



THE RULES of "MORNINGTON PENINSULA FRIENDS OF LOSPALOS"

DEFINITIONS:

In these Rules

- "member" means any person who complies with Rule 3 of these Rules
- "executive member" means any person elected in accordance with Rule 7 of these Rules
- "committee" means all of the members of "Mornington Peninsula Friends of Lospalos"
- "the executive" means the members elected in accordance with Rule 7 acting collectively to make decisions on behalf of the committee

1. NAME:

The Mornington Peninsula Friends of Lospalos East Timor Community Special Committee shall be known as "Mornington Peninsula Friends of Lospalos".

2. OBJECTIVES:

The objectives of the committee are set out in the Schedule to the Instrument of Delegation, Mornington Peninsula Friends of Lospalos East Timor Community Special Committee, authorized by Mornington Peninsula Shire Council on 18th October 2004 viz

- (i) to build and develop a lasting friendship relationship between our community and the community of Lospalos, East Timor;
- (ii) to share our common vision for the development of social structures which support the men and women of both communities;
- (iii) to offer practical assistance and support in recognition of the heroic struggle for self-determination of the people of East Timor.

3. MEMBERSHIP:

A "member" is any person who

- (i) wishes to join Mornington Peninsula Friends of Lospalos and work towards the objectives of the committee and who
- (ii) has paid the prescribed annual subscription fee, as determined by the executive from time to time.

4. SUBSCRIPTIONS:

4.1 The subscription fee shall be payable on 1st April each year.

4.2. The subscription period shall be a calendar year.

4.3. If the subscription fee has not been paid by 1st June membership shall be deemed to have expired and all associated rights and privileges to have been rescinded.

4.4.T he amount of the subscription fee shall be reviewed and determined by the executive from time to time.



5. REGISTER OF MEMBERS:

The Secretary shall keep and maintain a register of members in which shall be entered the name, address, contact details and date of entry of each member and the Register shall be available for inspection by members upon request.

6. ANNUAL GENERAL MEETING:

- 6.1. There shall be an Annual General Meeting of the Mornington Peninsula Friends of Lospalos, convened within three months of the end of the subscription year.
- 6.2. The Annual General Meeting shall be held on such day as the executive determines.
- 6.3. The Secretary shall convene the meeting by Special Notice to all members of the committee using ordinary means of contact.
- 6.4. The Annual General Meeting shall receive reports from office-bearers and sub-committee conveners on the activities of the committee since the previous Annual General Meeting.
- 6.5. At each Annual General Meeting the executive shall retire, remaining eligible for re-election upon retirement.
- 6.6. Elections shall be conducted for an executive of not less than three (3) and not more than fourteen (14).

7. ELECTION OF THE EXECUTIVE:

7.1. The executive shall consist of office bearers viz

- (i) The Chairperson
- (ii) The Deputy Chairperson
- (iii) The Secretary
- (iv) The Treasurer

and

- (v) a Fundraising Convenor

and

- (vi) a number of executive members not exceeding seven (7)

and

- (vii) up to 2 Council representatives.

7.2 All executive members, as defined in 7.1., shall be eligible to convene sub-committees.

7.3. Nominations for executive positions other than positions referred to in Rule 7.1(vii) shall be in writing and shall close at the meeting prior to voting.

7.4. Membership of the committee shall be a prerequisite for election to the executive, except for positions referred to in Rule 7.1(vii).



7.5. Each nomination shall be signed by the nominee, a proposer and a seconder, each of whose names shall appear in the Register of Members.

7.6. All members may vote in the election of the executive.

7.7. A nominee who receives a simple majority of votes shall be declared elected to the position for which he/she has nominated.

7.8. From time to time, the executive may co-opt members with appropriate interests and skills to *ad hoc* working parties.

7.9. Executive members who, without reasonable explanation, are absent from three (3) consecutive meetings shall be deemed to have retired from the committee, with forfeiture of all rights and privileges of executive membership.

7.10 The executive may appoint a member to fill any casual vacancy and the term of that appointee shall expire at the next Annual General Meeting.

8. COMMITTEE MEETINGS.

8.1. Committee meetings shall be held monthly or by special notification.

8.2. Standard rules of meeting procedure shall apply.

8.3. Meetings shall be chaired by the Chairperson or, in his/her absence, the Deputy Chairperson.

8.4. A quorum shall be comprised of half the number of executive members plus one executive member.

8.5. Meetings shall be open to all members of Mornington Peninsula Friends of Lospalos as well as members of the public with voting rights reserved to the executive of Mornington Peninsula Friends of Lospalos.

8.6. A motion shall be declared "passed" where it gains a simple majority of votes.

8.7. The Chairperson shall have a casting vote.

9. THE SECRETARY:

The Secretary shall

- (i) record and distribute the minutes of all proceeding of the committee;
- (ii) keep and make available all correspondence related to activities of the committee; and
- (iii) notify committee members of the dates, times and places of committee meetings.



10. THE TREASURER:

The Treasurer shall

- (i) collect and receive all monies due to the committee and make all payments authorized by the committee; and
- (ii) keep accurate accounts and books showing the financial affairs of the committee with full details of receipts and expenditure connected with the activities of the committee, such books being made available for inspection by members upon request.

11. REPORT TO COUNCIL:

- 11.1. The committee shall forward to the Mornington Peninsula Shire Council within one (1) month of the Annual General Meeting an Annual Report of its activities, including a financial position statement, such report to incorporate the contents of reports submitted to the Annual General Meeting.
- 11.2. It shall be the responsibility of the Secretary to co-ordinate the preparation of the Annual Report to Council.

12. AMENDMENT OF THE RULES.

- 12.1 These Rules may be amended at the Annual General Meeting or at a meeting of Mornington Peninsula Friends of Lospalos specially convened for the purpose of amending these Rules.
- 12.2. Notice of a motion to amend the Rules shall be given to the Chairperson in writing.
- 12.3. Notice under Rule 12.2 shall be signed by the proposer and the seconder and shall contain full text of the proposed alteration to the Rules.
- 12.4. A notice under Rule 12.2 which is intended for consideration at the Annual General Meeting shall be given to the Chairperson not less than fourteen (14) days prior to the Annual General Meeting.
- 12.5. Upon receipt of a notice under Rule 12.2 which is intended for consideration other than at the Annual General Meeting the Chairperson shall convene a special meeting for such purpose, notice of such meeting to be given to all members by the Secretary not less than fourteen (14) days prior to the date of such meeting.
- 12.6. In each case of a notice under Rule 12.2 full text of the proposed alteration shall accompany notice of the meeting.