



# Uncle Bobs Club

## Rules for the Establishment and Conduct of Branches and Groups

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## **1 Introduction**

These rules for the establishment and conduct of Branches and Groups should be read in conjunction with the Club's Memorandum and Articles of Association, as matters relating to the Objects of the Club and to membership contained in the Memorandum and Articles apply to all Club members.

## **2 Interpretation**

These rules are made under the powers conferred to the State Committee as detailed in the Articles of Association, and the State Committee may, from time to time, make, vary or repeal rules which govern the activities of Branches and Groups.

The State Committee is the sole authority for the interpretation of these rules, and the decision of the State Committee upon any question of interpretation or upon any matter affecting a Branch or Group, and not provided for by these rules, shall be final and binding on the Branch members.

Any failure to comply with these rules shall render the Branch or Group liable to closure.

## **3 Formation**

### **3.1 Branches**

Applications for the formation of a Branch must be in writing to the State Secretary and signed by at least ten (10) members residing permanently in the area in which it is proposed to establish the Branch.

State Committee may determine that a Group be formed initially, and that the Group be asked to operate for a period, following which the application to become a Branch will be reconsidered.

### **3.2 Groups**

Applications for the formation of a Group must be in writing to the State Secretary and signed by at least two (2) members in the area in which it is proposed to establish the Group.

## **4 Membership**

No person other than a member of Uncle Bobs Club shall be a member of a Branch or Group.

A member shall cease to be a member of a Branch or Group upon their ceasing to be a member of the Club, or upon their request to transfer their membership to another Branch or Group, or to Head Office.

Head Office will maintain a central membership register. Branches and Groups must advise the Club's Head Office on all matters relating to membership, such as; new members, address changes, payment of subscriptions, resignations and transfers.

## **5 Committee and Office Bearers**

### **5.1 Branches**

Branch affairs are to be managed by a Branch Committee, requiring the following positions :

- Branch President,
- Branch Vice President,
- Branch Secretary
- Branch Treasurer,
- Branch Committee Members (Not being more than eight in number)

all being duly elected at each Annual meeting of the Branch.

If necessary, one person is able to be elected to the position of Branch Secretary/Treasurer.

## 5.2 Groups

Group affairs shall be under the control of either:

(a) Managed by a Group Committee, requiring the following positions:

- Group President,
- Group Vice President,
- Group Secretary
- Group Treasurer,
- Group Committee Members (Not being more than eight in number)

all being duly elected at each Annual meeting of the Group.

If necessary, one person is able to be elected to the position of Group Secretary/Treasurer.

(b) A Group Secretary who will advise the Club's Head Office on all matters relating to the Group's membership and financial accounts.

## 5.3 Nominations and Appointments

Nominations for positions on a Branch or Group committee must be in writing and signed by the proposer, a seconder and the nominee. Nominations should be in the hands of the Branch or Group Secretary 14 days prior to the date of the Annual meeting.

## 5.4 Casual Vacancies

Any vacancy occurring or existing on a Branch and/or Group Committee, may be filled by the appointment of an eligible member of the Branch and/or Group by the Committee. The appointed member shall hold office only until the next Annual Meeting where they will be eligible for election to the Branch and/or Group Committee.

## 6 Committee Meetings

A Branch committee meeting shall be held each month, with the exception of December, unless it is deemed necessary by the by the President, Secretary or Vice President (this can be in-person, via technology or a combination), and additional meetings may be convened as required.

Group committee meetings can be held as required, with a minimum of four (4) annually (one to incorporate the Annual General Meeting). Minutes are to be recorded at all meetings.

The quorum for such meetings is a majority of the committee at the time. For example; the quorum for a committee of ten (10) is six (6).

All questions arising at committee meetings shall be decided by a show of hands. Each committee member present shall have one vote and, if the vote is equal, the Chairperson shall also have a casting vote.

The President shall preside at all meetings at which he or she is present. In the event of the President being absent from a meeting, the committee members present shall elect a Chairperson for that meeting.

## 7 Annual General Meeting

Branches and Groups will hold an Annual General Meeting sometime between 30th. June and 30th. September. However, a Group under the control of a Group Secretary may, or may not, choose to hold an Annual General Meeting.

Any Branch or Group member desiring to submit a resolution to the Annual General Meeting shall give notice to the Secretary not less than 14 days before the date of such meeting.

Every financial Branch or Group member present in person or by proxy (appointed in writing) at the Annual General Meeting shall be entitled to one vote.

A quorum for the Annual General Meeting shall be not less than one-tenth of the Branch or Group membership. When determining a quorum for such meetings, membership should not include members of affiliated Groups, or those members who are considered by the committee to be sufficiently remote that their attendance is not expected.

At each Annual meeting, the Committee shall submit a written report covering its activities in the preceding year. The report should include details of general activities, membership and a consolidated Statement of Income and Expenditure for the year ended June 30th.

## **8 Reports to Head Office**

A copy of the report presented at the Annual meeting is to be forwarded to the Club's Head Office as soon as possible after the date of that meeting.

A Group Secretary controlling a Group without the assistance of a Group committee is required to forward a report of the Group's activities to Head Office for the Club's Annual General Meeting.

Activity reports/articles for the club magazine are to be forwarded to Head Office by the due dates advised annually

## **9 Delegate to State Committee**

Branches and Groups may appoint one person as a delegate to State Committee, and shall advise the State Secretary of the name of the delegate.

Delegates may attend any State Committee meeting provided they advise the State Secretary of their intention to do so.

Delegates do not have voting rights at State Committee meetings.

## **10 Finance**

Each Branch and Group shall open a Trading account in its own name incorporating the words 'Uncle Bobs Club'. For example; Uncle Bobs Club – Nathalia. All withdrawals from this account are to be made by electronic funds transfer (EFT) or cheque.

Two signatures/approvals are required on all EFT's and/or cheques drawn on the account. One signature must be either the Branch/Group President, the Branch/Group Secretary or the Branch/Group Treasurer. The second signature may be any other member of the Branch/Group committee, or another of the above.

All income to the Branch/Group must be receipted and deposited into the account without delay.

Each month, the Branch/Group Treasurer will forward to Head Office a financial return as detailed in Section 6 of the 'Treasurer's Handbook'.

Each quarter, and at other times as requested by State Committee, the Branch/Group Treasurer shall forward by EFT or cheque to Head Office representing funds held in the Branch/Group account. When determining the amount to be sent to Head Office, the Branch/Group Treasurer should ensure that sufficient funds remain in the account to provide for known expenses.

The Branch/Group Treasurer shall provide a written report at each Branch/Group committee meeting. This report should show details of income and expenditure for the previous month, together with a reconciled statement of the Branch/Group Bank Account.

No money raised by a Branch/Group from any source shall be paid by way of a gift, donation or otherwise.

All accounts and records of a Branch/Group shall be made available upon request for examination by the Club's Company Auditors, or by any nominated member of the State Committee.

## 11 Auditor

The Club's Company Auditors audit all Club accounts at Head Office, including all returns submitted by Branches and Groups. Consequently, it is not required that Branches or Groups to appoint an Auditor, however, if the committee desires to do so, then a local Auditor may be appointed.

## 12 Establishment Funds

Head Office may remit to a new Branch or Group an imprest of a nominal sum, which is to be used for establishment expenses. This money will be recovered from the Branch or Group at an appropriate time after its formation.

## 13 Fundraising

The Club is registered as a fundraiser with The Department of Justice & Community Safety in Victoria. This is administered by Consumer Affairs Victoria, and the Club is obliged to provide an annual report on fundraising activities, and regular reports on its compliance with requirements.

All fundraising activities, except for the placement of collection jars and tins, undertaken by the Club, whether by Head Office, Branches or Groups, require a **Notice of Intent** to be submitted to Head Office no later than 28 days prior to the activity. Once approval is received, Head Office will send the necessary paperwork to the Branch or Group.

## 14 Club Property

The title or ownership of any property of the Club administered by Branches and Groups shall be registered in the name of the Club, and no Branch or Group shall be entitled to hold property in its own right or name.

## 15 Closure

Any failure to comply with these rules shall render the Branch or Group liable to closure.

Should the State Committee determine that a Branch or Group be closed, the activities of that Branch or Group shall cease and all property of the Club administered by that Branch or Group shall then be held under the control of the State Committee.

State Committee may determine that a Branch be closed and a Group formed in its place.