for financial membership may be granted to any person who applies and is approved as provided in these Rules and on payment of the entrance fee and annual subscription payable under these Rules.
- (3) A person who is not a Member of the Association at the time of the incorporation of the Association, or who was such a Member at that time but has ceased to be a Member, shall not be admitted to membership -
  - (a) unless he/she is nominated as provided in sub-clause (4) ; and
  - (b) his/her admission as a Member is approved by the Committee
- (4) A nomination of a Person for membership of the Association -
  - (a) shall be made in writing in the form set out in Appendix 1; and
  - (b) shall be lodged with the Secretary of the Association.
- (5) As soon as is practicable after the receipt of the nomination, the Secretary shall refer the nomination to the Committee.
- (6) Upon a nomination being referred to the Committee, the Committee shall determine whether to approve or to reject the nomination.
- (7) Upon a nomination being approved by the Committee, the Secretary shall, with as little delay as possible, notify the nominee in writing that he/she is approved for membership of the Association and request payment within the period of 28-days after receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription.
- (8) The Secretary shall, upon payment of the amounts referred to in sub-clause (7) within the period referred to in that sub-clause, enter the nominee's name in the Register of Members kept by him/her and, upon the name being so entered, the nominee becomes a Member of the Association.
- (9) 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;
  - (b) terminates upon the cessation of such membership whether by resignation or otherwise.
- (10) Leave of absence may be granted to a Member on application to the Committee.
- (11) A Life Membership may be granted by the Association at its Annual General Meeting to a Member rendering outstanding and valued service to the Association, such life membership shall be limited to one Life Member every second year. A Life Member is welcome to attend any meeting of the Association and is entitled to one vote in any ballot.

## **ENTRANCE FEE AND ANNUAL SUBSCRIPTION**

5. (1) The entrance fee for Ordinary Membership is \$ Nil or such amount as shall be fixed from time to time by the Committee and is payable in accordance with Rule 4 (7).
- (2) The annual subscription for Ordinary Membership shall be determined at the Annual General Meeting each year.
- (3) Annual subscriptions shall be payable on or before the first day in June, providing the Committee may, in special circumstances, agree to accept later payment.

### **REGISTER OF MEMBERS**

6. The Secretary shall keep and maintain a Register of Members in which shall be entered the full name, address and date of entry of the name of each Member and the Register shall be available for inspection by Members at the address of the Secretary.

### **RESIGNATION AND EXPULSION OF MEMBER**

7. (1) A member of the Association who has paid all moneys due and payable by him/her to the Association may resign from the Association.
- (2) 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.
8. (1) Subject to these Rules, the Committee may by majority vote at a General Meeting:-
  - (a) expel a Member from the Association;
  - (b) suspend a Member from membership of the Association for a specified period;
 if the Committee is of the opinion that the Member has refused or neglected to comply with these rules or has been guilty of conduct unbecoming a Member or prejudicial to the interests of the Association.
- (2) A resolution of the Committee under sub-clause (1):-
  - (a) does not take effect unless the 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 (3) confirms the resolution in accordance with this clause, and
  - (b) where the Member exercises a right to appeal to the Association under this clause does not take effect unless the Association confirms the resolution in accordance with this clause.
- (3) Where the Committee passes a resolution under sub-clause (1), 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 Committee and the grounds on which it is based;
  - (b) stating that the Member may address the 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 the Committee before the date of that meeting a written statement seeking the revocation of the resolution;
    - (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 the General Meeting against the resolution.

- (4) At a meeting of the Committee held in accordance with sub-clause (2), the Committee:-
- (a) shall give to 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 to revoke the resolution.
- (5) Where the Secretary receives a notice under sub-clause (3), he/she shall notify the Committee and the Committee shall convene a General Meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.
- (a) Notice of intention to move a resolution that a Member be expelled or suspended from the Association shall be included in the notice of the General Meeting at which the resolution will be moved. Such notice must be forwarded to all Financial and Life Members of the Association.
- (6) 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 Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
  - (c) the Member shall be given the opportunity to be heard; and
  - (d) the Members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (7) If at the General Meeting:-
- (a) two-thirds of the Members vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
  - (b) in any other case, the resolution is revoked.

## **DISPUTES AND MEDIATION**

9. (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 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).
- (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.
- (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.

### **ANNUAL GENERAL MEETING**

- 10. (1) The Association shall in each calendar year convene a General Meeting of its members (herein called “the Annual General Meeting”).
- (2) The Annual General Meeting shall be held on such day as the 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 Committee reports upon the transactions of the Association during the last preceding financial year;
  - (c) to elect Officers of the Association and the Ordinary Members of the Committee; 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 of which notice is given in accordance with these Rules.
- (6) The Annual General Meeting shall be in addition to any other meetings that may be held in the same year.
- (7) The first Annual General Meeting of the Association, may be held at any time within the period of eighteen months after its incorporation in accordance with section 30 (2) of the Act notwithstanding Rule 9 (1) hereof.

### **GENERAL MEETING**

- 11. (1) All General Meetings other than the Annual General Meeting and Special General Meetings shall be called General Meetings.
- (2) The Committee may, whenever it thinks fit, convene a General Meeting of the Association.

### **SPECIAL GENERAL MEETING**

12. (1) The 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 Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.
- (2) The Committee shall, on the requisition in writing of Members representing not less than 5% of the total number of Ordinary Members, convene a Special General Meeting of the Association.
- (3) The requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the Members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the Members making the requisition.
- (4) If the 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 Members making the requisition, or any of them, may convene a Special General Meeting to be held not later than 3-months after that date.
- (5) A Special General Meeting convened by Members 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 Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring the expenses.

### **NOTICE OF MEETINGS**

13. (1) The Secretary of the Association shall, at least 14-days before the date fixed for holding a Special General Meeting of the Association, 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 transacted at the meeting.
- (2) Notice may be sent:-  
(a) by prepaid post to the address appearing in the Register of Members; or  
(b) if a member requests, by facsimile transmission or electronic transmission.
- (3) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- (4) A Member desiring to bring any business before a meeting may 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 OF MEETINGS**

14. (1) All business that is transacted at a Special General 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) Five Ordinary Members (being Members entitled under these Rules to vote at a General Meeting), personally present, 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 a General Meeting or Special 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 Chairman 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 Ordinary Members present (being not less than three) shall be a quorum.

15. (1) The President, or in his/her absence, the Vice-President shall preside as Chairman at each General Meeting of the Association.

(2) If the President and the Vice-President is absent from a General Meeting, the Members present shall elect one of their number to preside as Chairman at the meeting.

16. (1) The Chairman 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 at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

(2) 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.

(3) Except as provided in sub-clause (1) and (2), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

17. A question arising at a General Meeting of the Association shall be determined by a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairman of the meeting that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and 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.

18. (1) Upon any question resolution or other matter arising at a General Meeting of the Association, an Ordinary Member shall be entitled to one vote only.

(2) All votes shall be given personally or by proxy.

(3) In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.

19. (1) If at a meeting a poll on any question is demanded by not less than three Ordinary Members, it shall be taken at that meeting in such manner as the Chairman of the meeting may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairman or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman of the meeting may direct.
20. A Member is not entitled to vote at any General Meeting or entitled to any of the privileges of the Association unless all monies due and payable by him/her to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.
21. (1) Each Ordinary Member shall be entitled to appoint another Ordinary Member as his/her 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.
- (2) The notice appointing the proxy shall be in the form set out in Appendix 2.

### **COMMITTEE OF MANAGEMENT**

22. (1) The affairs of the Association shall be managed by a Committee of Management constituted as provided in Rule 23.
- (2) The Committee:-
- (a) shall control and manage the business and affairs of the Association;
  - (b) may, subject to these Rules, the Regulations and the Act, 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 Regulations and the Act, 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.
23. (1) The officers of the Association shall be:-
- (a) a President;
  - (b) a Vice-President;
  - (c) a Treasurer/s;
  - (d) a Secretary/ies; and
  - (e) a Competition Secretary
  - (f) a Safety Officer
  - (g) a Publicity Officer
- (2) The provisions of Rule 24 as 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 mentioned in sub-clause (1).
- (3) Each Officer of the Association shall hold office until the Annual General Meeting next after the date of his/her election but is eligible for re-election.

(4) In the event of a casual vacancy in any office referred to in sub-clause (1), the Committee may appoint one of its members to the vacant office and the Member so appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of his/her appointment.

24. (1) Subject to section 23 of the Act, the Committee shall consist of:-
- (a) at least four officers of the Association; and
  - (b) a maximum of four Ordinary Members each of whom shall be elected at the Annual General Meeting of the Association in each year; and

(2) Each ordinary member of the Committee shall, subject to these Rules, hold office until the Annual General Meeting next after the date of his/her election but is eligible for re-election.

(3) In the event of a casual vacancy occurring in the office of an Ordinary Member of the Committee, the Committee may appoint any Ordinary Member of the Association to fill the vacancy and the Member so appointed shall hold office, subject to these Rules, until the conclusion of the Annual General Meeting next following the date of his/her appointment.

(4) The Officers of the Association shall form the Executive of the Association and shall have control of the day to day management and running of the Association.

### **ELECTION OF OFFICERS AND VACANCY**

25. (1) Nominations of candidates for election as officers of the Association or as Ordinary Members of the Committee:-

(a) shall be made in writing, signed by two Ordinary Members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination) see Appendix 3; and

(b) shall be delivered to the Secretary of the Association

(2) If insufficient nominations are received to fill all vacancies on the 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 Ordinary Members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.

26. For the purposes of these Rules, the office of an Officer of the Association or of the Ordinary Member or additional member of the Committee becomes vacant if the Officer or Member:-

(a) ceases to be a Financial Member of the Association

- (b) becomes an 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) fails to attend three consecutive meetings without either first obtaining leave of absence or forwarding an apology to the Secretary prior to the meeting.
- (e) becomes of unsound mind or is liable to be dealt with in any way under the law relating to mental health; or
- (f) is under sentence or bond for treason, felony, conspiracy, corruption or perjury.

### **PROCEEDINGS OF COMMITTEE**

27. (1) The Committee shall meet at least three times in each year at such place and such time as the Committee may determine.
- (2) Special Meetings of the Committee may be convened by the President or by any four of the Members of the Committee.
- (3) Notice shall be given to Members of the Committee of any Special Meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such meeting.
- (4) Any four Members of the Committee constitute a quorum for the transaction of the business of a meeting of the 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 same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.
- (6) At meetings of the Committee:-
  - (a) the President or in his/her absence the Vice-president shall preside; or
  - (b) if the President and Vice-President are absent, one of the remaining members of the Committee as may be chosen by the Members present shall preside.
- (7) Questions arising at a meeting of the Committee shall be determined by a show of hands or, if demanded by a Member, by a poll taken in such manner as the person presiding at the meeting may determine.
- (8) Each Member present at a meeting of the Committee (including the person presiding at the meeting), 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.
- (9) Written notice of each Committee meeting shall be served on each Member of the Committee by delivering it electronically to him/her at a reasonable time before the meeting or by sending it by pre-paid post addressed to him/her at his/her usual or last known place of abode or business at least two business days before the date of the meeting.

### **MINUTES OF MEETINGS**

28. The Secretary of the Association shall keep minutes of the resolutions and proceedings of each General Meeting, Special General Meeting, Annual General Meeting and each Committee Meeting in books provided for that purpose together with a record of the names of persons present at Committee meetings.

### **TREASURER**

29. (1) The Treasurer of the Association:-  
(a) shall be responsible for the collection and receipt of all moneys due to the Association and the making of all payments authorised by the Association; and  
(b) shall be responsible for keeping 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.
- (2) The accounts and books referred to in sub-clause (1) shall be available for inspection by Members.

### **REMOVAL OF MEMBER OF THE COMMITTEE**

30. (1) The Association in a General Meeting may by resolution remove any Member of the 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 first-mentioned Member.
- (2) Where the Member to whom a proposed resolution referred to in sub-clause (1) makes representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and requests that they be notified to the Members of the Association, the Secretary or the President may send a copy of the representations to each Member of the Association or, if they are not so sent, the Member may require that they be read out at the meeting.

### **CHEQUES**

31. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments, shall be signed by two persons from four designated by the Committee.

### **SEAL**

32. (1) The Common Seal of the Association shall be kept in the custody of the Secretary.
- (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 to by the signatures of two persons from four designated by the Committee.

### **ALTERATION OF RULES AND STATEMENT OF PURPOSE**

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

### **NOTICES**

34. (1) A notice may be served by or on behalf of the Association upon any Member either personally or by sending it by pre-paid post to the Member at his/her address shown in the Register of Members or, if a Member requests, by facsimile transmission or electronic transmission.
- (2) Where a document is properly addressed pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

### **WINDING UP OR CANCELLATION**

35. 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 and are to be disbursed at the discretion of the existing Members and Life Members to be used for the promotion of Highland and National Dancing, following the finalization of all current debts.

### **CUSTODY OF RECORDS**

36. Except as otherwise provided in these Rules, the Secretary/Competition Secretary/Treasurer/President shall keep in his/her custody or under his/her control all books, documents and securities of the Association.

### **FUNDS**

37. The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Committee determine.

### **DELEGATES**

38. The Association shall elect delegates to attend meetings of the Victorian Scottish Union and its sub committees, such delegates to vote as directed by the Association.

**APPENDIX 1**

**APPLICATION FOR ORDINARY MEMBERSHIP**

**of**

**BALMORAL HIGHLAND DANCING SOCIETY INCORPORATED**

I, .. .. .  
(full name of applicant)

of .. .. .  
.. .. .  
(address)

desire to become an Ordinary Member of

**BALMORAL HIGHLAND DANCING SOCIETY INCORPORATED**

In the event of my admission as an Ordinary Member, I agree to be bound by the Rules of the Association for the time being in force.

.. .. .  
Signature of Applicant

Date .. .. .

I, .. .. . a Member of the  
(Name)

Association, nominate the Applicant, who is personally known to me, for Membership of the Association.

.. .. .  
Signature of Proposer

Date .. .. .

I, .. .. . a Member of the  
(Name)

Association, second the nomination of the Applicant, who is personally known to me, for Membership of the Association.

.. .. .  
Signature of Secunder

Date .. .. .

**APPENDIX 2**

**FORM OF APPOINTMENT OF PROXY**

I, .. .. .

of .. .. .

being an Ordinary Member of Balmoral Highland Dancing Society Inc. hereby

appoint.. .. .

of .. .. . being an Ordinary

Member of that Incorporated Association, as my proxy to vote for me on behalf

at the General Meeting of the Association (Annual General Meeting or Special General

Meeting, as the case may be) to be held on the .. .. . day of .. .. .

20 .. .. . and at any adjournment of that meeting.

My proxy is authorised to vote in favour of / against (delete as appropriate) the

resolution.. .. .

Signed .. .. .

The .. .. . day of .. .. . 20 .. .. .



**APPENDIX 3**

**FORM OF NOMINATION**

I, .. .. .  
 being a Financial Member of Balmoral Highland Dancing Society Inc. hereby  
 nominate.. .. . of .. .. .  
 for the position of .. .. . of the Association, such position becoming  
 vacant at the Annual General Meeting to be held on .. .. . day of .. .. .  
 20 .. .. .

Signed .. .. .

Date .. .. .

I, .. .. .  
 being a Financial Member of Balmoral Highland Dancing Society Inc. hereby  
 second the nomination.

Signed .. .. .

Date .. .. .

I, .. .. .  
 being a Financial Member of Balmoral Highland Dancing Society Inc. hereby  
 agree to accept the position of .. .. .

Signed .. .. .

Date .. .. .