



# Astronomical Society of Victoria Inc.

Registered No. A0002118S      ABN 50 171 532 108      Established 1922  
Website: [www.asv.org.au](http://www.asv.org.au)      GPO Box 1059 Melbourne Vic 3001 Australia

## **Rules of Astronomical Society of Victoria Inc.**

### **Statement of Purposes**

1. To educate the public in the science of Astronomy, disseminate astronomical knowledge, and encourage the observation of the Universe.
2. To bring into closer association persons engaged in Astronomy in order to co-ordinate and assist their activities.
3. To provide facilities to support members of the Society in the practice and study of Astronomy, including astronomical research.
4. To collaborate actively with other institutions and groups, to the benefit of the Society's activities and of Astronomy in Victoria.
5. To pursue any arrangements and activities conducive to the above purposes.

### **Rules**

#### **1 Name**

The name of the incorporated association is "Astronomical Society of Victoria Incorporated"

#### **2 Definitions**

"Act" means the Associations Incorporation Reform Act 2012.  
"Society" means the Astronomical Society of Victoria Incorporated.  
"Council" means the committee of management of the Society.  
"financial year" means the calendar year.  
"member" means a member of the Society.  
"appendix" shall refer to an Appendix of this Rules unless otherwise stated.

#### **3 Alteration of Rules**

These Rules may only be altered by special resolution of a general meeting of the Association. All alterations shall be recorded in an Appendix titled "Log of Changes".

#### **4 Membership, Entry Fees and Subscription**

1. Any person or organization, particularly in the State of Victoria, with an interest in astronomy, may apply for membership of the Society.
2. Council shall by resolution from time to time define categories of membership of the Society, shall record them in Appendix 1 to this Rules and shall prescribe the text and format of the application form.
3. Council shall by resolution from time to time set the level and due date of any fees, and shall record them in Appendix 1 to this Rules.
4. An application for membership or renewal of membership of the Society must be made on such form, and in such manner, as is prescribed from time to time by the Council (including without limitation online internet application), and which must be signed or confirmed as the case may be and submitted, accompanied by payment of the appropriate fees, to the Membership Secretary.
5. A person or organization who applies and is approved for membership as provided in these Rules is eligible to be a member of the Society on payment of the appropriate fees payable under these Rules.
6. A person who is not a member of the Society at the time of the incorporation of the Society (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless-
  - (a) he or she applies for membership in accordance with sub-rule 4; and
  - (b) the admission as a member is approved by the Council.
7. As soon as practicable after the receipt of an application, it must be referred to the Council.
8. The Council must determine whether to approve or reject the application.
9. If the Council approves an application for membership, the Membership Secretary must, as soon as practicable-
  - (a) notify the applicant of the approval for membership; and
  - (b) enter the applicant's name in the register of members.
10. An applicant for membership becomes a member and is entitled to exercise the rights of membership when the applicant's name is entered in the register of members.
11. If the Council rejects an application, the Council must, as soon as practicable, notify the applicant that the application has been rejected, and refund any moneys paid upon application.
12. A right, privilege, or obligation of a person or organization by reason of membership of the Society-
  - (a) is not capable of being transferred or transmitted to another person or organization; and
  - (b) terminates upon the cessation of membership whether by death or resignation or otherwise.
13. Any member who has not paid the membership subscription or any other moneys due and payable by the member to the Society by the due date for those payments, shall cease to hold the rights and privileges of membership from the due date unless Council resolves otherwise.

## **5 Register of Members**

1. The Membership Secretary must keep and maintain a register of members containing-
  - (a) the name and address of each member and if applicable the category of membership; and
  - (b) the date on which each member's name was entered in the register.
2. The register is available for inspection free of charge by any member upon request.
3. A member may make a copy of entries in the register.

## **6 Ceasing Membership**

1. A member of the Society who has paid all moneys due and payable by a member to the Society may resign from the Society by giving notice in writing to the Membership Secretary of his or her intention to resign.
2. Upon receipt by the Membership Secretary of the notice referred to in sub-rule 1-
  - (a) the member ceases to be a member; and
  - (b) the Membership Secretary must record in the register of members the date on which the member ceased to be a member.

## **7 Discipline, Suspension and Expulsion of Members**

1. Subject to these Rules, if the Council is of the opinion that a 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 Society, the Council may by resolution-
  - (a) fine that member an amount not exceeding \$500; or
  - (b) suspend that member from membership of the Society for a specified period; or
  - (c) expel that member from the Society.
2. A resolution of the Council under sub-rule 1 does not take effect unless-
  - (a) at a meeting held in accordance with sub-rule 3, the Council confirms the resolution; and
  - (b) if the member exercises a right of appeal to the Society under this rule, the Society confirms the resolution in accordance with this rule.
3. A meeting of the Council to confirm or revoke a resolution passed under sub-rule 1 must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule 4.
4. For the purposes of giving notice in accordance with sub-rule 3, the General Secretary must, as soon as practicable, cause to be given to the member a written notice-
  - (a) setting out the resolution of the Council and the grounds on which it is based; and
  - (b) stating that the member, or his or her representative, may address the Council at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that he or she may do one or both of the following-
    - (i) attend that meeting;
    - (ii) give to the Council before the date of that meeting a written statement seeking the revocation of the resolution;
  - (e) informing the member that, if at that meeting, the Council confirms the resolution, he or she may, not later than 48 hours after that meeting, give the General Secretary a notice to the effect that he or she wishes to appeal to the Society in general meeting against the resolution.
5. At a meeting of the Council to confirm or revoke a resolution passed under sub-rule 1, the Council must-
  - (a) give the member, or his or her representative, an opportunity to be heard; and
  - (b) give due consideration to any written statement submitted by the member; and
  - (c) determine by resolution whether to confirm or to revoke the resolution.
6. If at the meeting of the Council, the Council confirms the resolution, the member may, not later than 48 hours after that meeting, give the General Secretary a notice to the effect that he or she wishes to appeal to the Society in general meeting against the resolution.
7. If the General Secretary receives a notice under sub-rule 6, he or she must notify the Council and the Council must convene a general meeting of the Society to be held within 21 days after the date on which the General Secretary received the notice.
8. At a general meeting of the Society convened under sub-rule 7-
  - (a) no business other than the question of the appeal may be conducted; and
  - (b) the Council may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
  - (c) the member, or his or her representative, must be given an opportunity to be heard; and
  - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
9. A resolution under sub-rule 8(d) is confirmed if, at the general meeting convened under sub-rule 7, not less than two-thirds of the members present at that meeting vote in person, in favour of the resolution. In any other case, the resolution is revoked.

## **8 Disputes and Mediation**

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 Society; or
  - (c) a member and the Council.
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 Council of the Society; or
    - (ii) in the case of a dispute between a member and the Society, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
5. A member of the Society 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.

## **9 Annual General Meetings**

1. The Council may determine the date, time and place of the annual general meeting of the Society.
2. The Annual General Meeting of the Society shall be held in May.
3. The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
4. The ordinary business of the annual general meeting shall be-
  - (a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
  - (b) to receive from the Council reports upon the activities of the Society during the preceding year; and
  - (c) to elect officers of the Society and the councillors of the Council; and
  - (d) to receive and consider the statement submitted by the Society in accordance with Part 7 of the Act.
5. The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

## **10 Special General Meetings**

1. In addition to the annual general meeting, any other general meetings may be held in the same year.
2. All general meetings other than the annual general meeting are special general meetings.
3. The Council may, whenever it thinks fit, convene a special general meeting of the Society.
4. If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the Council must convene a special general meeting before the expiration of that period.
5. The Council must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Society.
6. The request for a special general meeting must-
  - (a) state the objects of the meeting; and
  - (b) be signed by the members requesting the meeting; and
  - (c) be sent to the address of the General Secretary.
7. If the Council does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the General Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
8. If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the Council and all reasonable expenses incurred in convening the special general meeting must be refunded by the Society to the persons incurring the expenses.

## **11 Special Business**

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

## **12 Notice of General Meetings**

1. A schedule of dates, times and venues of general meetings in any year that is distributed in any publication of the Society that is published to all members, shall be deemed adequate notice of those meetings provided that at least 14 days notice of such meetings is given to members by distribution of the publication provided for by this sub-rule.
2. Notification of all other general and special meetings, and of changes to the dates, times and venues of scheduled general and special meetings, shall be as provided in sub-rules 3-6, except that if no special resolution has been proposed, fourteen days' notice shall suffice.
3. The General Secretary of the Society, if a special resolution has been proposed for a meeting, must give at least 21 days notice to each member of the Society by sending a notice (either by the procedure set out in sub-rule 1 or by the procedure set out in sub-rules 3-6) stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting, together with the full resolution proposed at the meeting and a statement of intention to propose the resolution as a special resolution.
4. Notice may be sent-
  - (a) by prepaid post to the address appearing in the register of members; or
  - (b) by facsimile transmission or electronic transmission.
5. No business other than that set out in the notice convening the meeting may be conducted at the meeting.
6. A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the General Secretary of that business, who must include that business in the notice calling the next general meeting.

## **13 Quorum at General Meetings**

1. No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
2. A quorum at any general meeting shall be ten members.
3. If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present-
  - (i) in the case of a meeting convened upon the request of members--the meeting must be dissolved; and
  - (ii) in any other case--the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson 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.

#### **14 Presiding at General Meetings**

1. The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Society.
2. If the President and the Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

#### **15 Adjournment of Meetings**

1. The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
2. No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
3. If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.
4. Except as provided in sub-rule 3, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

#### **16 Voting at General Meetings**

1. Upon any question arising at a general meeting of the Society, a member has one vote only (and in the case of a Membership taken out for an individual and family as defined in the Appendices those persons will collectively have one vote only).
2. Members are not entitled to vote by proxy at any general meeting.
3. 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.
4. A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Society have been paid.

#### **17 Poll at General Meetings**

1. If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson 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 Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

#### **18 Manner of Determining Whether Resolution Carried**

If a question arising at a general meeting of the Society is determined on a show of hands-

- (a) a declaration by the Chairperson that a resolution has been-
  - (i) carried; or
  - (ii) carried unanimously; or
  - (iii) carried by a particular majority; or
  - (iv) lost; and
- (b) an entry to that effect in the minute book of the Society-- is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
- (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (d) A special resolution is passed if not less than three quarters of the members voting at a general meeting vote in favour of the resolution.

#### **19 Proxies**

Members are not entitled to vote by proxy at any general meeting.

#### **20 Council**

1. The affairs of the Society shall be managed by the Council.
2. The Council-
  - (a) shall control and manage the business and affairs of the Society; and
  - (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Society other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Society; and
  - (c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the Council to be essential for the proper management of the business and affairs of the Society.
3. The Council of the Society shall consist of -
  1. the Officers of the Society
  2. six ordinary members to be known as the Councillors
  3. the Section Directors.

#### **21 Office Holders**

1. The Officers of the Society shall be
  1. a President
  2. two Vice Presidents
  3. a Treasurer
  4. a General Secretary
  5. the holders of such other Offices of the Society as Council may create from time to time. All such current offices are to be listed in Appendix 2 of these Rules.
2. The provisions of rule 23, so 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 referred to in sub-rule 1.
3. Each officer of the Society shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.

4. In the event of a casual vacancy in any office referred to in sub-rule 1, the Council may appoint a member of the Society to the vacant office and the member appointed may continue in office until the next annual general meeting.

## **22 Councillors**

1. Subject to these Rules, each councillor of the Council shall hold office until the annual general meeting next after the date of election but is eligible for re-election.
2. In the event of a casual vacancy occurring in the office of a councillor of the Council, the Council may appoint a member of the Society to fill the vacancy and the member appointed shall hold office, until the next annual general meeting.

## **23 Election of Officers and Councillors**

1. Nominations of candidates for election as officers of the Society or as councillors of the Council must be-
  - (a) made in writing, signed by two members of the Society and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
  - (b) received by the General Secretary by the tenth day of January preceding the annual general meeting in which the election is to be held, and
  - (c) can only be made in respect of a candidate of the age of not less than 18 years and who is a current and financial member of the Society.
2. A candidate may only be nominated for one office, or as a councillor of the Council, prior to the annual general meeting.
3. If insufficient nominations are received to fill any post on the Council, the candidate nominated for that post shall be deemed to be elected.
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. If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
6. Where a ballot for a vacancy is required by sub-rule 5, the ballot shall be in a manner that the Council shall resolve. Resolutions concerning the ballots for such vacancies shall be recorded in Appendix 3 of this Rules.
7. If insufficient nominations are received to fill any Officer or councillor post then Council may appoint a member of the Society to hold such a post until the next Annual General Meeting.

## **24 Vacancies**

The office of an officer of the Society, or of a councillor of the Council, becomes vacant if the officer or councillor-

- (a) ceases to be a member of the Society; or
- (b) becomes an insolvent under administration within the meaning of the Corporations Act 2001; or
- (c) resigns from office by notice in writing given to the General Secretary.

## **25 Meetings of the Council**

1. The Council must meet at least 3 times in each year at such place and such times as the Council may determine.
2. Special meetings of the Council may be convened by the President or by any 4 members of the Council.

## **26 Notice of Council Meetings**

1. Written notice of each Council meeting must be given to each member of the Council at least 2 business days before the date of the meeting.
2. Written notice must be given to members of the Council of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

## **27 Quorum for Council Meetings**

1. The quorum for a Council meeting shall be five Officers of the Society and/or councillors.
2. No business may be conducted unless a quorum is present.
3. If within half an hour of the time appointed for the meeting a quorum is not present-
  - (i) in the case of a special meeting--the meeting lapses;
  - (ii) in any other case--the meeting shall stand adjourned to the same place and the same time and day in the following week.
4. The Council may act notwithstanding any vacancy on the Council.

## **28 Presiding at Council Meetings**

At meetings of the Council-

- (a) the President or, in the President's absence, the Vice-President presides; or
- (b) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

## **29 Voting at Council Meetings**

1. Questions arising at a meeting of the Council, or at a meeting of any sub-committee appointed by the Council, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
2. Each member of the Council present at a meeting of the Council, or at a meeting of any sub-committee appointed by the Council (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.

## **30 Removal of Council Member**

1. The Society in general meeting may, by resolution, remove any member of the Council before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.

2. A member who is the subject of a proposed resolution referred to in sub-rule 1 may make representations in writing to the General Secretary or President of the Society (not exceeding a reasonable length) and may request that the representations be provided to the members of the Society.
3. The General Secretary or the President may give a copy of the representations to each member of the Society or, if they are not so given, the member may require that they be read out at the meeting.

### **31 Minutes of Meetings**

The Minutes Secretary of the Society must keep minutes of the resolutions and proceedings of each general meeting, and each Council meeting, together with a record of the names of persons present at Council meetings.

### **32 Sections**

1. For purposes of co-ordination of a particular astronomical activity amongst members of the Society, Council may create a Section under the direction of a Section Director who shall be a member of the Society. All current Sections are to be listed in Appendix 2 of this Rules.
2. Council shall provide a statement of purpose and duties for each Section.
3. A Section Director shall hold his or her position up to the conclusion of the first Council meeting after the next annual general meeting following his or her appointment, but is eligible for re-appointment.
4. Council may terminate the appointment of a Section Director at any time, and may disband a Section at any time.
5. In the event of there being a casual vacancy occurring in the office of a Section Director, the Council may appoint a member of the Society to the vacant position.
6. Participation in the activities of a Section is normally limited to members of the Society; but a Section Director may with the approval of Council include other persons or groups.
7. The Section Director shall be responsible to Council for all activities of the Section, and shall present a full written report concerning the membership and activities of the Section to each annual general meeting.
8. Council may prescribe an authority to a Section Director to commit or expend and receive money, and the Section Director shall report all financial plans and transactions to the Treasurer.

### **33 Property**

1. All useful assets of the Society such as real estate, astronomical and other equipment, library and archival material, shall so far as practicable be made available for the use of members, subject to regulations by Council.
2. The assets and income of the Society shall be applied exclusively to the promotion of its purposes and no portion shall be paid or distributed directly or indirectly to the Members of the Society except as bona fide remuneration for services rendered or expenses incurred on behalf of the Society.

### **34 Funds**

1. The Treasurer of the Society must-
  - (a) collect and receive all moneys due to the Society and make all payments authorised by the Society; and
  - (b) keep correct accounts and books showing the financial affairs of the Society with full details of all receipts and expenditure connected with the activities of the Society.
2. Unless the Society is required by the Act to have its financial statements either reviewed or audited, a review or audit of the Society's accounts is not required unless a resolution to perform an audit is made by Council or passed at a general meeting.
3. All cheques, drafts, bills of exchange and promissory notes must be signed by two signatories, each being the President or Treasurer or one other Officer of the Society designated for this purpose from time to time by Council.
4. The funds of the Society shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Council determines.

### **35 Seal**

1. The common seal of the Society must be kept in the custody of the General Secretary.
2. The common seal must not be affixed to any instrument except by the authority of the Council.
3. All legal instruments, and the affixing of the Common Seal, must be signed by two signatories, each being the President or Treasurer or one other Officer of the Society designated for this purpose from time to time by Council.

### **36 Notice to Members**

Except for the requirement in rule 12, any notice that is required to be given to a member, on behalf of the Society, under these Rules may be given by-

- (a) delivering the notice to the member personally; or
- (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- (c) facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or
- (d) electronic transmission, if the member has requested that the notice be given to him or her in this manner.

### **37 Winding Up**

In the event of the Society being wound up (other than for purposes of reconstruction or amalgamation) the assets of the Society shall be applied towards the benefit of such other institutions or associations having purposes similar to the purposes of the Society and which is not carried on for the profit or gain of its individual members as a special resolution of the Society shall at or before the dissolution of the Society determine, or failing such determination as the Supreme Court of Victoria may order on application made under s.133 of the Act.

### **38 Custody and Inspection of Books and Records**

1. Except as otherwise provided in these Rules, the General Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Society.

2. All accounts, books, securities, minutes of general meetings, including financial statements submitted at a general meeting, and any other relevant documents of the Society must, subject to sub-rule 4, be available for inspection free of charge by any member upon request.
3. A member may make a copy of any accounts, books, securities and any other relevant documents of the Society.
4. The Council may refuse to permit a member to inspect records of the Society that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Society.

## ***End of Rules***

## **Appendices**

### **1 Categories of Membership and Fees**      Determined by Resolutions of Council.

#### MEMBERSHIP CATEGORIES - From 1st April 2009

FULL MEMBERSHIP*:	For individuals or families with two adults and children (under 18 years) resident at the same address in Victoria ... ..	\$70.00
CONCESSIONAL*:	Interstate (all non-Victorian residents of Australia) Juniors (under 18 years exempt from Joining Fee), Students (under 25 years), Persons on Disability Pensions, Pensioners and Seniors 65 years and over. (Proof of age and type of concession required eg. photocopy) ... ..	\$50.00
AUSTRALIAN INSTITUTIONAL / OVERSEAS*:	Australian Institutional includes Educational, Museums, Observatories. Overseas covers "Air Mail Only" and fees are quoted in Australian Dollars ... ..	\$90.00
JOINING FEE (does not apply to Juniors)	... ..	\$20.00

Fees are for a 12-month membership beginning the 1st of the month after Council approval.

Existing members (at 31st March 2009) are to have a one-off special renewal from 1st July 2009, for an individually determined period that will be between 6 and 18 months, so as to distribute memberships evenly across the 12 months of the year.

All members (Juniors excepted) to pay a once only joining fee. There will be no more late or re-joining fee unless a member has been unfinancial for more than two years.

A member is deemed late 7 days after their due date. Once they are deemed late, membership privileges are stopped. This will mean that, among other things, they will not be told the LMDSS gate code and will not be sent printed copies of Crux or the Yearbook.

When a member does pay their fees late, they will receive 12 months membership, commencing at the beginning of the next month after the payment date. Any publications they missed out on will not be mailed out as they are available on the ASV web-site for download. Members with late payments will not need to be re-presented to Council for acceptance into the Society, except where they have been unfinancial for more than two years.

Free Life membership is granted to members who are 75 years of age or over and also have at least 25 years continuous membership. This will take effect on the next renewal date for those members. This has no effect on existing Life members.

\* Only one set of publications issued, one voting right, one membership card issued and one web-site access.

### **2 Membership of Council**      Determined by Resolutions of Council.

#### 2.1 Officers

President	Astronomy for the People Coordinator
Vice-Presidents (2)	Public Relations Officer
Treasurer	Librarian
General Secretary	Assets Registrar
Immediate Past President	Visual Aids Officer
Web-site Editor	ASV Lodge Manager
Crux Editor	Observatory Curator
Yearbook Editor	LMDSS Coordinator
Minutes Secretary	Current Phenomena & Media Liaison Officer
Membership Secretary	Printer

#### 2.2 Sections

Each Section is represented on Council by its Director

Astrophotography	Instrument Making
Club	Junior
Comet	Lunar & Planetary
Computing	Meteor
Cosmology & Astrophysics	New Astronomers' Group
Deep Sky	Outdoor Lighting Improvement
Demonstrators	Radio Astronomy
Diurnals	Solar
Historical	Variable Stars & Nova Search

### **3 Conduct of Ballots for Council Members**

1. The General Secretary shall cause a Notice to be sent to members at least 21 days before the annual general meeting in which the election will be held and in accordance with Rule 36.
2. The notice shall list the nominees for the vacancy, and include any statements that are supplied to the General Secretary by the nominees in such a form and by such a date as Council shall prescribe, and shall include a ballot paper, a sealable envelope to contain the ballot paper, a declaration form for completion by the voter, and a stamped addressed return envelope to contain the ballot paper envelope and declaration.
3. The voting and counting procedure for postal balloting shall be preferential in the manner of elections for the Legislative Assembly of the State of Victoria. Council shall appoint a Returning Officer and a Scrutineer to count the ballot, who may not be currently standing for election to Council.
4. Completed ballot papers that are received in the mail by the General Secretary or his or her nominee at the postal address of the Society not less than three days before the annual general meeting shall be included in the ballot, and no other vote shall be included in the ballot.
5. Ballot paper envelopes shall not be opened before the date specified in clause 4.

### **4 Log of Changes to these Rules/Appendices**

2014 April 09, Dept. of Justice has accepted our change of rules to align with the Incorporated Association Act 2012..

2000 Feb 23, Council Meeting. Resolved to recommend the Society adopt the Rules.

2000 Apr 12, General Meeting. Rules adopted.

2000 May 17, Council Meeting. Rules ratified.

2001 June 27, Council Meeting.

Appendices. 1. Categories of Membership and Fees, Updating of Membership Fees.

Appendices. 2. Membership of Council. 2.1. Officers, Addition of three Officers.

2002 June 26, Council Meeting.

Appendices. 2. Membership of Council. 2.1. Officers, renaming of two positions.

2002 October 30, Council Meeting.

Appendices. 2. Membership of Council. 2.2. Sections, renaming of one Section into two sections.

2003 February 26, Council Meeting.

Appendices. 2. Membership of Council. 2.1. Officers, addition of Officer.

2003 March 26, Council Meeting.

Appendices. 1. Categories of Membership and Fees, Updating of Membership Fees, Inclusion of Date Annual Subscription Payable, Amendment of Date when Membership Lapses.

2003 July 9, Special General Meeting.

Rule 5 General Meetings, sub-section 4. Annual General Meeting moved from February to April.

Rule 6.2 Council Elections, sub-section 1. Nominations to be received by the tenth day of January (instead of November).

Rule 6.2 Council Elections, New rule 6.2.3.

2003 October 29, Council Meeting.

Appendices. 1. Categories of Membership and Fees, Joining Fee – Juniors – clarification.

Appendices. 1. Categories of Membership and Fees, Family Memberships – clarification.

2003 December 17, Council Meeting.

Appendices. 2. Membership of Council. 2.2. Sections, reinstatement of section.

2004 February 25, Council Meeting.

Appendices. 1. Categories of Membership and Fees, Updating of Membership Fees and Categories.

2004 March 31, Council Meeting.

Appendices. 1. Categories of Membership and Fees, Additional Membership Categories and Joining Fee – Students – clarification.

Appendices. 2. Membership of Council. 2.2. Sections, addition of section.

2004 October 27, Council Meeting.

Appendices. 2. Membership of Council. 2.1. Officers, renaming of Officer position and addition of Officer. 2.2. Sections, Section disbanded.

2004 November 24, Council Meeting.

Appendices. 2. Membership of Council. 2.2. Sections, Addition of section.

2005 January 26, Council Meeting.

Appendices. 1. Categories of Membership and Fees, Updating of Membership Fees.

2005 July 27, Council Meeting.

Appendices. 2. Membership of Council. 2.2. Sections, Addition of two sections.

2006 March 29, Council Meeting.

Appendices. 1. Categories of Membership and Fees, Updating of Membership Fees.

2006 December 27, Council Meeting.

Appendices. 1. Categories of Membership and Fees, Family Memberships – clarification.

2007 April 25, Council Meeting.

Appendices. 1. Categories of Membership and Fees, Updating of Membership Fees.

2007 August 29, Council Meeting.

Appendices. 2. Membership of Council. 2.2. Sections, Section disbanded.

2008 August 27, Council Meeting.

Appendices. 2. Membership of Council. 2.2. Sections, Addition of section.

2009 January 28, Council Meeting.

Appendices. 1. Categories of Membership and Fees, Re-entry period clarification.

2009 March 25, Council Meeting.

Appendices. 1. Categories of Membership and Fees, Updating of Membership Categories and Fees.

2009 July 8, Special General Meeting. Rules changes advised to members in Crux Vol. 27 No. 3 (June/July 2009) approved by membership. Require Consumer Affairs Victoria approval.

Rules. Removal of introductory paragraph.

Rule 2. Definitions.

Rule 3. Alteration of Rules.

Rule 4. Membership, Entry Fees and Subscription.

Rule 6. Ceasing Membership.



Rule 7.9. Discipline, Suspension and Expulsion of Members.  
Rule 9.4. Annual General Meetings.  
Rule 16.1 & 16.4. Voting at General Meetings.  
Rule 21.1 & 21.4. Office Holders.  
Rule 22.2. Councillors.  
Rule 23.3, 23.6 & 23.7. Election of Officers and Councillors.  
Rule 29.2. Voting at Council Meetings.  
Rule 34.3. Funds.  
Rule 35.3. Seal.  
Appendices. Removal of introductory paragraph.  
2009 July 22, Council Meeting.  
Appendices. 1. Categories of Membership and Fees, Updating of Membership Categories and Fees and Grace Period.  
2009 August 5, Department of Justice (Consumer Affairs Victoria) approval for Alteration of Rules in relation to Special Resolutions passed at Special General Meeting on 8 July 2009.  
2009 November 25, Council Meeting.  
Appendices. 1. Categories of Membership and Fees, Clarification re Joining fee, Late payment and Life memberships.  
2010 March 31, Council Meeting.  
Appendices. 1. Categories of Membership and Fees, Amendment to Concessional Membership.  
2010 November 24, Council Meeting.  
Appendices. 2. Membership of Council. 2.1. Officers, deletion of position.

***End of Appendices.***