



Registration Number: A0037710F

ABN: 54 928 932 497

RULES FOR THE MELBOURNE UNIVERSITY SKI CLUB

As adopted at the Annual General Meeting held on the 15th October 2024

Preliminary	1
1. Name.....	1
2. Definitions.....	1
3. Purposes.....	1
4. Financial year.....	1
Membership	2
5. Application for membership.....	2
6. Annual Subscription.....	2
7. Register of Members.....	2
8. Resignation and Discipline of a Member.....	3
Grievance Procedure	3
9. Application.....	3
10. Parties must attempt to resolve the dispute.....	4
11. Appointment of mediator.....	4
12. Mediation process.....	4
13. Failure to resolve dispute by mediation.....	4
General Meetings	4
14. Annual General Meeting.....	4
15. Special General Meeting.....	5
16. Notice of Meeting.....	5
17. Proceedings at Meetings.....	5
18. Chairperson.....	6
19. Adjournment of general meeting.....	6
20. Voting at general meeting.....	6
21. Proxies.....	7
Committee of Management	7
22. Role and powers.....	7

23.	Composition of committee.....	7
24.	Election of Officers and Vacancy.....	8
25.	Nominations and Ballots.....	8
26.	Proceedings of Committee.....	9
27.	Use of technology.....	10
28.	Urgent meetings.....	10
29.	Conflict of interest.....	10
30.	Leave of absence.....	11
Committee Responsibilities		11
31.	President.....	11
32.	Treasurer.....	11
33.	Secretary.....	11
34.	Ski Hire Co-ordinators (3).....	12
35.	Events and Promotion Officers (2).....	12
36.	Sponsorship, Merchandise and Marketing Officer.....	12
37.	Trips Co-ordinators (3).....	12
38.	Welfare Representative.....	12
39.	Accounts and Finance.....	13
Resignation and Dismissal of Committee Member		14
40.	Resignation.....	14
41.	Lapse of club membership.....	14
42.	Cause for dismissal	14
43.	Dismissal of a Committee Member.....	14
General Matters		14
44.	Seal.....	14
45.	Alteration of Rules and Statement of Purpose.....	14
46.	Notices.....	14
47.	Winding Up or Cancellation.....	14
48.	Custody of and Inspection of Books and Records.....	15
49.	Funds.....	15

TABLE OF PROVISIONS

Note

The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

Under section 46 of the Associations Incorporation Reform Act 2012, these Rules are taken to constitute the terms of a contract between the Association and its members

PRELIMINARY

1. Name

1. The name of the incorporated association is “Melbourne University Ski Club (MUSKI) Incorporated”.

2. Definitions

1. In these rules, unless the contrary intention appears:-
 - a. **MUSKI** means the Melbourne University Ski Club (MUSKI) Incorporated;
 - b. **MUS** means Melbourne University Sport;
 - c. **University** means The University of Melbourne;
 - d. **absolute majority**, of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);
 - e. **Chairperson**, of a general meeting or committee meeting, means the person chairing the meeting as required by these rules;
 - f. **Committee** means the Committee of Management of MUSKI;
 - g. **committee meeting** means a meeting of the Committee held in accordance with these rules;
 - h. **committee member** means a member of the Committee elected or appointed under rule 24;
 - i. **financial year** means the 12 month period specified in rule 4;
 - j. **general meeting** means a general meeting of members convened in accordance with rule 15;
 - k. **member** means a member of MUSKI;
 - l. **student number** means University of Melbourne student number;
 - m. **the Act** means the Associations Incorporation Reform Act 2012 and includes any regulations made under that Act;
 - n. **the Registrar** means the Registrar of Incorporated Associations.
2. Words or expressions contained in these rules may be interpreted in accordance with the provisions of the Interpretation of Legislation Act 1984 as in force from time to time.

(1) 3.

3. Purposes

1. The purposes of MUSKI shall be:
 - a. the promotion of skiing at all levels amongst the students of the University of Melbourne;
 - b. the promotion of students of the University of Melbourne in snowsports competition at all levels;
 - c. the sponsorship of teams and individuals into races conducted by or under the auspices of the Victorian Ski Association, or the Australian Ski Federation;
 - d. to provide low cost trips for skiers;
 - e. to provide a cheap ski hire service;
 - f. to provide social activities;

4. Financial year

1. The financial year of MUSKI is each period of 12 months ending on 30 September.

MEMBERSHIP

5. Application for membership

1. A person who applies for and who is approved for membership and has paid the annual subscription as provided in these rules is eligible to be a member of MUSKI.
2. A person who is not a member of MUSKI at the time of the incorporation of MUSKI (or was such a member at that time but has ceased to be a member) shall not be admitted to membership:-
 - a. unless they apply as provided in subrule 3;
 - b. their admission as a member is approved by the Committee; and
 - c. they are allowed to be a member of an affiliated Club of MUSA as set out in the MUSA Constitution.
3. An application of a person for membership of MUSKI:-
 - a. shall be made in writing in a form set out by the Committee;
 - b. shall be accompanied with the appropriate annual subscription in accordance with rule 6; and
 - c. shall be lodged with the Secretary of MUSKI.
4. As soon as it is practicable after the receipt of the application and the annual subscription, the Secretary shall refer the application to the Committee, and the monies to the Treasurer or bank, or have the monies banked in accordance with rule 39.
5. Upon application being received by the Committee, the Committee shall determine whether to approve or reject the application.
6. Upon application being approved by the Committee, the Secretary shall enter the applicant's name in the register of members kept by them and upon the name being so entered, the applicant becomes a member of MUSKI.
7. If the application is not approved by the Committee, the Secretary shall, with as little delay as possible notify the applicant in writing stating the reason(s) why the applicant was unsuccessful, and shall arrange for a refund of the annual subscription with the Treasurer.
8. A right, privilege, or obligation of a person by reason of their membership of MUSKI:-
 - a. is not capable of being transferred or transmitted to another person;
 - b. terminates upon the cessation of their membership whether by death or otherwise.
 - c. terminates upon the 31st of December each year and is valid only for the calendar year in which the annual subscription is paid, in accordance with rule 6.

6. Annual Subscription

1. The annual subscription is payable in each calendar year of membership.
2. The annual subscription shall be \$25 for members, or other such amounts as the Committee may from time to time decide.

7. Register of Members

1. The Secretary shall keep and maintain a register of members in which shall be entered the full name, address, email address, phone number, student number, and date of entry of the name of each member. MUSKI and MUS may also use this information for its internal planning purposes. The register shall be made available for inspection by members from the Secretary.
2. Each member shall be responsible for keeping the Secretary informed of all changes during the year of the member's address or relevant numbers, for entry in the register.

8. Resignation and Discipline of a Member

1. A member of MUSKI who has paid all moneys due and payable by them to MUSKI may resign from MUSKI by first giving one month's notice in writing to the Secretary of their intention to resign and upon the expiration of that period of notice, the member shall cease to be a member. There will be no refund of the moneys paid.

2. Upon the expiration of a notice given under subrule 1, 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. The Secretary shall also remove the former member's contact details from the register.
3. Subject to these rules, the Committee may, by resolution,:-
 - a. expel a member from MUSKI;
 - b. suspend a member from membership of MUSKI for a specified period; or
 - c. fine a member of an amount not to exceed \$20, if the Committee is of the opinion that the member:-
 - i. has refused or neglected to comply with these rules; or
 - ii. has been guilty of conduct unbecoming a member prejudicial to the interests of MUSKI.
4. Where the Committee passes a resolution under subrule 3, 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 the service of the notice;
 - c. stating the date, place and time of that meeting;
 - d. informing the member that they may do one or more of the following:-
 - i. Attend that meeting;
 - ii. Give to 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 they wish to appeal to MUSKI in general meeting against the resolution.
5. At a meeting of the Committee held in accordance with subrule 4, 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 two-thirds majority resolution determine whether to confirm or revoke the resolution.
6. If a resolution is passed to expel a member in accordance with this rule the Secretary shall make in the register of members an entry recording the date on which the member was expelled. The Secretary shall also remove the former member's contact details from the register.

GRIEVANCE PROCEDURE

9. Application

1. The grievance procedure set out in this Division applies to disputes under these Rules between—
 - a. a member and another member;
 - b. a member and the Committee;
 - c. a member and MUSKI.
2. A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

10. Parties must attempt to resolve the dispute

1. The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

11. Appointment of mediator

1. If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 10, the parties must within 10 days—
 - a. notify the Committee of the dispute; and
 - b. agree to or request the appointment of a mediator; and
 - c. attempt in good faith to settle the dispute by mediation.
2. The mediator must be—
 - a. a person chosen by agreement between the parties; or
 - b. in the absence of agreement—

- i. if the dispute is between a member and another member—a person appointed by the Committee; or
 - ii. if the dispute is between a member and the Committee or MUSKI—a person appointed or employed by the Dispute Settlement Centre of Victoria.
3. A mediator appointed by the Committee may be a member or former member of MUSKI but in any case must not be a person who—
 - a. has a personal interest in the dispute; or
 - b. is biased in favour of or against any party.

12. Mediation process

1. The mediator to the dispute, in conducting the mediation, must—
 - a. give each party 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 throughout the mediation process.
2. The mediator must not determine the dispute.

13. Failure to resolve dispute by mediation

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

GENERAL MEETINGS

14. Annual General Meeting

1. MUSKI shall in each calendar year convene an annual general meeting of its members.
2. It shall be held on the second Tuesday of October of each year in the Sports Centre and/or on such a date in October and/or place in the University of Melbourne grounds as determined by the Committee, provided that the annual general meeting (and any adjournment of it) must always be held at the University between the hours of 9:15 am and 7pm and on a weekday.
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 and of any general meeting held since that meeting;
 - b. to receive from the Committee reports upon the transactions of MUSKI during the last preceding financial year. The minimum to include:-
 - i. the President (or a committee member delegated by the President to act on their behalf) to make a statement to MUSKI concerning the affairs of MUSKI in the previous year.
 - ii. the Treasurer (or a committee member delegated by the Treasurer to act on their behalf) to present a statement of MUSKI's finances.
 - c. to elect the Committee of MUSKI for the following year.
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 general meetings that may be held in the same year.

15. Special General Meeting

1. All general meetings other than the annual general meeting shall be called special general meetings.
2. The Committee may, whenever it thinks fit, convene a special general meeting of MUSKI and, where, but for this subrule, more than fifteen months would lapse between annual general meetings, shall convene a special general meeting before the expiration of that period.
3. The Committee shall, on the requisition in writing of members representing no less than fifteen members or five percent of the total number of members whichever is less, convene a special general meeting of MUSKI.

4. 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 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.
5. 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 three months after that date.
6. 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 MUSKI to the person(s) incurring the expense(s).

16. Notice of Meeting

1. The Secretary of MUSKI shall at least ten days before the date fixed for holding a general meeting of MUSKI, cause to be sent to each member of MUSKI at their address or email address as appearing in the register of members, a notice stating the date, place and time of the meeting and the nature of the business to be transacted at the meeting.
2. No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
3. A member desiring to bring any business before the meeting may give notice of that business to the Secretary, who shall include that business in the notice calling the next general meeting after the receipt of that notice.

17. Proceedings at Meetings

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 specifically referred to in these rules as being the ordinary business of the annual general meeting shall be deemed as 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. Either 25 members or ten percent of the total number of members, whichever is less, personally present (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of business of the general meeting.
4. If within half an hour after the appointed time for the commencement of a 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 be adjourned to the same day of the next week at the same time and (unless another place is specified by the Chairperson at the same 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 members present (being not less than twenty or five percent of the current membership whichever is less) shall be quorum.

18. Chairperson

1. The President, or in their absence the Secretary, shall preside as Chairperson at each general meeting of MUSKI.
2. If the President and Secretary are absent from a general meeting, the members present shall elect one of their number to preside as Chairperson at the meeting.

19. Adjournment of general meeting

1. The Chairperson 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 fourteen days or more, a like notice of the adjourned meeting shall be given as in the case of a general meeting.

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

20. Voting at general meeting

1. A question arising at a general meeting of MUSKI shall be determined on a show of hands and unless before or on the declaration of the show of hands a secret ballot is demanded, a declaration by the Chairperson that a resolution has on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, add an entry to that effect in the minute book of MUSKI is evidence of the fact, without proof of the number or the proportion of the votes recorded in favour of, or against, that resolution.
2. Upon any question arising at a general meeting of MUSKI, a member has one vote only.
3. All votes shall be given personally or by proxy.
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.
5. If at a meeting a secret ballot on any question is demanded by not less than twenty members, it shall be taken as a secret ballot at that meeting in such a manner as the Chairperson may direct and the resolution of the secret ballot shall be deemed to be a resolution of the meeting on that question.
6. A secret ballot that is demanded on the election of a Chairperson or on a question of an adjournment shall be taken forthwith and a secret ballot that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairperson may direct.
7. A member is not entitled to vote at any general meeting unless all moneys due and payable by them to MUSKI have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

21. Proxies

1. Each member shall be entitled to appoint another member as their proxy by notice given to the Secretary no later than twenty four 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 by the Committee.
3. A member can only act as proxy for one other member.

COMMITTEE OF MANAGEMENT

22. Role and powers

1. The affairs of MUSKI shall be managed by a committee of management constituted as provided in rule 23.
2. The Committee:-
 - a. shall control and manage the business affairs of MUSKI;
 - b. may, subject to these Rules, exercise all powers and functions as may be exercised by MUSKI other than those powers and functions that are required by these Rules to be exercised by general meetings of MUSKI; and
 - c. shall, subject to these rules, perform all such things as appear to be essential for the proper management of the business and affairs of MUSKI.
 - d. shall fill any vacancy on the Committee until a by-election at the earliest practicable time;
 - e. shall appoint such delegates and representatives as from time to time may be necessary;
 - f. shall make such by-laws and/or guidelines as are consistent with these Rules and may be deemed necessary from time to time for the carrying out of MUSKI's objectives, and to vary or rescind such by-laws and/or guidelines;
 - g. may appoint sub-committees. The convenor of each sub-committee shall be a member of the Committee.
 - h. may co-opt individuals onto the MUSKI Committee by an absolute majority vote of the Committee. Such co-opted members of the Committee will have no voting rights unless otherwise determined by the Committee.

23. Composition of committee

1. Subject to rule 24, the Committee shall consist of:-
 - a. a President;

- b. a Secretary;
- c. a Treasurer;
- d. two Events and Promotion Officers;
- e. three Ski Hire Managers;
- f. three Trips Co-ordinators; and
- g. a Merchandise, Sponsorship, and Marketing Co-ordinator;

each of whom shall be elected at the annual general meeting of each year, or, if a vacancy occurs at a special general meeting.

- 2. Each member of the committee shall, subject to these rules, hold office until the next annual general meeting after their date of election but is eligible for re-election.
- 3. In the event of a casual vacancy occurring in the Committee, the Committee may appoint a member of MUSKI to fill the position.

24. Election of Officers and Vacancy

- 1. The existing Committee shall be deemed disbanded and its members shall cease to hold office upon the Chairperson formally starting the Committee elections at the annual general meeting, say for the Secretary's continuing responsibilities for minutes of the proceedings to be taken and say for the Chairperson shall remain the Chairperson of the meeting and shall be responsible for the orderly conduct of the elections and the counting of votes until a new Committee is declared elected, and save that the Treasurer (and any other committee member operating the bank account(s)) shall remain accountable to MUSKI for the moneys, banking papers, or other financial documents in their possession or under their control until the same are passed to the new Committee.
- 2. The outgoing committee shall continue to uphold their ongoing accountabilities outlined in these rules until such time as a formal handover can be completed, which shall be held within 90 days of an annual general meeting.
- 3. If for any reason after the disbanding of the Committee the annual general meeting fails to elect a new Committee, the President, the Secretary, and the Treasurer shall form an interim Committee until such a time as a new Committee is elected either at an adjournment of the annual general meeting or at a special general meeting.
- 4. The members of the outgoing Committee shall be responsible to pass to the new Committee all moneys, documents and records held by or under the control of the Committee.
- 5. At the Committee elections, at the annual general meeting, or at any by-election at a special general meeting, the Chairperson shall ensure that:-
 - a. the manner in which the votes are to be recorded and counted is adequately explained to members present at the meeting.
 - b. before the vote is taken, each candidate for election is allowed a reasonable time (not exceeding three minutes) unless the meeting votes to allow more time to make a statement if they so desire.
 - c. candidates are able to scrutinise the counting of the votes if they desire.
 - d. at the end of vote counting the newly elected committee member(s) is or are announced to the meeting.

25. Nominations and Ballots

- 1. Nominations of candidates for election as members of the Committee:-
 - a. shall be made in writing, signed by two financial members of MUSKI and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination);
 - b. shall open at nine am ten days before the day of the annual general meeting, or in the case of a special general meeting called for a by-election at nine am ten days before the day of that special general meeting;
 - c. shall be submitted by email to the secretary of MUSKI; and
 - d. shall close at five pm on the Friday prior to the day of the annual or special general meeting (as the case may be).

2. If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected.
3. If a casual vacancy occurs in the Committee, or if fewer than nine committee members are elected at the annual general meeting, the Committee shall as soon as practicable direct the convening of a special general meeting in accordance with these Rules, at which a by-election (conducted in a similar manner) may be held to fill the vacant place(s). Until the vacancy is filled by election, the Committee may fill it by co-opting any financial members of MUSKI to be a temporary member of the MUSKI Committee.
4. 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.
5. Ballots are distributed only to members of MUSKI. Each ballot must be endorsed by the Secretary of MUSKI (or some other authorised representative of the Committee).
6. If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
7. The ballot for the election of members of the Committee shall be conducted at the annual general meeting or the special general meeting in such usual or proper manner as the Committee may direct.
8. The positions shall be determined by an absolute majority of the members of the Committee in a secret ballot at the first committee meeting to be held after the annual general meeting, or in the absence of a quorum or for some other reason, with as little delay at such a time and place as the Committee deems fit. No committee member shall hold more than one office at a time, except as made necessary by an insufficiency in the number of committee members. The role of the 'Welfare Representative' shall be assigned to a member of the committee as a secondary role. Members of the elected committee, with the exception of the president, may volunteer themselves for the role. If a vacancy occurs in any Office, or if a new member of the Committee is elected or co-opted who does not yet hold any Office, the Committee shall fill the vacancy or as the case may be reallocate the Offices among its members, by election in a similar manner at the first committee meeting following the occurrence of that event.
9. The Secretary shall be responsible for keeping the members of MUSKI informed as to which Offices are held by which committee members, and of any changes.
10. Office bearers may also select a sub-committee of a number of financial MUSKI members, if they desire, to be approved by the Committee.
11. For the purposes of these rules, the position of the member of the Committee becomes vacant if the member:-
 - a. ceases to be a financial member of MUSKI;
 - b. becomes an insolvent under administration within the meaning of the Companies (Victoria) Code; or
 - c. resigns their Office by notice in writing given to both the Secretary and the President.
12. Expulsion or resignation of a committee member shall give rise to a by-election pursuant to rule 25.3.

26. Proceedings of Committee

1. At the direction of the President, the Secretary shall summon the Committee to ordinary meetings whensoever, by notice at least five days in advance.
2. The President in conjunction with the Secretary shall prepare an agenda for every committee meeting which should be distributed in advance to each committee member.
3. Special meetings of the Committee may be convened by the Secretary or by any five members of the Committee at least seven days in advance.
4. Notice shall be given to members of the Committee of any special meeting specifying the nature of the business to be transacted and no other business shall be transacted at such a meeting.
5. Any six members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
6. No business shall be transacted unless a quorum is present and if within half an hour after 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 it lapses.

7. At meetings of the Committee:-
 - a. the President or in their absence the Secretary shall preside as Chairperson; or
 - b. such one of the remaining members of the Committee as may be chosen by the members shall preside as Chairperson.
8. The Secretary or their proxy, shall attend and keep minutes of the proceedings of all meetings, copies of which shall be distributed to the Committee by the Secretary and approved by a quorum at its next meeting. The President and the Secretary must sign these minutes as a true and accurate record of the proceedings.
9. Questions arising at a meeting of the Committee or of any sub-committee shall be determined on a show of hands or, if demanded by a member, by a secret ballot in which case that procedure shall be followed except where otherwise provided in these Rules.
10. Each member present at a meeting of the Committee or of any sub-committee appointed by 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.
11. Notice of each ordinary committee meeting shall be served on each member of the Committee by delivering it to them personally, or by email, or by prepaid post addressed to them at their usual or last known place of abode, at least five days before the date of the meeting.
12. All members of the Committee who have not been granted a leave of absence in accordance with rule 30 shall attend meetings or shall offer apologies.
13. All committee meetings shall be open to all ordinary financial MUSKI members, who may attend as spectators.
14. An absent committee member may submit a signed proxy vote to the Secretary for the purposes of their vote or any particular resolution at a committee meeting.
15. Subject to subrule 4 the Committee may act notwithstanding any vacancy on the Committee.

27. Use of technology

1. A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows the committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.
2. For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule 1 is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

28. Urgent meetings

1. In cases of urgency, a meeting can be held without notice being given in accordance with rule 16 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
2. Any resolution made at the meeting must be passed by an absolute majority of the Committee.
3. The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

29. Conflict of interest

1. A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
2. The member:-
 - a. must not be present while the matter is being considered at the meeting; and
 - b. must not vote on the matter.
3. This rule does not apply to a material personal interest:-
 - a. that exists only because the member belongs to a class of persons for whose benefit MUSKI is established; or
 - b. that the member has in common with all, or a substantial proportion of, the members of MUSKI.

30. Leave of absence

1. The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.

2. The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

COMMITTEE RESPONSIBILITIES

31. President

1. The President shall:-
 - a. be responsible for ensuring that each committee member is familiar with their responsibilities under these Rules;
 - b. ensure that these Rules are being obeyed;
 - c. call committee meetings in accordance with rule 26.1;
 - d. present or make available a statement to MUSKI concerning the affairs of MUSKI in the previous year;
 - e. look after the general well-being of MUSKI;
 - f. ensure that MUSKI is effectively fulfilling its objectives; and
 - g. represent MUSKI to and liaise with MUS.
 - h. oversee welfare processes of the club, in conjunction with the nominated Welfare Representative.

32. Treasurer

1. The Treasurer shall:-
 - a. be responsible for the overseeing and operation of the bank accounts;
 - b. ensure that all moneys due to MUSKI are received and all payments authorised by MUSKI are paid;
 - c. keep correct accounts and books showing the financial affairs of MUSKI with full details of all receipts and expenditure connected with the activities of MUSKI;
 - d. present or make available a statement to MUSKI concerning the financial affairs of MUSKI in the previous year;
 - e. ensure all other committee members are fulfilling their record keeping obligations;
 - f. keep MUSKI's cheque books; and
 - g.

33. Secretary

1. The Secretary shall:-
 - a. be responsible for ensuring that each committee member receives a copy of these Rules;
 - b. keep all committee members informed of all meetings;
 - c. perform any duty or function required under the Act to be performed by the secretary of an incorporated association;
 - d. give to the Registrar notice of their appointment within 14 days after the appointment;
 - e. keep a register of the members of MUSKI in accordance with rule 7.1;
 - f. subject to the Act and these Rules, provide members with access to the minutes of general meetings and other books and documents; and
 - g. be accountable for all correspondence of MUSKI.
 - h. assist the President in the administration of the club.

34. Ski Hire Co-ordinators (3)

(a)

1. The Ski Hire Co-ordinators shall:-

- a. manage the ski hire room and ski service during the ski season;
- b. provide a report to the Committee of the running of the ski hire;
- c. ensure maintenance of ski fleet throughout the season; and
- d. be in charge of promotion and logistics of ski hire services.

35. Events and Promotion Officers (2)

- 1. The Events and Promotions Officers shall:-
 - a. promote MUSKI and its activities on campus;
 - b. organise all on-campus activities, including BBQs; and
 - c. be responsible for the organisation of all off-campus social events; and
 - d. publicise all forthcoming meetings, social events and activities to all members; and

36. Sponsorship, Merchandise and Marketing Officer

- 1. The Sponsorship and Merchandise Officer shall:-
 - a. Negotiate all sponsorship contracts prior to the beginning of the academic year in conjunction with the President;
 - b. Ensure that obligations in these contracts are fulfilled by both parties throughout the year;
 - c. Organise the design and production of club t-shirts at the beginning of the year; and
 - d. Propose and, subject to committee approval, facilitate the production of other items of club merchandise throughout the year
 - e. be responsible for MUSKI's online presence, including the website and all social media accounts.

37. Trips Co-ordinators (3)

- 1. The Trips Co-ordinators shall:-
 - a. be responsible for the co-ordination of all MUSKI trips;
 - b. manage all administrative aspects of these trips, including trip registration, withdrawals and refunds; and
 - c. divide role responsibilities by the second committee meeting to be held after the annual general meeting, in a way that ensures a fair and equitable division of work.
- 2. One of the trips coordinators shall:-
 - a. be responsible for the co-ordination of MUSKI racing trips including the Victorian Intersports Competition, Unisports Nationals Snow, and any other racing or training events decided upon by the committee.

38. Welfare Representative

- 1. The welfare representative shall:-
 - a. be responsible for working closely with the president to ensure the general welfare of the members of the club and handle welfare concerns.
 - b. ensure (and where necessary delegate) a welfare representative is present at each MUSKI social event to ensure the safety of members;
 - c. in conjunction with the president, monitor feedback and reporting systems, and respond to/resolve any minor welfare issues;
 - d. in conjunction with the president, compile information on significant welfare issues and present these to the whole committee for discussion and decision on further action.

39. Accounts and Finance

1. The banking account shall be operated by the Treasurer and two other committee members (preferably the President and Secretary), unless the Committee determine otherwise.
2. Receipts for moneys paid to MUSKI must always be issued (including all door takings taken at a function).
3. Never make payments from cash receipts such as door takings or accumulated unbanked annual subscriptions.
4. Always pay by electronic funds transfer or cheque. If someone insists on receiving payment in cash, make a separate cheque out to "Cash", cash the cheque and hand over the money. Ensure full details are entered on the cheque stub.
5. The Treasurer shall keep records of the use of MUSKI funds which will be available for inspection by members at any time.
6. No amount involving MUSKI liability in an amount exceeding \$200- (or such other limit as the Committee may from time to time determine) shall be entered into without the consent of the Committee recorded in the minutes of a meeting.
7. Every transaction involving receipt or payment of money or agreement to receive or pay money entered into on the behalf of MUSKI must be done by a committee member who shall be responsible for that transaction and shall account to the Committee for the money involved.
8. Every transaction involving receipt or payment of money or agreement to receive or pay money entered into on behalf of MUSKI must be documented by the responsible committee member.
9. This documentation must be given to the Treasurer as soon as practicable and must be to the satisfaction of the Treasurer.
10. The Treasurer shall be responsible for seeing that all committee members' obligations under this rule are carried out and shall report immediately any breach to the Committee.
11. No sub-committee member shall operate any bank account.
12. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Committee (preferably the President and the Treasurer) each of whom must have the necessary authority to sign.
13. Payments made via electronic funds transfer shall be electronically signed by two members of the Committee (preferably the President and the Treasurer) each of whom must have the necessary authority to sign.

Note

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

RESIGNATION AND DISMISSAL OF COMMITTEE MEMBER

40. Resignation

1. A committee member may resign their office by notice in writing given to both the President and Secretary and will be effective immediately.
1. 41.

41. Lapse of club membership

1. A committee member whose membership of MUSKI is in accordance with rule 5 and is not renewed by the payment of the annual subscription by the next 31st of March shall be automatically expelled by MUSKI on that date.

42. Cause for dismissal

1. A committee member may be eligible for dismissal if they fail to fulfil their responsibilities as a committee member including:-
 - a. failure to attend three consecutive committee meetings without having obtained leave of absence or offering an apology;
 - b. a breach of their obligations regarding MUSKI finances under rule 39; or
 - c. failure to fulfil the requirements of their position.

43. Dismissal of a committee member

1. Any committee member may nominate to the President or Secretary another committee member as eligible for dismissal under rule 42. The President, or Secretary if the President is the nominee, shall address the nominated member and provide a chance to explain their failure to fulfil their responsibilities. If appropriate, they shall be granted a reasonable chance for improvement.
2. If a committee member is still deemed to be failing to carry out their responsibilities after discussion or reasonable chance for improvement has been allowed, any committee member may enter a motion for a vote on dismissal of the nominated committee member.
3. A two-thirds majority vote in favour of dismissal of a committee member for failure to carry out their responsibilities will result in immediate dismissal of the committee member from committee and the role will be considered vacant in accordance with Rule 25.8.

GENERAL MATTERS

44. **Seal**
1. The common seal of MUSKI 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 by the signatures either by two members of the Committee or of one member of the Committee and the Secretary of MUSKI.
45. **Alteration of Rules and Statement of Purpose**
1. These rules and the statement of purposes of MUSKI shall not be altered except in accordance with the Act.
46. **Notices**
1. A notice may be served by or on behalf of MUSKI upon any member either personally or by email or by sending it by post to the member at their address shown in the register of members.
 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.
 3. Without limitation, notice of committee meetings may be given to any committee member by the President or Secretary or their delegates orally to that committee member personally.
47. **Winding Up or Cancellation**
1. In the event of the winding up or cancellation of the incorporation of MUSKI, the assets of MUSKI shall be disposed of in accordance with the rules of the University of Melbourne and the Act.
48. **Custody of and Inspection of Books and Records**
1. Except as otherwise provided in these rules, the Secretary shall keep in their custody and/or control all books, documents, and securities of MUSKI.
 2. Members may on request inspect free of charge—
 - a. the register of members;
 - b. the minutes of general meetings;
 - c. subject to subrule 3, the financial records, books, securities and any other relevant document of MUSKI, including minutes of committee meetings.
- Note**
- Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the register of members.
3. The Committee may refuse to permit a member to inspect records of MUSKI that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of MUSKI.
 4. The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
 5. Subject to subrule 2, a member may make a copy of any of the other records of MUSKI referred to in this rule and MUSKI may charge a reasonable fee for provision of a copy of such a record.
 6. For purposes of this rule-
 - a. relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of MUSKI and includes the following—
 - i. its membership records;
 - ii. its financial statements;
 - iii. its financial records;
 - iv. records and documents relating to transactions, dealings, business or property of MUSKI.
49. **Funds**

1. The funds of MUSKI shall be derived from the entrance fees, annual subscriptions, Melbourne University Sport, donations, sponsorship and such other sources as the Committee deems appropriate.