

Arts OutWest Incorporated NEW Membership Application



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Bathurst 2795
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E; artsoutwest@csu.edu.au
ABN: 61 526 423 775

Membership Category

- A. Individual Membership \$20 annually (GST included)
- B. Organisational Membership \$30 annually (GST included)
- C. Associate Membership for those out of the program area \$20 individuals, \$30 organisations and groups

Members Details

A. Individual Membership / Individual Associate Membership

Name ABN _ _ _ _ _
Core business
Postal Address p'code
Street Address p'code
Phone: Fax: Email:
Website

B. Organisational Membership / Organisational Associate Membership (Note; This also applies to Businesses)

Organisation Name ABN _ _ _ _ _
Nominated Delegate (individual person)
Core business
Postal Address p'code
Street Address p'code
Phone: Fax: Email:
Website

(PLEASE ATTACH CURRENT LIST of OFFICE BEARERS including phone and email details)

President/ Chair/ Executive; Secretary; Treasurer; Publicity Officer; Other key staff/ office bearers

*I/we apply to become an * Organisational member or Individual member) of Arts OutWest Incorporated and agree to be bound by the rules of the association for the time being in force.*

Signature of Applicant/ Applicant representative..... Date...../...../.....

Proposer for first time Applicants only (may be sent in and signed by existing financial members)

(Full Name) Position in Organisation (if applicable)

being an Individual member / Delegate of an Organisational member of the association, nominate the applicant for Organisational membership of the association (in the case of an organisation) or for Individual membership of the association

Signature of proposer..... Date...../...../.....

Seconder

(Full Name) being an Individual member / Delegate of an Organisational member of the association, second the nomination of the applicant for membership of the association.

Signature of seconder..... Date...../...../.....

I enclose a cheque / money order for \$ together with this Application for Membership

Send to: Arts OutWest Inc, PO Box 8272, CSU LPO, BATHURST NSW 2795.

**This document becomes a Tax Invoice upon payment. Please retain a copy for your records.*

Arts OutWest Membership Benefits

1. 12 month personal subscription to ArtSpeak newsletter (11 copies per year) sent by mail and/or email
2. Emailed copies of the Regional Arts NSW monthly Bulletin
3. Invitations to all special Arts OutWest organized events and initiatives
4. Participation in nomination and voting at all Annual General Meetings and any Extra-ordinary activities of the organization.
5. General support of the work of the organization and recognition as members

Arts OutWest Incorporated - Rules PART 2 – MEMBERSHIP

3 (1) *There are Two Categories of membership:*

- (a) *Local Government*
- (b) *General Members being either*
 - 1) *Organisations*
 - 2) *Individuals*
 - 3) *Associates*

4 **Local Government**

- a) *A local government (Council) within the Central West defined region may apply to become a member of the Association through the signing of a Memorandum of Understanding and contributing financially on an agreed basis as reviewed from time to time.*
- b) *Each local government carries one vote in the carrying out of business of the Association*

5 **Organisational membership**

An organisation is qualified to be an organisational member of the Association if, but only if:

- (a) the Organisation is:
 - (i) a community based organisation or other organisation engaged in substantive community arts or cultural activity within the region; or
 - (ii) an arts, cultural, educational or other appropriate organisation having an interest in the preservation, development and promotion of the culture/arts in the region; and
- (b) the organisation has been nominated for organisational membership under rule 8 and has been approved for organisational membership by the Board.

6 **Individual Membership**

A person is qualified to be an individual member of the Association if, but only if the person has been nominated for individual membership under rule 8 and has been approved for individual membership by the Board.

7 **Associate Membership**

- (a) A person or organisation may become an associate member if they reside outside the region serviced by the Association. Nomination and approval is as per rule 8
- (b) An Associate member does not have voting rights in the Association if their interests are not within the region serviced by the Association

8 **Nomination for organisational or individual membership**

- (1) A nomination of an organisation for organisational membership or a person for individual membership of the Association:
 - (a) must be made by an organisational or individual member of the Association in writing in the form set out in Appendix 1 to these rules; and
 - (b) must be lodged with the secretary of the Association at the Association's place of business.
- (2) As soon as practicable after receiving a nomination for organisational or individual membership, the secretary must refer the nomination to the Board which must determine whether to approve or to reject the nomination.
- (3) If the Board determines to approve a nomination for organisational or individual membership, the secretary must, as soon as practicable after that determination, notify the nominee of that approval and request the nominee to pay within the period of twenty-eight (28) days after receipt by the nominee of the notification) the sum (if any) payable under these rules by an organisational or individual member as entrance fee and annual subscription.
- (4) The secretary must, on payment by the nominee of the amounts referred to in clause (3) within the period referred to in that clause, enter or cause to be entered the nominee's name and address in the register of organisational and individual members and, upon the name and address being so entered, the nominee becomes an organisational or individual member of the Association.
- (5) An organisational nominee shall, when applying for organisational membership, advise in writing the name and address of the person appointed as its delegate in the event its nomination is approved *and of a second person appointed as an alternative representative for its delegate.* REMOVE

9 **Local Government delegate**

- 1) Each contributing local government member can select a representative delegate to serve on the Board of the association
- 2) The process and criteria for selection and appointment to the Board is set out in the policies and procedures of the Association and may be altered from time to time

- 10 Organisational Members: delegate**
- (1) A member may only be represented in relation to the affairs of the Association by its appointed delegate *or in his or her absence, an alternative representative for its delegate.* - REMOVE this clause
 - (2) An organisational member may from time to time change its delegate *and its alternative representative for its delegate.* REMOVE
 - (3) If an organisational member changes its delegate *and/or alternative representative for its delegate* REMOVE the organisational member must notify the secretary in writing of the name and address of the person nominated as its delegate and/or the name and address of the person nominated as its alternative representative for its delegate.
 - (4) The Association will only recognise the delegate *or alternative representative for the delegate* REMOVE of an organisational member if their names have been duly notified in writing to the secretary.
- 11 Cessation of local government, organisational, individual or associate membership**
- (1) A local government or an organisation ceases to be an organisational member of the Association if the local government or organisation:
 - (a) resigns or relinquishes membership;
 - (b) is expelled from the Association;
 - (c) is deregistered, wound up or ceases to exist; or
 - (d) or is in arrears of any monies for three (3) months.
 - (2) A person ceases to be an individual member of the Association if the person:
 - (a) dies;
 - (b) resigns membership;
 - (c) is expelled from the Association; or
 - (c) is in arrears of any monies for three (3) months.
- 12 Membership entitlements not transferable**
- (1) A right, privilege or obligation which:
 - (a) an organisation has by reason of being an organisational member, or
 - (b) a person has by reason of being an individual member,
 is not capable of being transferred or transmitted to another organisation or person and terminates on cessation of membership.
- 13 Resignation of membership or associate membership**
- (1) An organisational member or individual member of the Association is not entitled to resign that membership except in accordance with this rule.
 - (2) An organisational or individual member of the Association having paid all amounts payable in respect of that membership may resign from organisational or individual membership of the Association by first giving to the secretary written notice:
 - (a) in the case of an organisational member of at least six (6) months or such other period as the Board may determine; or
 - (b) in the case of an individual member of at least one (1) month or such other period as the Board may determine
 of the organisational member's or the individual member's intention to resign, and, on the expiration of the period of notice, the organisational member or individual member ceases to be a member.
 - (3) Where an organisational member or individual member of the Association ceases to be a member under clause (2), and in every other case where an organisational or individual member ceases to hold membership, the secretary must make or cause to be made an appropriate entry in the register of organisational and individual members recording the date on which the organisational or individual member ceased to be a member.
- 14 Register of local government, organisational and individual members**
- (1) The secretary must establish and maintain or cause to be established and maintained a register *of local government, organisational and individual members* of the Association specifying the name and address of each organisation which is an organisational member and the name and address of each person who is an individual member together with the date on which the organisation or person became an organisational member or individual member and the date on which the organisation or person ceased to be an organisational member or individual member.
 - (2) The register of all members must be kept at the principal place of administration of the Association and must be open for inspection, free of charge, to any organisational or individual member of the Association at any reasonable hour.
- 15 Fees and subscriptions**
- (1) An organisational member of the Association must, on admission to organisational membership, pay to the Association an organisational membership joining fee if any in such amount as is determined by the Board from time to time.
 - (2) An individual member of the Association must, on admission to individual membership, pay to the Association an individual membership joining fee if any in such amount as is determined by the Board from time to time.
 - (3) In addition to any amount payable by a member under clause (2), an organisational member of the Association must pay an annual organisational membership fee in such amount as is determined by the Board from time to time.
 - (4) In addition to any amount payable by an individual member under clause (2), an individual member of the Association must pay an annual individual membership fee in such amount as is determined by the Board from time to time.
- 16 Member's liabilities**
- The liability of an organisational member or an individual member of the Association to contribute towards the payment of the debts and liabilities of the Association or to the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the organisational member or individual member in respect of membership of the Association as required by rule 13

17 Resolution of internal disputes

Disputes between members (in their capacity as local government, organisational or individual members) of the Association, and disputes between organisational members or individual members and the Association which cannot be resolved internally are to be referred to suitably experienced bodies for mediation.

18 Disciplining of organisational members, individual members and delegates

- (1) A complaint may be made by any organisational member or individual member or the Board of the Association that some other member or local government delegate member:
 - (a) has persistently refused or neglected to comply with a provision or provisions of these rules; or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the Association.
- (2) On receiving or initiating such a complaint, the Board:
 - (a) must cause notice of the complaint to be served on the organisational member, individual member, delegate or alternative representative of a delegate of an organisational member the subject of the complaint;
 - (b) must give the complainer at least fourteen (14) days from the date the notice is served within which to make submissions to the Board in connection with the complaint; and
 - (c) must take into consideration any submissions made by the complainer in connection with the complaint.
- (3) If after considering the complaint and any written submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved, the Board may, by resolution:
 - (a) expel a complainer organisational member or individual member from the Association;
 - (b) suspend a complainer organisational member or individual member from membership of the Association; or
 - (c) refuse to recognise a complainer delegate or alternative representative of a delegate as the delegate or alternative representative of a delegate of an organisational member of the Association indefinitely or for a specified period;
- (4) If the Board passes a resolution under clause (3), the secretary must, within seven (7) days after the action is taken, cause written notice to be given to the complainer of the action taken, of the reasons given by the Board for having taken that action and of the complainer's right of appeal under rule 19
- (5) A resolution of the Board under clause (3) does not take effect:
 - (a) until the expiration of the period within which the complainer is entitled to appeal against the resolution; or
 - (b) if within that period the complainer exercises the right of appeal, unless and until the Association confirms the resolution under rule 19(4), whichever is the later.

19 Right of appeal of disciplined complainer

- (1) A complainer may appeal to the Association in general meeting against a resolution of the Board under rule 15 within seven (7) days after notice of the resolution is served on the complainer, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the complainer intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a complainer under clause (1), the secretary must notify the Board which must convene a general meeting of the Association to be held within twenty-eight (28) days after the date on which the secretary received the notice.
- (4) At a general meeting of the Association convened under clause (3):
 - (a) no business other than the question of the appeal is to be transacted;
 - (b) the Board and the complainer must be given the opportunity to state their respective cases orally or in writing, or both; and
 - (c) the organisational members present (in the case of a complainer organisational member, delegate or alternative representative of a delegate) or the individual members present (in the case of a complainer individual member) must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (5) If at the general meeting the organisational members or the individual members as the case may be pass a special resolution in favour of the confirmation of the resolution, the resolution is confirmed. In any other case the resolution is revoked.

For further information or clarification, please contact the Arts OutWest office on 02-6338 4657
