

# **CONSTITUTION**

**(incorporating Statement of Purposes and Rules)**

**Queenscliffe Historical Museum Incorporated.**

**(formerly Queenscliff Historical Society)**

**(Certificate of Incorporation and change of name No: A0014000D)**

***Approved at AGM on 22 November 2001***

***Amended at a Special Meeting on 28 November 2019***

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## **STATEMENT OF PURPOSES**

The Queenscliffe Historical Museum will do all such things as are incidental or conducive to the attainment of any or all of the mission statement and objectives of the Museum viz:

### **MISSION STATEMENT:**

To promote and foster historical knowledge and interest in all facets of life in the Borough of Queenscliffe, and surrounding districts, through the collection, preservation, display, interpretation and research of related materials for the pleasure and education of the local and wider communities.

### **OBJECTIVES:**

- To collect material related to the following themes: the district's indigenous occupants and traditional landowners, pioneer families, dwellings, hotels and guest houses, churches, schools, domestic, social and recreational activity and the influence of the maritime, tourist and defence industries.
- To display material relating to the following sub-themes: social and family history, building and architecture, tourism, recreation and textiles.
- To make the collections available for research.
- To conserve the collections according to the standards set by Museums Australia guidelines.
- To ensure effective management of the Museum and its accessibility to the public.
- To review the various roles, functions and policies of the Museum on a regular basis.
- To cooperate with museum, library and archive personnel in local, Victorian and national agencies especially on projects of historical significance.

## **RULES**

### **NAME**

- 1.1 The name of the incorporated association is the Queenscliffe Historical Museum Incorporated, and in these rules called *the Museum*.

### **2 INTERPRETATION**

- 2.1 In these Rules unless the contrary intention appears;  
*Act* means the Associations Incorporation Reform Act 2012 and Model Rules as set out in Schedule 4 of the said Act.  
*Rules* means rules under the Act.  
*Committee* means the Committee of Management of the Museum.  
*Financial year* means the year ending September 30.  
*General meeting* means a general meeting of members convened in accordance with Rules 30, 31, 32 & 33.  
*Member* means a member of the Museum.  
*Ordinary member of the Committee* means a member of the Committee who is neither an officer of the Museum under sub-clause 22.1 nor a person nominated pursuant to sub-clause 23.1 (c).  
*Public Officer* means the person holding the office defined in Part V of the Act.
- 2.2 In these Rules, a reference to the secretary is a reference -  
(a) where a person holds the office under these rules as secretary of the Museum to that person; and  
(b) in any other case to the Public Officer.
- 2.3 The words or expressions contained in these Rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1958 and the Act as in force from time to time.

### **3 MEMBERS**

- 3.1 A natural person who is approved for membership as provided in these Rules is eligible to be a member on payment of the annual fee or life subscription payable by members under these Rules.
- 3.2 A member may become a life member by paying the life membership subscription.

- 3.3 A person who is not a member at the time of the incorporation of the Museum (or who was a member at the time but has ceased to be a member) shall not be admitted to membership -  
(a) unless nominated as provided in sub-clause 3.3; and  
(b) the Committee approves her/his admission as a member.
- 3.4 An application by a person for membership of the Museum -  
(a) shall be made in writing and in the form set out in Appendix 1; and  
(b) shall be lodged with the secretary.
- 3.5 As soon as is practicable after the receipt of the application the secretary shall refer the application to the Committee for noting.
- 3.6 The secretary shall, upon payment of the amounts referred to in sub-clause 3.6 within the period referred to in that sub-clause, enter the nominee's name in the register of members and, upon the name so being entered, the nominee shall become a member of the Museum.
- 3.7 Honorary life membership of the Museum may be conferred upon any person for outstanding and highly meritorious service to the Museum.
- 3.7.1 A proposal to confer honorary life membership shall be recommended by the Committee to a the Annual General Meeting if supported by two thirds of the Committee members present at the Committee meeting, and shall be conferred if supported by two thirds of the members present at the Annual General Meeting, when it is recommended.
- 3.8 The Committee may grant Special Membership to active volunteers affected by special circumstances, upon such terms and conditions as it sees fit.
- 3.9 A right, privilege, or obligation of a person by reason of her/his membership of the Museum -  
(a) shall not be transferred to another person;  
(b) and shall terminate upon the cessation of membership.

#### **4 FEES AND SUBSCRIPTIONS**

- 4.1 The annual subscription for members shall be recommended by the Committee and approved by members at a general meeting, or annual general meeting, and when so fixed shall be deemed to be the fee and subscription pursuant to this Rule.
  - 4.1.1 The life membership subscription shall be ten times the annual subscription.
- 4.2 The annual subscription shall be due for payment on the first day of October in each year.
  - 4.2.2 A member who has not paid the annual subscription by the first day of April next following the day when it is due shall be deemed to have resigned and her/his name shall be removed from the register of members unless the Committee allows late payment.
- 4.3 The Committee may set pro rata membership fees for proposed new members.

#### **5 REGISTER OF MEMBERS**

- 5.1 The secretary shall keep and maintain a register of members in which shall be entered the full name, address (and email address, if provided by the member) and date of entry of each member, and the register shall be available for inspection by members.

#### **6 RESIGNATION OF A MEMBER**

- 6.1 A member may resign by forwarding written notification to that effect to the secretary and giving the date upon which, it becomes effective.
- 6.2 On the date given in a notification under sub-clause 6.1 the secretary shall make an entry in the register of members recording the date on which the member by whom the notice was given ceased to be a member.
- 6.3 Resignation does not absolve a person from liability to pay monies due to the Museum at the date of her/his resignation.

## **7 SUSPENSION AND EXPULSION OF A MEMBER**

- 7.1 If the Committee 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 Museum, the Committee may by resolution-
- (a) suspend that member from membership of the Museum for a specified period; or
  - (b) expel the member from the Museum.
- 7.2 A resolution of the Committee under sub-clause 7.1 does not take effect unless-
- (a) at a meeting held in accordance with sub-clause 7.3 the Committee confirms the resolution; and
  - (b) if the member exercises a right of appeal to the Museum under this Rule, the Museum confirms the resolution in accordance with this Rule.
- 7.3 A meeting of the Committee to confirm or revoke a resolution passed under sub-clause 7.1 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-clause 7.4
- 7.4 For the purposes of giving notice in accordance with sub-clause 7.3 the secretary must as soon as practicable cause to be given to the member a written notice -
- (a) setting out the resolution of the Committee and the grounds on which it is based; and
  - (b) stating that the member or her/his representative may address the Committee 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, time and place of the meeting; and
  - (d) informing the member that she/he may do one or both of the following:
    - (i) attend that meeting;
    - (ii) make a written submission to the Committee before the date of that meeting seeking revocation of the resolution; and
  - (e) informing the member that if at that meeting the Committee confirms the resolution she/he may, not later than 3 days after that meeting, give the secretary a written notice to the effect that she/he wishes to appeal against the resolution to the Museum in a special general meeting.
- 7.5 At a meeting of the Committee to confirm or revoke a resolution passed under sub-clause 7.1 the Committee must -
- (a) give the member or her/his 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 revoke the resolution.

- 7.6 If the resolution is confirmed at the meeting of the Committee the member may, not later than 3 days after that meeting, give the secretary written notice to the effect that she/he wishes to appeal to the Museum at a special general meeting against the resolution.
- 7.7 If the secretary receives a notice under sub-clause 7.6, she/he must notify the Committee and the Committee must convene a special general meeting of the Museum to be held within 21 days after the date on which the secretary received the notice.
- 7.8 At a special general meeting of the Museum convened under sub-clause 7.7 -
- (a) no business other than the question of the appeal may be conducted; and
  - (b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for confirming the resolution; and
  - (c) the member or her/he representative must be given 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.
- 7.9 A resolution is confirmed at the special general meeting if not less than two-thirds of the members present vote in person or by proxy in favour of the resolution. In any other case the resolution is revoked.

## **8 DISPUTES AND MEDIATION**

- 8.1 The disputes resolution procedure set out in the Rule 8 applies to disputes between -
- (a) a member and another member; or
  - (b) a member and the Museum.
- 8.2 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 the parties.
- 8.3 If the parties are unable to resolve the dispute at the meeting held under sub-clause 8.2 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.
- 8.4 The mediator must be -
- (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement:
    - (i) in the case of a dispute between a member and another member, a person appointed by the Committee of the Museum; or
    - (ii) in the case of a dispute between a member and the Museum, a person who is a mediator appointed by the Dispute Settlement Centre of Victoria (Department of Justice).



- 8.5 A member of the Museum can be a mediator.
- 8.6 The mediator cannot be a member who is party to the dispute.
- 8.7 The parties to the dispute must in good faith attempt to settle the dispute by mediation.
- 8.8 The mediator in conducting the mediation must -
  - (a) give the parties to the mediation 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.
- 8.9 The mediator must not determine the dispute.
- 8.10 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 otherwise at law.

## **9 ANNUAL GENERAL MEETING**

- 9.1 The Museum shall convene an annual general meeting of members in November of each year.
- 9.2 The annual general meeting shall be held on such a day as the Committee determines.
- 9.3 The annual general meeting shall be specified as such in the notice convening it.
- 9.4 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 the Museum during the preceding financial year;
  - (c) to elect officers of the Museum and the ordinary members of the Committee;
  - (d) to appoint an auditor for the following year; and
  - (e) to receive and consider the financial statements submitted by the Museum, as a Tier 1 association in accordance with sections 90 (c), 92, 93, and 94 of the Act.
- 9.5 The annual general meeting may transact special business of which notice is given in accordance with these rules.
- 9.6 The annual general meeting shall be held in addition to other general meetings held in the same year.

## **10 OTHER GENERAL MEETINGS**

- 10.1 All general meetings other than the annual general meeting shall be called special general meetings.

## **11 SPECIAL GENERAL MEETING**

- 11.1 The Committee may, whenever it thinks fit, convene a special general meeting and where, but for this sub-clause, more than 15 months would elapse between annual general meetings shall convene a special general meeting before the expiration of that period.
- 11.2 The Committee shall, on the requisition in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting.
- 11.3 The requisition for special general meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the secretary and may consist of several documents in like form, each signed by one or more members making the requisition.
- 11.4 If the Committee does not cause a special general meeting to be held within one month after the date on which the requisition is sent, the members making the requisition, or any of them, may convene a special general meeting on a day not later than three months after that date.
- 11.5 A special general meeting convened by members in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Museum to the persons incurring the expenses.

## **12 NOTICE OF MEETING**

- 12.1 The Secretary shall, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting cause to be sent by pre-paid post, electronic means or by personal delivery to each member at his address appearing in the register of members, a notice stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 12.2 No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- 12.3 A member desiring to bring any business before a meeting may give notice of that business in writing to the secretary, who shall include that business in the notice calling the next general meeting after the receipt of that notice.

**13 PROCEEDINGS AT MEETINGS – Business and Quorum.**

- 13.1 All business transacted at a special general meeting and all business transacted at the annual general meeting, with the exception of that specially referred to in these Rules, as being ordinary business of the annual general meeting shall be deemed to be special business.
- 13.2 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.
- 13.3 Ten members personally present (being members entitled under these Rules to vote at a general meeting) shall constitute a quorum for the transaction of the business of a general meeting.
- 13.4 If within half an hour of 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 stand adjourned to the same day in the next week at the same time and (unless another place is specified by the person presiding at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than seven) shall be the quorum.

**14 PROCEEDINGS AT MEETINGS – Presiding Officer.**

- 14.1 The president, or in her/his absence, a vice-president, shall preside as chairperson at each general meeting of the Museum.
- 14.2 If the president and vice-president are absent from a general meeting, the members present shall elect one of their numbers to preside as chairperson at that meeting.

**15 PROCEEDINGS AT MEETINGS – Adjournments.**

- 15.1 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. No business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 15.2 Where a meeting is adjourned for 14 days or more a like notice of the adjourned meeting shall be given as in the case of the general meeting.
- 15.3 Except as provided in sub-clauses 15.1 and 15.2 it shall not be necessary to give notice of an adjournment of the business to be transacted at an adjourned meeting.

**16 PROCEEDINGS AT MEETINGS –  
Determination of Resolutions.**

16.1 A question arising at a general meeting shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll 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, shall be conclusive, and an entry to that effect in the minute book of the Museum shall be evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

**17 PROCEEDINGS AT MEETINGS – Voting.**

17.1 Upon any question arising at a general meeting each member shall have one vote.

17.2 All votes shall be given personally or by proxy.

17.3 In the case of an equality of voting on a question the chairperson shall have a second or casting vote.

**18 PROCEEDINGS AT MEETINGS – Demand for Poll.**

18.1 If at a meeting a poll on any question is demanded by not less than three members, it shall be taken at that meeting in such a 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.

18.2 A poll that is demanded on the election of a chairperson or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the chairperson may direct.

**19 PROCEEDINGS AT MEETINGS –  
Unfinancial Members.**

19.1 A member is not entitled to vote at a general meeting unless all monies due and payable by that member to the Museum have been paid.

**20 PROCEEDINGS AT MEETINGS – Proxy Votes.**

20.1 Each member shall be entitled to appoint another member as her/his proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

20.2 The notice appointing the proxy shall be in the form set out in Appendix 2.

## **21 COMMITTEE OF MANAGEMENT – Authority.**

- 21.1 The affairs of the Museum shall be managed by a Committee of Management constituted as provided in Rule 23.
- 21.2 The Committee -
- (a) shall control and manage the business and affairs of the Museum;
  - (b) may appoint voluntary or paid staff to carry out such duties at or related to the Queenscliffe Historical Museum and other places controlled by the Museum as the Committee may from time to time see fit;
  - (c) may, subject to these Rules, the regulations and the Act, exercise all such powers and functions as may be exercised by the Museum other than those powers and functions that are required by these Rules to be exercised by members at general meetings;
  - (d) may from time to time delegate any of its powers to a sub-committee or sub-committees which it may appoint for some specific purpose or purposes and each of which shall include at least one member of the Committee and it may recall or revoke any such delegation or appointment; and
  - (e) subject to these Rules, the regulations and the Act, may perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Museum.

## **22 OFFICERS OF THE MUSEUM**

- 22.1 The officers of the Museum shall be -
- (a) a president;
  - (b) two vice-presidents;
  - (c) a treasurer; and
  - (d) a secretary.
- 22.2 The provisions of Rule 24 so far as they are applicable and with the necessary modifications shall apply to the election of persons to any of the offices mentioned in sub-clause 22.1.
- 22.3 Each officer of the Museum shall, subject to these Rules, hold office until the annual general meeting next after the date of her/his election and shall be eligible for re-election.
- 22.4 In the event of a casual vacancy in an office referred to in sub-clause 22.1 the Committee may appoint one of its members to the vacant office and the member so appointed shall continue in office up to and including the conclusion of the annual general meeting next following the date of his appointment.

**23 COMMITTEE OF MANAGEMENT –  
Composition and Vacancy.**

- 23.1 Subject to Section 23 of the Act, the Committee shall consist of -  
(a) the officers of the Museum  
(b) six ordinary members
- 23.2 Each ordinary member of the Committee shall, subject to these Rules, hold office until the annual general meeting next after the date of her/his election and shall be eligible for re-election.
- 23.3 If a casual vacancy occurs in the office of an ordinary member of the Committee, the Committee may appoint a member to fill the vacancy and the member so appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting following the date of his appointment.

**24 ELECTION OF THE COMMITTEE OF MANAGEMENT**

- 24.1 Nomination of members as candidates for election as officers of the Museum or as ordinary members of the Committee –  
(a) shall be made in writing, in accordance with Appendix 3, signed by two members and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination); and  
(b) shall be delivered to the secretary, by leaving the Form at the office of the Museum, or by electronic means, not less than seven days before the date fixed for holding the annual general meeting.
- 24.2 If insufficient nominations are received to fill all vacancies on the Committee the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- 24.3 If the number of nominations received is equal to the number of vacancies to be filled the candidates nominated shall be deemed to be elected.
- 24.4 If the number of nominations exceeds the number of vacancies to be filled a ballot shall be held.
- 24.5 The ballot for the election of officers and ordinary members of the Committee shall be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.

**25 COMMITTEE OF MANAGEMENT – Position Vacated.**

- 25.1 For the purposes of these Rules the office of an officer of the Museum or an ordinary member of the Committee becomes vacant if the officer or member –  
(a) ceases to be a member;

- (b) becomes an insolvent under administration within the meaning of the Companies (Victoria) Code;
- (c) resigns from that office by notice in writing given to the secretary; or
- (d) is absent from a Committee meeting on more than three consecutive occasions without leave being granted by the Committee.

## **26 PROCEEDINGS OF THE COMMITTEE**

- 26.1 The Committee shall meet at least six times in each year at such place and at such times as the Committee may determine but so that meetings are reasonably evenly spaced throughout the year.
- 26.2 Special meetings of the Committee may be convened by the president or by five members of the Committee.
- 26.3 Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- 26.4 Five members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- 26.5 No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it shall lapse.
- 26.6 At the meetings of the Committee –
  - (a) the president shall preside, or in the absence of the president one of the vice-presidents shall preside, or
  - (b) if the president and vice-president are absent one of the remaining members of the Committee as may be chosen by the members present shall preside.
- 26.7 Questions arising at a meeting of the Committee or of a sub-committee appointed by the Committee shall be determined on a show of hands, or if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- 26.8 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) shall be 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.
- 26.9 The Committee shall determine the date, time and place for its regular meetings and no other notice shall be given to members except those members who may be absent from the meeting at which this decision is made. Those absent members shall be advised by the secretary of the date, time and place of

the next Committee meeting either verbally or in writing at least two business days before the date of that meeting.

26.10 Written notice of special Committee meetings shall be served on each member of the Committee in accordance with sub-clause 34.1 at least two business days before the date of the special Committee meeting.

26.11 Subject to sub-clause 26.4 the Committee may act notwithstanding any vacancy on the Committee.

## **27 SECRETARY**

27.1 The secretary shall keep proper minutes of the resolutions and proceedings of each general meeting, and each Committee meeting, together with a record of the names of persons present at those meetings.

## **28 TREASURER**

28.1 The treasurer shall –

- (a) collect and receive all monies due to the Museum and deposit them promptly in the appropriate Museum bank account; and
- (b) make all payments authorised by the Museum; and
- (c) make promptly such investments as approved by the Committee; and
- (d) keep correct accounts and books showing the financial affairs of the Museum with full details of all receipts and expenditure connected with the activities of the Museum.

28.2 The accounts and books referred to in sub-clause 28.1 shall be available for inspection by members.

## **29 REMOVAL OF A MEMBER OF THE COMMITTEE**

29.1 The Museum in a general meeting may by resolution remove any member of the Committee before the expiration of her/his term of office and appoint another member in her/his place to hold office until the expiration of the term of the member removed.

29.2 Where the member to whom a proposed resolution referred to in sub-clause 29.1 makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests they be notified to the members, the secretary or president may send a copy of the representations to each member or, if they are not so sent, the member may require that they be read out at the meeting.

29.3 The Museum shall apply the mediation provisions of Rule 8 as set out in sub-clauses 8.2 – 8.10 before enacting sub-clauses 29.1 and 29.2.



### **30 AUDITOR**

- 30.1 The auditor shall be a qualified accountant who is not a member of the Committee.
- 30.2 In the event of the death, resignation or incapacity of the auditor appointed at the annual general meeting the Committee may appoint a successor.
- 30.3 The auditor shall be eligible for re-appointment at the annual general meeting.

### **31 CHEQUES**

- 31.1 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two of the president, treasurer or secretary.

### **32 COMMON SEAL**

- 32.1 The common seal of the Museum shall be kept in the custody of the secretary.
- 32.2 The common seal shall not be affixed to an instrument except by authority of the Committee, and the affixing of the common seal shall be attested by the signatures either of two members of the Committee, or of one member of the Committee and the public officer.

### **33 ALTERATION OF RULES AND STATEMENT OF PURPOSES**

- 33.1 These rules and the statement of purposes of the Museum shall not be altered except in accordance with the Act.

### **34 NOTICES**

- 34.1 A notice may be served by or on behalf of the Museum upon a member by sending it by pre-paid post, electronic means, or by delivery to the members address shown in the Register of Members or given in person.
- 34.2 Where a document is properly addressed, pre-paid and posted to a member as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the member at the time at which the letter would have been delivered in the ordinary course of post.
- 34.3 Notices delivered in person to the address shown for that member in the Register of Members shall be deemed to have been given to the member at the time of delivery.

### **35 ASSETS**

- 35.1 The assets and income of the Museum shall be applied solely in the furtherance of its purposes and no portion shall be distributed directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf of the Museum.

### **36 CUSTODY OF RECORDS**

- 36.1 Except as otherwise provided in these rules, all books, documents and securities of the Museum shall be kept in the custody or under the control of the secretary.

### **37 FUNDS**

- 37.1 The funds of the Museum shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Committee determines.

### **38 WINDING UP OR CANCELLATION**

- 38.1 In the event of the winding up or cancellation of the incorporation of the Museum:
- (a) the assets of the Museum shall be disposed of in accordance with the provisions of the Act except they shall not be divided amongst members but shall only be transferred to an institution approved by the Commissioner of Taxation under sub-sections (i) or (ii) of Section 78 (1) (a) of the Income Assessment Act 1936 as amended and by the Borough of Queenscliffe; and
  - (b) under the supervision of the Borough of Queenscliffe and with reference to Museums Australia the collections shall be dealt with as a whole and in terms of Museum acquisition policies be handed over to a like organisation in the Borough of Queenscliffe that exists in perpetuity for the Australian public.

APPENDIX 1

**Queenscliffe Historical Museum Inc. ABN 32 271 479 612**  
**MEMBERSHIP FORM**

Membership is open to anyone who supports the Queenscliffe Historical Museum for an annual fee of \$25 or a lifetime members fee of \$250 (and an additional \$5 per year, if you wish to receive our newsletters by post) rather than email. Our membership year is from 1 October to 30 September. If you are joining us after 1 April, then there is a discount membership fee of \$15 for the year.

Name			
Address			
Email			
Phone	Home	Mobile	
Membership fee- <input type="checkbox"/> Renewal <input type="checkbox"/> New	Annual \$25 \$250	or \$15 after 1 <sup>st</sup> April	or Lifetime
Postage fee \$5 (to receive newsletter by post)			\$
Donation			\$
Total payment			\$

Signature	Date
-----------	------

*Please send your cheque to:*                      *Or make your payment by direct bank deposit:*

*Queenscliffe Historical Museum*                      *BSB*                      *633 000 (Bendigo Bank)*  
*PO Box 135*                      *Account number*                      *127611424*

*Queenscliff Vic 3225*                      *Please be sure to include your name and the purpose*  
*or*                      *of the deposit and email us at [admin@queenscliffe-history.org](mailto:admin@queenscliffe-history.org) to let us*  
*You can come into the*                      *know you have paid.*  
*Museum and pay at our desk*                      *Address: 49 Hesse St Queenscliff*  
*Monday to Friday 11am – 4pm*                      *Telephone: (03) 5258 2511*  
*Saturday to Sunday 1pm – 4pm*  
*Closed Thursdays*                      *Website: [www.queenscliffe-history.org](http://www.queenscliffe-history.org)*

*For office use only: Money taken by .....*                      *Date.....*

Payment Received: \$                       Direct Debit     Cash     Cheque     Eftpos   

Receipt No: ....    Membership File Updated: .../.../....    Letter Sent    .../.../....    Email address updated    .../.../....

## **COLLECTION**

The Queenscliffe Historical Museum Incorporated collects only that personal information from members and applicants for membership which is necessary for the running of the Museum and which ensures that the Museum can offer the services and activities expected by the public and members. This information is collected directly from members and applicants with their consent and usually in writing and not from third parties.

## **DISCLOSURE**

The Museum does not make the membership records available to any outside organisations or persons and does not make the personal details of any member available to any other members of the Museum for any purpose unless permission of the member has been granted in writing.

## **USE**

Information from members is used for the following particular purposes:

1. To provide members with information about the Museum activities; and
2. To mail out the Annual Report, the Museum newsletter and notices and correspondence as required from time to time;
3. To keep an accurate record of the membership's interests, expertise and involvement.

## **ACCESS**

Access to the Museum's current database is restricted and is controlled by the Secretary and the Treasurer. Both computer and paper records are maintained only as long as is necessary for administrative, legal and archival purpose and access to them is also restricted. A member may at any time request the Museum to provide a copy of any record of their personal information held in the Museum's file.

## **Interested to become a Volunteer?**

You can participate by volunteering for desk duty, helping to raise friends and funds, attending events, contributing your talents and skills, or simply adding your name to our list of supporters.

Please tick any boxes where you feel that you may be able to assist the Museum in its activities.

Please discuss your skills with Committee and other volunteers to understand better where you may be able to assist.

Administration		Research and Publications	
Fundraising		Join staffing roster during opening hours, normally fortnightly	
Data entry of Collection		IT	
Other			

APPENDIX 2



# Queenscliffe Historical Museum Inc

ABN 32 271 479 612

*'Informing the future through a conversation with the past.'*

49 Hesse Street, Queenscliff, Victoria 3225  
[P.O. Box 135]  
Queenscliff Victoria 3225

Telephone: (03) 5258 2511  
Email: admin@queenscliffe-history.org  
Website: www.queenscliffe-history.org

Patron The Hon. Ted Baillieu AO, Former Premier of Victoria

## APPOINTMENT of PROXY FORM

NAME:

.....

ADDRESS:

.....

.....Postcode: .....

Being a member of the Queenscliffe Historical Museum Inc

a) appoint (name of proxy) .....

(address of proxy).....

..... Postcode:.....

Being a member of the Museum as my proxy to vote for me on my behalf at the Special General Meeting/Annual General Meeting of the Museum on the ..... day of .....(year) at .....am/pm and at any adjournment of that meeting;

OR

b) appoint the Secretary to record my vote.

Signed ..... Date ...../...../.....

This proxy form should be lodged with the Secretary at the above address **24 HOURS PRIOR** to the above Meeting.

Received by the Secretary at .....am/pm on the .....day of .....

.....Secretary signature



APPENDIX 3



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Patron The Hon. Ted Baillieu AO, Former Premier of Victoria

## NOMINATION FORM ANNUAL ELECTION – COMMITTEE OF MANAGEMENT

Name:

.....

Address:

.....

..... Postcode: .....

Contact No: .....Email: .....

Nominate for the position of:

.....

Signature of Applicant: ..... Date: ..... / ..... / .....

Proposer: ..... proposes the nomination of the above member

Signature: ..... Date: ..... / ..... / .....

Seconder: ..... seconds the above nomination

Signature: ..... .Date: ..... / ..... / .....

*Note: The Nominee, proposer and seconder must be financial members of the Queenscliffe Historic Museum Inc*