

PORT PHILLIP CONSERVATION COUNCIL INC: CONSTITUTION

Rules of the Port Phillip Conservation Council Incorporated which, as Registered Association Number A0020093K, is incorporated under the *Associations Incorporation Reform Act 2012* of the State of Victoria.

The [PDF](#), [Word](#) and [HTML](#) versions of this Constitution appear at those hyperlinks.

- 1.1 The name of the incorporated association is Port Phillip Conservation Council Inc. (hereinafter called "the Association").
- 1.2 The aim of the Association is to work for the better conservation of Port Phillip Bay.
- 1.3 The objectives of the Association shall be to:
 - (a) succeed, and continue the work of, the Port Phillip Conservation Council, it having been an unincorporated body whose Constitution was adopted by a General Meeting of its Member Organizations at Hampton Community Hall, Willis Street, Hampton, on 13th August 1970 and altered at its Annual General Meetings held on 28th October 1971, 5th October 1972, 25th October 1973, 2nd October 1974, 15th October 1975, 17th October 1979, 11th October 1982 and 21st October 1985; and it having been the body from which the Association was formed, pursuant to a resolution of the 20th Annual General Meeting of that Council, held on 9th October 1989,
 - (b) work for the better conservation of Port Phillip Bay and the waters, the beaches, the foreshores, the sea-bed, the tributaries, the environs and the air above those features of Port Phillip Bay; to oppose the pollution of its waters, and the air above it; to work for the preservation of its natural features in their natural condition; to work for the restoration of its natural features where this is possible; to ensure that works supposedly designed for its improvement or its use do not cause damage; and to oppose harmful commercialization, alienation, or exclusive private, commercial or official use of its public areas; and to engage in conservation activities in such other ways as the Association may decide,
 - (c) encourage and assist the formation of conservation bodies throughout the Association's sphere of interest and, in particular, the formation of such bodies as would act in areas or aspects not at present covered,
 - (d) represent generally the views of bodies engaged in any aspect of the conservation of Port Phillip Bay as defined; to foster better liaison between such bodies in the interchange of information and views; to support the conservation activities of Member Organizations,
 - (e) co-operate or conjoin in any suitable way with other bodies or organizations having objects completely or in part similar to those of the Association and
 - (f) press for the establishment of a Port Phillip Planning Authority as an improved version of the former Port Phillip Authority (1966-84), and to further seek representation of the Association on such an Authority.

Interpretation

- 2.1 In these rules, unless the contrary intention appears:

"Committee" means the Committee of Management of the Association.

"Financial year" means the year ending on 30th June.

"General Meeting" means a general meeting of members convened in accordance with Rules 7-9.

"Member" means a paid up member of the Association.

"Ordinary Member of the Committee" means a member of the Committee that is not an officer of the Association under Rule 19.

"The Act" means the Associations Incorporation Act 1981 of the State of Victoria.

"The Regulations" means regulations under the Act.

2.2 In these Rules, a reference to the Secretary of the Association is a reference:

- (a) where a person holds office under these Rules as Secretary of the Association - to that person; and
- (b) in any other case, to the Public Officer of the Association.

2.3 Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1958 of the State of Victoria and the Act as in force from time to time.

Qualification for Membership

3.1 A natural person that is nominated for membership as provided in these rules is eligible to be a member of the Association.

3.2 A person shall be a member of the Association if:

- (a) he is a member of an organization that has the status of Member Organization, which status may, subject to these Rules, be granted or withdrawn by resolution of a General Meeting or a postal ballot of the Association, on the recommendation of the Committee,
- (b) he has been nominated for membership by that organization in writing, and that nomination has been received by the Secretary of the Association,
- (c) he agrees to be bound by these rules of association,
- (d) the Secretary has not subsequently received a written notice from the organization indicating that it no longer wishes him to be a member, and
- (e) the Secretary has entered his name in the Register of the Association as a member, or he is the Life Governor appointed under Rule 17.

3.3 At no time shall there be more than two members of the Association whose membership is in consequence of nomination by a particular Member Organization.

3.4 At no time shall there be more than one member of the Association whose membership is in consequence of nomination by a particular Member Organization that either has no written constitution or that does not admit members of the general public as members.

Member Organization Annual Subscription

4.1 There shall be no entrance fee or annual subscription payable by any member, but an organization shall not gain the status of Member Organization until an officer of that organization has on its behalf made application in writing for that status, in the form set out in Appendix 1, and until it has paid to the Association a Member Organization Annual Subscription for the current financial year, and it shall cease to hold such status in any subsequent financial year if it has failed to pay that subscription for the previous financial year.

- 4.2 The Member Organization Annual Subscription shall be twenty-three dollars or such other amount as may be resolved by the Annual General Meeting.

Register of Members

- 5.1 The Secretary shall keep and maintain a Register of Members in which shall be entered the name, address and, if any, a private and a business telephone number of each member, and a reference to the name of the Member Organization that last nominated him.
- 5.2 The Register of Members shall indicate, by means of an asterisk (*) placed just after the name thereof, which, if any, of the Member Organizations are deemed by these rules to be such that there can at no time be more than one member whose membership is in consequence of nomination by that organization.
- 5.3 The Register of Members shall indicate for each Member Organization the name, address and, if any, a private and a business telephone number of the Secretary of that organization.
- 5.4 The Register of Members shall be available at the address of the Public Officer for inspection by members by appointment.

Termination of Membership

- 6 Termination of membership of a member shall take effect if:
- (a) the member dies,
 - (b) the Secretary receives written notice from the member that he has resigned, or from the Member Organization that nominated him that it either no longer wishes him to be a member, or that it wishes another person to replace him as a member, or
 - (c) the member ceases to be a member of that Member Organization, or that Member Organization ceases to hold the status of Member Organization.

Annual General Meeting

- 7.1 An Annual General Meeting shall be held in each calendar year.
- 7.2 The Annual General Meeting shall be held at such time and place as the Committee determines, but in October, unless the Committee determines otherwise in the twelve month period before the meeting.
- 7.3 The Secretary shall post a notice of and agenda for business of the Annual General Meeting to all members and secretaries of Member Organizations in July, or in such other month, two and not more than two clear months ahead of the meeting, that the Committee may determine in the twelve month period before the meeting.
- 7.4 The Annual General Meeting shall be specified as such in the notice convening it.
- 7.5 The ordinary business of the Annual General Meeting shall be:
- (a) to confirm the minutes of the previous general meeting,
 - (b) receive from the President and from the Treasurer, on behalf of the Committee, reports upon the transactions of the Association since the previous Annual General Meeting,

- (c) to receive from the Returning Officer his report and declaration of the postal ballot held for election of the Committee,
- (d) if the number of candidates at the above postal ballot was less than the number of vacancies, to fill the remaining vacancies if possible,
- (e) to elect the officers of the Association from the members of the Committee just elected,
- (f) to appoint an auditor for the Association for the ensuing year, and
- (g) to receive and consider statements submitted by the Association in accordance with the Act.

7.6 The Annual General Meeting may transact special business of which notice is given in accordance with these rules.

Ordinary General Meetings

8 Ordinary General Meetings of the Association may be held at such times and at such places as determined by the Committee, and where, but for this clause, more than fifteen months would elapse between Annual General Meetings, the President shall convene an Ordinary General Meeting before the expiration of that period.

Special General Meetings

- 9.1 The President shall, on the requisition in writing of one quarter of the total number of members, convene a Special General Meeting of the Association.
- 9.2 The requisition for a Special General meeting shall state the business proposed to be transacted at the meeting and shall be signed by the members making the requisition and be sent to the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the requisition.
- 9.3 If the President does not cause a Special General meeting to be held within one month after the date on which the requisition is sent to the Secretary, the members making the requisition, or any of them, may convene a Special General Meeting to be held not later than three months after that date.
- 9.4 A Special General Meeting convened by members in pursuance of these rules shall be convened in as nearly as possible the same manner as that in which meetings are convened by the President and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring the expenses.

Notice of General Meetings other than the Annual General Meeting

- 10.1 The Secretary of the Association shall, at least fourteen days before the date fixed for holding a General Meeting of the Association, cause to be sent to each member of the Association 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.
- 10.2 No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- 10.3 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 receipt of the notice.

Proceedings at Meetings

- 11.1 All business that is transacted at a Special General Meeting and all business that is transacted at the Annual General Meeting with the exception of that specially referred to in these rules as being the ordinary business of the Annual General Meeting shall be deemed to be special business.
- 11.2 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.
- 11.3 Five-tenths of the total number of members present in person plus a further tenth present in person or by proxy (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.
- 11.4 If, within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present, the meeting if convened as a Special General Meeting, shall lapse, 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 Chairman 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 a 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 three) shall be a quorum.
- 12.1 The President, or in his absence, a Vice-President, shall preside as Chairman at each general meeting of the Association.
- 12.2 If the President and the Vice-Presidents are absent from a General Meeting, the members present shall elect one of their number to preside as Chairman at the meeting.
- 13.1 The Chairman of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 13.2 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.
- 13.3 Except as provided in sub-clauses (1) and (2), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 14.1 A question arising at a General Meeting of the Association shall be determined on the voices unless a show of hands or a division is demanded by any member.
- 14.2 Unless before or on the declaration of the voices or the show of hands as the case may be, a division or a poll, the results of each of which shall be recorded in the Minute Book, if so demanded, a declaration by the Chairman that a motion has, whether on the voices or on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry stating the outcome in the Minute Book of the Association, is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that motion.
- 15.1 Upon any question arising at a General Meeting of the Association, a member has one vote only.
- 15.2 All votes shall be given personally or by proxy.
- 15.3 There shall be at least a three-fifths majority on all decisions, and the Chairman shall have a deliberative vote only.

- 16.1 If at a meeting a division or a poll on any question is demanded by not less than two members, it shall be taken at that meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- 16.2 A division or a poll that is demanded on the election of a Chairman or on a question of an adjournment shall be taken forthwith and a division or a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.
- 16.3 A member may appoint or revoke the appointment of another member by name, or solely by description as "the Chairman of the Meeting", as his proxy for all general meetings until further notice, and the appointment of a new proxy shall cause the revocation of the appointment of his predecessor.
- 16.4 A Member may appoint "the Chairman of the Meeting" by that description to be, if his designated proxy is absent, his proxy in the place of his designated proxy.
- 16.5 The notice appointing the proxy shall be in the form set out in Appendix 2.

Life Governor

- 17 The Association at an Annual General Meeting may appoint as the Life Governor an officer of the Association that does not seek re-election, and he shall, unless he resigns, be a permanent member of the Association and a permanent member of the Committee.

Committee of Management

- 18.1 The affairs of the Association shall be managed by a Committee of Management constituted as provided in Rule 19.
- 18.2 The Committee:
 - (a) shall control and manage the business and affairs of the Association;
 - (b) may, subject to these rules, the regulations and the Act, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these rules to be exercised by General Meetings of the members of the Association; and
 - (c) subject to these rules, the regulations and the Act, has power to 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 Association.

Election of the Committee

- 19.1 The Committee shall consist of the Life Governor (if any) and the number of members of the Association prescribed to be elected in Rule 19.3.
- 19.2 Each member of the Committee shall, subject to these rules, hold office from the close of the Annual Meeting at which his election is declared until the close of the next Annual General Meeting, but is eligible for re-election.
- 19.3 The number of members to be elected for the Committee shall be five or the whole number equal to or just below one third of the number of the members of the Association as at the first day of the month in which nomination forms are to be posted to members, whichever is the greater whole number.

- 19.4 A Returning Officer, not being a member of the Association, shall be appointed by the Committee.
- 19.5 The Returning Officer shall, in the month before the Secretary is required to post the notice of the Annual General Meeting, post to each member of the Association a nomination form, like the specimen in Appendix 3, that shall warn that completed nomination forms must be received by the next month, with the name of that month being stated, and that, to be valid, such must be signed by the nominee as indication of consent to the nomination, but no proposer, seconder or other signature is required.
- 19.6 Each candidate must be a member of the Association.
- 19.7 A nomination may be accompanied by a supporting statement, of up to one hundred words, that must be headed by the name of the candidate and signed by him.
- 19.8 In the month after the posting of the nomination forms the Returning Officer shall post to each member of the Association a copy of all such statements received and one ballot-paper, which shall be in the same form as the specimen ballot-paper in Appendix 4, for the election of members of the Committee by the quota-preferential method of Proportional Representation in accordance with latest edition of the Proportional Representation Manual of the Proportional Representation Society of Australia.
- 19.9 Against the name of each candidate on the ballot-paper there shall appear the name of the Member Organization that last nominated that person as a member of the Association.
- 19.10 The ballot paper shall state that the ballot is a secret ballot and that the votes shall be counted by the quota-preferential method of Proportional Representation, and it shall indicate the time and date at which ballot-papers are posted.
- 19.11 The Returning Officer shall make appropriate arrangements to enable the appointment of scrutineers by the candidates, and involvement in the scrutiny by the scrutineers, but not the candidates, to ensure the integrity of the secret ballot including his initialling of the ballot-papers sent out, and the inclusion of envelopes for ballot-papers to be enclosed in an outer envelope that is to be signed by the voter and marked with his name and address.
- 19.12 The first item of business of the Annual General Meeting shall be the declaration of the postal ballot.
- 19.13 If the number of candidates is less than the number of vacancies, the Annual General Meeting shall fill the remaining vacancies, but if it fails to do so the Committee may do so.
- 19.14 In the event of a casual vacancy occurring in the office of a member of the Committee, it shall be filled by the Returning Officer's re-examining the ballot-papers at the postal ballot for that term in accordance with the method prescribed in Part IX of the Tasmanian Electoral Act 1985, but if that does not produce a result, it shall be filled by a member nominated in writing by the Member Organization that had nominated the vacating Committee member as a member of the Association, and the member so appointed shall hold office, subject to these rules, until the conclusion of his predecessor's term, but if the Member Organization declines to make such appointment, or fails to make it within two months from the date the Secretary posts notice of vacancy to it, the Committee shall appoint a member of the Association, if available, to it.
- 20 The second item of business for the Annual General Meeting shall be the separate election of each of the officers of the Association in the order listed in Rule 21.1, from persons nominated by members at the meeting, from among the members of the Committee just declared elected, by the members present or in proxy, and if a poll is required for an election each such poll shall be by secret optional preferential ballot.

Officers of the Association

21.1 The officers of the Association shall be:

- (a) a President,
- (b) a Senior Vice-President
- (c) a Junior Vice-President
- (d) a Secretary, and
- (e) a Treasurer.

21.2 The officers of the Association shall be the officers of the Committee.

21.3 Each officer of the Association shall hold office from the close of the Annual General Meeting at which he was elected until the close of the Annual General Meeting next after the date of his election, but is eligible for re-election.

21.4 For the purpose of these rules, the office of an officer of the Association or of a member of the Committee becomes vacant if the officer or member:

- (a) dies,
- (b) ceases to be a member of the Association,
- (c) becomes insolvent under administration within the meaning of the Companies (Victoria) Code.
- (d) fails to attend three consecutive meetings of the Committee following which either the Committee or the Council resolves that his office be declared vacant, or
- (e) resigns his office by notice in writing given to the Secretary.

21.5 If a casual vacancy occurs in the office of an officer of the Association it shall be filled on an acting basis by the Committee from among the Committee members until the next General Meeting, which shall then fill such vacancy from among the Committee members.

21.6 If a vacancy occurs in the office of a member of the Committee it shall be filled on an acting basis by the Committee from among members of the Association until the next General Meeting, which shall then fill such vacancy from among members of the Association.

21.7 An officer may stand for a vacant office without prejudicing the tenure of his office if he is unsuccessful.

21.8 No person shall hold more than one office concurrently.

Proceedings of the Committee

22.1 The Committee shall meet at least three times in each year at such places and such times as the Committee may determine.

22.2 Special meetings of the Committee may be convened by the President, or requisitioned by any four members of the Committee by notice in writing addressed to the Secretary, who shall promptly post notice of meeting to Committee members.

22.3 Each member of the Committee may nominate as his deputy, in writing to the Secretary, a member of the Association that consents in writing to the nomination, but no deputy shall be appointed to act for more than one member of the Committee concurrently.

- 22.4 A quorum for the transaction of the business of a meeting of the Committee may include the Life Governor, and shall be equal in number to an absolute majority of all the Committee members except the Life Governor.
- 22.5 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.
- 22.6 At meetings of the Committee:
- (a) the President or in his absence a Vice-President chosen by the meeting shall preside; or
 - (b) if the President and the Vice-President are absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside.
- 22.7 Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands, but if a division is called by any member the results of the division shall be recorded in the minutes of the meeting.
- 22.8 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) is entitled to one vote and, in the event of an equality of votes on any question, the question shall be resolved in the negative.
- 22.9 Notice of each committee meeting shall be served on each member of the Committee at least five days before the meeting.
- 22.10 Subject to sub-clause (4) the Committee may act notwithstanding any vacancy on the Committee.

Observers

- 23.1 Members of Member Organizations may attend any General Meeting of the Association, but shall have no voting powers. Observers shall be heard only at the discretion of the Chairman. All Member Organizations may be represented at Committee Meetings by up to two observers that may be either members of the Association or two of their members notified in writing by their Secretary, or their President and Secretary. The Committee may invite visitors or other suitable persons to attend General or Committee Meetings as observers.
- 23.2 Any person present at a Committee Meeting may, at the discretion of the Chairman, move speak and vote on motions; unless, at the time, a Committee member should require that the subject be dealt with by the Committee members only, in which case the Chairman will ensure that this matter be dealt with only by Committee members.

Secretary

- 24.1 The Secretary of the Association shall keep 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 committee meetings.
- 24.2 The Secretary shall deal with all correspondence concerning the Association and shall attend to day-to-day matters of administration as directed by the Committee.
- 24.3 The Secretary shall arrange all meetings and notify members.

- 24.4 The Secretary shall keep a register of the names, addresses and, if any, telephone numbers of the Presidents, Secretaries, members and their deputies for all Member Organizations; copies of their constitutions or, if they have none, the names of their members; and the dates to which subscriptions have been paid. No Member may vote at Committee or General Meetings if his Member Organization has, after being requested, failed to supply the information required under this clause.

Treasurer

- 25.1 The Treasurer of the Association:

- (a) shall collect and receive all moneys due to the Association and shall not make payments authorized unless by the Association; and
- (b) shall keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

- 25.2 The accounts and books referred to in sub-clause (1) shall be available for inspection by members.

Director

- 26 The Committee or the Association may employ one or more persons that are not members and pay them as it sees fit. The senior ranking of such persons shall be the Director of the Association and may attend and speak at any meeting unless the meeting requires that he absent himself from all or part of that meeting. The Director or other employee shall not vote on any question.

Cheques

- 27 Each cheque, draft, bill of exchange, promissory note and other negotiable instrument shall be signed following authorization by the Committee in each case by any two of three officers appointed for the purpose by the Committee, one of the two officers shall be the Treasurer, if he is available.

Seal

- 28.1 The Common Seal of the Association shall be kept in the custody of the Secretary.
- 28.2 The Common Seal shall not be affixed to any instrument except by the authority of the Committee, and the affixing of the Common Seal shall be attested by the signatures of either of two members of the Committee, or of one member of the Committee and the Public Officer of the Association.

Referendums

- 29 A referendum of all members on any question other than the alteration of these rules shall be held by postal ballot within 21 days of the written requisition of eight members, the President or the Committee. If a three-fifths majority of the votes received within 14 days of posting the ballot-papers is in favour of the question the result shall be binding unless and until reversed by a subsequent General Meeting.

Notices

- 30.1 A notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at his address shown in the Register of Members.

- 30.2 Where a document is properly addressed, pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of the post.

Winding Up or Cancellation

- 31.1 In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association shall be disposed of in accordance with the provisions of the Act.
- 31.2 In the event of the Association being wound up by a vote of its members at a meeting duly called for the purpose, any funds standing at credit of the Association shall be paid to an organization or organizations holding aims and objects similar to those held by the Association and the meeting shall decide which organization, or organizations, shall receive these funds, but if it does not decide by a three quarters majority vote who shall receive such funds, the funds shall be paid to the Conservation Council of Victoria.

Custody of Records

- 32 Except as otherwise provided in these rules, the Secretary shall keep in his custody or under his control all books, documents and securities of the Association.

Funds

- 33 The funds of the Association shall be derived from annual subscriptions, donations and such other sources as the Committee determines.

Regulations

- 34 The Committee may make serially-numbered Regulations, not inconsistent with these rules, that shall, upon being included in minutes confirmed by a subsequent Committee Meeting, have binding force on the Association, and that may not be altered or rescinded except by a General Meeting or a referendum.

Alteration of Rules and Statement of Purposes

- 35 These Rules and the Statement of Purposes of the Association shall not be altered except in accordance with the Act.
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PORT PHILLIP CONSERVATION COUNCIL INC.

Tel (03) 59871583
Fax (03) 59871583

APPENDIX 1 OF PPCC INC. RULES

12 Burton Street DROMANA VIC 3936
sec@ppcc.org.au
A0020093K Victoria
www.ppcc.org.au

Application to be a Member Organization, for Nomination of Members, or for Change of Details COMPLETE ALL DETAILS, LEAVING NO BOXES BLANK - EVEN IF ONLY MAKING A SMALL CHANGE - SO THE FORM SUBMITTED DISPLAYS ALL CURRENT DETAILS.

To: The Secretary, Port Phillip Conservation Council Inc.

Name of Officer of Organization authorizing this application (Title, given name, surname)

Personal postal address of Officer authorizing this application

Name of Organization applying

Reg. Assoc. No.

A.B.N.

Postal Address of Organization

Web site address of Organization (URL)

http://

I apply on behalf of the above organization for it to become a Member Organization, and include:

... Cheque for \$48.00 (*refunded if a General Meeting of PPCC Inc. does not admit the Organization*), and

... A copy of the Constitution of the Organization **OR**, if there is none, ... A list of all its members' names

... Nominations of **Members A and B** and their Deputies, and other details below. ***Tick applicable items.**

Signature of Officer

Position held in Organization

Date

/ /20....

	President	Secretary	Nominee A	Nominee B	Deputy A	Deputy B
Title (Mr, Ms etc)						
Given name						
Surname						
Postal address						
Postcode						
Bus. phone						
Private phone						
Mobile phone						
Fax number						
E-mail address						

I apply to become a member or deputy member of Port Phillip Conservation Council Inc. and agree to be bound by its rules.
(The rules appear on the [PPCC Inc. Web site](http://www.ppcc.org.au) above)

Signature of **Nominee A**

Signature of **Nominee B**

Date

/ /20....

Signature of Deputy A

Signature of Deputy B

Date

/ /20....



PORT PHILLIP CONSERVATION COUNCIL INC.

APPENDIX 2 OF
PPCC INC. RULES

Telephone 03 5987 1583
Telephone 04058 25769
A0020093K Victoria

12 Burton Street DROMANA VIC 3936
sec@ppcc.org.au
www.ppcc.org.au

Proxy Form for General Meetings

The Secretary
Port Phillip Conservation Council Inc.

Member's name (Given name and surname)

I,

Member's address

of

being a member of the Port Phillip Conservation Council Inc. hereby (tick box as appropriate):

☐ Appoint (and thereby revoke any previous appointment)

☐ Revoke

as my proxy until further notice: (See list of potential proxies at www.ppcc.org.au/members/aamember.pdf)

☐ The Chairman of the Meeting, or;

Name of proxy (given name and surname)

Proxy's address

☐ If my proxy is absent, I appoint "the Chairman of the Meeting" in his stead.

Member's signature

Date

Rule 11.3

Five-tenths of the total number of members present in person plus a further tenth present in person or by proxy (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.

Rule 16.3

A member may appoint or revoke the appointment of another member by name, or solely by description as "the Chairman of the Meeting", as his proxy until further notice, and the appointment of a new proxy shall cause the revocation of the appointment of his predecessor.

Rule 16.4

A member may appoint "the Chairman of the Meeting" by that description to be, if his designated proxy is absent, his proxy in the place of his designated proxy.

Date



PORT PHILLIP CONSERVATION COUNCIL INC.

Tel (03) 59871583
Fax (03) 59871583

**APPENDIX 3 OF
PPCC INC. RULES**

12 Burton Street DROMANA VIC 3936
sec@ppcc.org.au
 A0020093K Victoria
www.ppcc.org.au

Nomination for Election of Committee by Postal Ballot

Please return to the Returning Officer, Port Phillip Conservation Council Inc, at the above address.
Nomination of members, in accordance with [Rule 19](#) of the Association, is sought for the election by postal ballot in (state month here) of the Committee of the Port Phillip Conservation Council Inc., which will take office as from the (state month here) Annual General Meeting.

There are (state number here in words) Committee members to be elected. Proposers or seconders are not required.

Nominations on this form must be received by me at the above address by the end of (state name of month here). The form must be signed by the candidate(s) indicating consent to nomination.

Candidates may submit a supporting statement of up to one hundred words for circulation with the ballot papers. The statement must be signed by the candidate and be headed by his or her name.

(State here name of Returning Officer)

Returning Officer

Date / /20

[illegible]



PORT PHILLIP CONSERVATION COUNCIL INC.

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APPENDIX 4 OF PPCC INC. RULES

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Ballot-paper

For the election of the 2014-15 Committee

The ballot is a secret ballot and the votes shall be counted by the quota-preferential system of [Proportional Representation](#) ([Rule 19](#) of the Association). Record your vote by placing a number representing your preference in the square opposite the candidate's name. The vote will not be invalidated by the failure to mark all preferences. Eight candidates are to be elected.

Square	Candidates	Member Organizations

Enclose this ballot-paper in the envelope marked "Ballot-paper" and place in outer envelope. Sign the outer envelope and write your name and address clearly. Send the envelope to me at the above address before (show time and date) at which time the ballot closes. Ballot-papers will not be accepted by mail unless correct postage has been prepaid. Any candidate may nominate a scrutineer, who I will advise of the time and place of counting of the votes.

Failure to comply with the above instructions may render a vote invalid.

(State here name of Returning Officer) **Returning Officer**

Returning Officer's initials