CONSTITUTION OF MAHARASHTRA MANDAL OF PERTH

July 2026

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CONSTITUTION OF MMP

1. Name

This Constitution refers to organization of MAHARASHTRA MANDAL OF PERTH, WESTERN AUSTRALIA INC. (Hereafter referred as MMP).

2. Definitions

In these rules, unless the contrary intention appears under the context-

Act means the Associations Incorporation Act 2015 (WA) as amended;

AGM means Annual General Meeting;

Arts Department means the Department of Communications and the Arts.

Association means a body under the Act.

Books include all registers, records, books, documents and securities of MMP in whatever form;

Commissioner has the same meaning ascribed to that expression in the Tax Act.

Committee means the Management Committee (MC);

Committee M**eeting** means a meeting of the Management Committee;

Committee Member means person elected or appointed on the Management Committee;

Constitution means the set of rules as formed under the Act for the MMP (Maharashtra Mandal of Perth, Western Australia);

Deductible Gift Recipient has the same meaning as given to that expression in the Tax Act;

Department means the government department with responsibility for administering the Act and referred Regulations as amended;

Financial Records include:

- invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers; and
- documents of prime entry; and
- working papers and other documents needed to explain
    I. the methods by which financial statements are prepared; and
    II. adjustments to be made in preparing financial statements;

Financial Year means each period of 12 calendar months commencing 1st January of each year and ending 31st December of the same year;

General Meeting (GM) means a meeting to which all Members are entitled to attend and includes both Annual General Meeting (AGM) and Special General Meeting (SGM) as will be specified on the Notice calling the meeting;

Management Committee (MC) is Committee of persons formed under this Constitution and the Act that have the power to manage the affairs of MMP;

Member means a member of MMP;

Membership Register means the register of members maintained by MMP;

Minister for the Arts has the same meaning ascribed to that expression in the Tax Act;

Motion means a proposal submitted to a GM and/or SGM which requires a decision;

Poll is a more formal manner of receiving and counting votes as opposed to the summary method of "show of hands";

Public Fund means the fund established and maintained pursuant to clause 31, 32 and 33;

Resolution is the successful outcome by a majority vote on a motion at a GM and/or SGM of members, or Management Committee.

Responsible Person means a natural person who:

a. performs a significant public function; or
b. is a member of a professional body having a code of ethics or rules of conduct; or
c. is officially charged with spiritual functions by a religious institution; or
d. is a director of a company whose shares are listed on the Australian Stock Exchange; or
e. has received a formal recognition from government for services to the community; or
f. because of their tenure in a public office or their position in the community, have a degree of responsibility to the community as a whole; or
g. is approved as a Responsible Person by the Commissioner.

Returning Officer (RO) is the officer appointed by the Management Committee to conduct elections and to attend all incidental matters relating thereto and not an office bearer of the Management Committee;

Rules means this Constitution set as out by the provision of the Act;

SGM means Special General Meeting;

Special resolution is a resolution passed by a three-fourths of the members who are present and voting at the meeting;

Mandal means the Maharashtra Mandal of Perth, Western Australia (MMP); and

Tax Act means the Income Tax Assessment Act 1997 (Cth).

3. Not-for-profit body

3.1.The property and income of MMP must be applied solely towards the promotion of MMP's vision, mission, values and objects and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those vision, mission, values and objects.

3.2. A payment may be made to a member out of the funds of MMP only if it is authorized under sub-rule (3.3).

3.3. A payment to a member out of the funds of MMP is authorized if it is;

3.3.1. a payment in good faith to the member as reasonable remuneration for any services provided to MMP, goods supplied to the MMP, in the ordinary course of business; or

3.3.2. a payment of interest, on money borrowed by MMP from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or

3.3.3. a payment of reasonable rent to the member for premises leased by the member to the MMP; or

3.3.4. reimbursement of reasonable expenses properly incurred by the member on behalf of the MMP.

4. Vision, Mission, Values and Objects

Vision:

To be the unified and inclusive peak body which integrates, promotes and leads the West Australian people associated with Marathi language and Maharashtrian culture with a common objective and values to contribute and share their cultural heritage with the wider Australian community.

Mission:

To inspire, lead and facilitate West Australian people associated with Marathi language & Maharashtrian culture and enable them to excel in education, sports, culture and strengthen community wellbeing with full commitment to the rule of law and respect for all people regardless of their diverse background, status, race, religion, origin, age, gender, language or faith.

Values:

- To encourage and support to the West Australian people associated with Marathi language & Maharashtrian culture in their pursuit of excellence;
- To sustain as well as nurture the younger generation linking them to their cultural roots and values;
- To share and strengthen the rich Marathi heritage and culture through interaction with the wider Australian community; and
- To contribute to the advancement of the Australian way of life and values;

Objectives:

a) To impart and promote the knowledge of Marathi and Maharashtrian culture to the community;
b) To print and publish newsletters, periodicals or leaflets that the MMP may consider desirable;
c) To establish a library of Marathi and Maharashtra related information resources;
d) To provide members with a common place of assembly;
e) The Mandal shall be a non-profit making association and all profits and other income shall be applied only to the promotion of objectives of the Mandal and shall not be paid to or distributed among past or present members of the Mandal.
f) assist, encourage, participate and initiate activities, which promote the welfare and social, cultural and educational aspirations of West Australian people associated with Marathi language & Maharashtrian culture.
g) affiliate with any other national or interstate peak organizations sharing similar vision, mission, values and objects to that of MMP.
h) support and help its member Associations in their activities and objectives; and Generally, to do and execute all such other acts, deeds, or things as are or may be necessary for, or incidental or conducive to the attainment of the above objectives.

i) assist the Marathi community with important social maters such as aged care, domestic violence, health awareness, bereavement support, suicide or other community concerns as may be relevant.
j) any other activities that may be incidental to or necessary for achieving MMP's Vision, Mission and Values.

5. Powers of MMP

The powers of MMP are the same as those conferred under the Act. Subject to the Act and any additions, exclusions or modifications inserted below, MMP may do all things necessary or convenient for carrying out its vision, mission, values and objects, and in particular, may -

a) acquire, hold, deal with, and dispose of any real or personal property;
b) open and operate bank accounts;
c) deposit its money with a recognized Australian Bank;
d) enter into any contract it considers necessary or desirable; and
e) act as trustee and accept and hold real and personal property upon trust, but does not have power to do any act or thing as a trustee that, if done otherwise than as a trustee, would contravene the Act or the rules of MMP.

6. Membership

6.1 Qualification for Membership

(1) Membership of MMP is open to any person who believes in and has an interest in fostering the objectives of MMP;
(2) A person or family who wishes to become a member must apply for membership to the Management Committe (MC) in writing (by email or online registration).
(3) The Management Committe (MC) members must consider each application received pursuant to sub-rule 2 at the next Management Committe (MC) meeting and decide whether to accept or reject that application.
(4) An applicant who is rejected under sub-rule 3, if he or she wishes to appeal against that decision, must give notice of appeal to the Secretary within 14 days of the rejection.
(5) When notice is given under sub-rule 4, the Secretary must refer the appeal to a meeting of the Management Committee (MC) held within 21 days of receipt of appeal. The Management Committee (MC) must either confirm or set aside the decision of the Management Committee (MC) to reject the application, after having afforded the applicant a reasonable opportunity to be heard by, or to make representations in writing to the MMP Management e.

6.2 Membership Categories

Membership of MMP shall comprise of the following categories:

1. Family membership (includes two adults and their dependent children less than 25 years of age)
2. Individual Membership (more than 18 years old)
3. Concession membership (includes a full/part time student, an unemployed person & concession card holders)
4. Honorary Membership (visiting relatives of fully paid members)

All the above membership categories are entitled to all benefits and privileges of MMP membership.

6.3 Register of members

(a) The secretary,oranotherpersonauthorizedbytheManagementCommitte (MC), isresponsibleforthe requirementsimposedonMMPundersection 53 of the Acttomaintaintheregisterofmembersandrecordinthatregister any change in the membership of MMP.
(b) In additiontothemattersreferredtoinsection53(2)oftheAct,theregister of members must include the category of membership to which each member belongs and the date on which each member becomes a member.
(c) The registerofmembersmustbekeptatthesecretary'splaceofresidence, or at anotherplacedeterminedbytheManagementCommitte(MC).
(d) A memberwhowishestoinspecttheregisterofmembersmustcontact the secretary to make the necessary arrangements.
(e) Memberwhowishestomakeacopyof,ortakeanextractfrom,theregister under section54(2)oftheAct;ormakesawrittenrequestundersection 56(1) of the Acttobeprovidedwithacopyoftheregisterofmembers,may be

required to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose relates to the affairs of MMP.

6.4 Subscriptions of members

The annual subscription shall be payable in advance by 31st January each year and shall be such sums as may from time to time be determined by the MMP in General Meeting.

The Management Committee (MC) may from time to time offer discounts for membership drive.

A non-refundable joining fee of $15.00 is payable with the first subscription for all categories.

Note:

1. Existing members who do not renew their membership for two consecutive years, will be required to pay the joining fee with the subsequent subscription.
2. A member can bring a guest on payment of an entry fee as decided by the Management Committe (MC) for the event.

6.5 Termination of membership

Membership of MMP may be terminated upon –

(a) receipt by the Secretary or another Management Committee (MC) member, of a notice in writing from a member, of his or her resignation from MMP; or
(b) non-payment by a member of his or her subscription within three months of the date fixed by the Management Committee (MC) for subscriptions to be paid, unless the Management Committee (MC) decides otherwise in accordance with rule 6.4; or
(c) death of a person if the member is single and in the case of family the spouse/partner will retain the membership; or
(d) expulsion of a member in accordance with rule 6.6.
(e) Member remains liable to pay to MMP the amount of any subscription due and payable by that Member up to the date of termination.

6.6 Suspension or expulsion of members

6.6.1 The Management Committee (MC) may decide to suspend a member's membership or to expel a member from MMP by passing a special resolution if the member acts detrimentally to the interests of MMP.

6.6.2 The secretary must give the member written notice of the proposed suspension or expulsion at least 28 days before the MC meeting at which the proposal is to be considered.

6.6.3 The notice given to the member must state –

(a) when and where the MC meeting is to be held; and
(b) the grounds on which the proposed suspension or expulsion is based; and

(c) that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the MC about the proposed suspension or expulsion.

6.6.4 At the MC meeting, the MC must –

(a) give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the MC about the proposed suspension or expulsion; and

(b) give due consideration to any submissions so made; and

(c) decide –

i. whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or

ii. whether or not to expel the member from MMP.

6.6.5 A decision of the Management Committee (MC) to suspend the member's membership or to expel the member from MMP takes immediate effect.

6.6.6 The MC must give the member written notice of the its decision, and the reasons, within 7 days after the MC meeting at which the decision is made.

6.6.7 A member whose membership is suspended or who is expelled from the MMP may, within 14 days after receiving notice of the its decision under sub-rule (6.6.6), give written notice to the secretary requesting the appointment of a mediator under rule 29.

6.6.8 If notice is given under sub-rule (6.6.7), the member who gives the notice and the MC are the parties to the mediation.

6.7 Consequences of suspension

6.7.1 During the period a member's membership is suspended, the member

(a) loses any rights (including voting rights) arising as a result of membership; and

(b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to MMP.

6.7.2 When a member's membership is suspended, the secretary must record in the register of members –

(a) that the member's membership is suspended; and

(b) the date on which the suspension takes effect; and

(c) the period of the suspension.

6.7.3 When the period of the suspension ends, the secretary must record in the register of members that the member's membership is no longer suspended, and Member is eligible to subscription.

7. Management Committee (MC)

7.1 The activities of the Mandal shall be coordinated by a Management Committee (MC) who will exercise all powers of the MMP

7.2 The Management Committee (MC) shall consist of 9 committee members including

1. President;
2. Secretary;
3. Treasurer;

4. Youth Wing Secretary;
5. Ladies Wing Secretary; and
6. 4 other Management Committee (MC) members.

7.3 The term of the Management Committee (MC) shall be one year. Management Committee shall be elected annually at a General Meeting;

7.4 Only one person per family can be on the Management Committee (MC) during any financial year;

7.5 Each member can only run for one specified position in the Management Committee (MC);

7.6 Any casual vacancy may be filled by the Management Committee (MC) by majority vote and any person so co-opted shall hold office until the expiration of the term for which his predecessor was elected;

7.7 The office of a member of the Management Committee (MC) shall be vacated if

- he or she ceases to be member of the MMP;
- he or she resigns his office by notice in writing;

7.8 All Management Committee (MC) members shall be eligible for re-election. President can hold position for maximum two consecutive years. President cannot nominate him/herself for the third consecutive term for position of President.

7.9 The Management Committee (MC) shall have authority to appoint subcommittees to undertake specific responsibilities, if and when necessary. The sub-committee:

- will exist for no longer than the current financial year;
- will consist of specified number of members with at least one member of a subcommittee being a member of the Management Committee (MC) who shall report to the Management Committee (MC) regularly on the activities of that subcommittee;
- will have no voting rights at the Management Committee (MC) meetings.

7.10 The Management Committee (MC) may delegate, in writing, to one to more sub-committees (consisting of such member(s), members of the MMP Management Committee (MC) or any other person as the Management Committee (MC) thinks fit) the exercise of such functions of the Management Committee (MC) as are specified in the delegation other than-

- the power of delegation; and
- a function which is a duty imposed on the Management Committee (MC) by the Act or any other law.

7.11 Any delegation under sub-rule (7.10) may be subject to such conditions and limitations as to the exercise of that function or as to time and circumstances as are specified in the written delegation and the Management Committee (MC) may continue to exercise any function delegated.

7.12 The Management Committee (MC) may, in writing, revoke wholly or in part any delegation under sub-rule (7.10).

7.13 The acts of a Management Committee (MC) are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of the Management Committee (MC) or a member of the Management Committee (MC).

7.14 A Management Committee (MC) member is entitled to be paid out of the funds of the MMP for any out-of-pocket expenses properly incurred in connection with the business of the MMP.

8. Election of Management Committee (MC)

The Management Committee (MC) will be elected by the MMP members. The procedure of election to the Management Committee (MC) will be as follows:

(1) Not less than 30 days prior to completion of the term of the Management Committee (MC), the Management Committee (MC) shall appoint a Returning Officer (RO).

(2) The Secretary shall provide to the RO a complete list of members of the MMP prior to the close of nominations for election.

(3) The RO shall perform functions and duties independently and in good faith. These functions and duties shall include:

a. resolve objections to any nomination;
b. ensure there are no irregularities in the election process;
c. authenticate submitted nominations, reject irregular nominations and advise the affected parties;
d. invite nominations from the floor at the MMP GM for positions for which no or invalid nominations were received;
e. conduct the election process including counting of votes and announcement of the election results; and
f. attend to any incidental duties falling within the functions of the position.

(4) The Secretary shall issue a written notice at least 21 days prior to the elections to all members of the MMP, in substantially the sample form described at Schedule C of these Rules inviting nominations for election to the incoming MC. The Notice may also be posted on the MMP website and delivered by email or any other appropriate electronic media.

(5) Nominations for elections must be submitted on the prescribed forms and delivered to the RO in sealed envelopes or by scanned copy of the completed nomination by email directly to the RO, on or before the closing date and time specified, being no later than 7 days prior to the elections. Late nominations or nominations not in the prescribed form must be rejected by the RO.

(6) The nomination must clearly specify if it is being made for the Management Committee (MC) positions reserved for women or as a general nomination open to all genders. A person cannot nominate under both categories.

(7) A valid nomination is one which meets the basic requirements of identifying the position nominated for, the nominee must meet the criteria required for that position, states the full names of the proposer, seconder and nominee, who must all be members of the MMP and be signed by all.

(8) The RO shall immediately, after the fixed closing time, open all received nominations in the presence of not less than two members of the outgoing MC. The RO shall then place all valid nominations on a ballot sheet, in alphabetical order, according to positions nominated. Any invalid nominations received shall be kept separately.

(9) A member may only be nominated for one position. Nomination of a member for more than one position will automatically disqualify the nominated member for all positions.

(10) The list of valid nominees shall then be promptly emailed to all members and/or posted on the MMP website.

(11) If vacancies remain on the Management Committee (MC) after the declaration under sub-rule (9), additional nominations of Management Committee (MC) members may be accepted from the floor of the MMP Annual General Meeting. If such nominations from the floor do not exceed the number of vacancies the RO must declare those persons to be duly elected as members of Management Committee (MC). Where the number of nominations from the floor exceeds the remaining number of vacancies on the Management Committee (MC), elections for those positions must be conducted.

(12) If the nominations from the floor are less than the number of vacancies the newly elected Management Committee (MC) should appoint a member from the MMP to fill that vacancy; and the member(s) appointed under this sub-rule will hold office for the term of the Management Committee (MC).

9. President

9.1 The President has the powers and duties relating to convening and presiding at Management Committee (MC) meetings and presiding at general meetings provided for in these rules.

9.2 It is the duty of the President to consult with the secretary regarding the business to be conducted at each Management Committee (MC) meeting and general meeting.

10. Secretary

The Secretary has the following duties:

(a) co-ordinate the correspondence of MMP;

(b) keep full and correct minutes of the proceedings of the Management Committee (MC) and of MMP;

(c) on behalf of MMP and in accordance with:

i. part 4, division 5 of the Act, maintain register of members of MMP, as referred to in rule 6;

ii. section 35 of the Act by keeping and maintaining in an up to date condition the rules of MMP and, upon the request of a member of MMP, must make available those rules for the inspection of the member and the member may make a copy of or take an extract from the rules but will have no right to remove the rules for that purpose; and

iii. section 58 of the Act by maintaining a record of -

A. the names, contact details and residential or postal addresses of the persons who hold the offices of MMP provided for by these rules, including all offices held by the persons who constitute the Management Committee (MC) and persons who are authorized to execute documents under rule 25; and

B. the Secretary must, upon the request of a member of MMP, make available the record for the inspection of the member and the member may make a copy of or take an extract from the record but will have no right to remove the record for that purpose;

(d) unless Members resolve otherwise at GM, have custody of all books, documents, records and registers of MMP, including those referred to in paragraph (c) but other than those required to be kept and maintained by, or in the custody of, the Treasurer; and

(e) Carrying out any other duties given to the Secretary.

(f) Any of the above duties can be delegated to another Management Committee (MC) member(s) by Secretary or as decided by Management Committee (MC).

11. Treasurer

The Treasurer has the following duties

(a) be responsible for the receipt of all moneys paid to or received by treasurer on behalf of MMP and must issue receipts for those moneys in the name of MMP;

(b) pay all moneys referred to in paragraph (a) into such account or accounts of MMP as the Management Committee (MC) may from time to time direct;

(c) make payments from the funds of MMP with the authority of a General Meeting or of the Management Committee (MC) and in so doing ensure that all cheques are signed by any two of the following: President, Secretary, Treasurer or any other

Management Committee (MC) member of the MMP who may be authorised from time to time by the Management Committee (MC);

(d) Ensuring MMP complies with Part 5 of the Act on Financial Records, reporting and accountability and maintain the Financial Records of MMP by-

i. keeping such accounting records as correctly record and explain the financial transactions and financial position of MMP;
ii. keeping its accounting records in such manner as will enable true and fair accounts of MMP to be prepared from time to time;
iii. keeping its accounting records in such manner as will enable true and fair accounts of MMP to be conveniently and properly audited; and
iv. submitting to members at each annual general meeting of MMP the accounts of MMP showing the financial position of MMP at the end of the immediately preceding financial year;
v. retain MMP's Financial Records for at least 7 years after the transactions covered by the records are completed.

(e) whenever directed to do so by the President, submit to the Management Committee (MC) a report, balance sheet or financial statement in accordance with that direction;

(f) unless the members resolve otherwise at a General Meeting, have custody of all securities, books and documents of a financial nature and accounting records of MMP, including those referred to in paragraphs (d) and (e); and

(g) Carry out any other duties given to the treasurer under these rules or by the Management Committee (MC).

(h) Any of the above duties can be delegated to another Management Committee (MC) member(s) by Treasurer or as decided by Management Committee (MC).

12. Resignation from office

1. Management Committee (MC) member may resign from the Management Committee (MC) by written notice given to the secretary or, if the resigning member is the secretary, given to the President.

2. The resignation takes effect

i. when the notice is received by the Secretary or the President; or
ii. if a later time is stated in the notice, at the later time.

13.Casual vacancies in membership of Management Committee (MC)

Acasual vacancy occurs in the office of a Management Committee (MC) member and that office becomes vacant if the Management Committee (MC) member-

a. dies;

b. resigns by notice in writing delivered to the President or, if the Management Committee (MC) member is the President, to the Vice-President and that resignation is accepted by resolution of the Management Committee (MC);
c. is convicted of an offence under the Act;
d. is permanently incapacitated by mental or physical ill-health;
e. is absent from more than-
    - o 3 consecutive Management Committee (MC) meetings; or
    - o 3 Management Committee (MC) meetings in the same financial year without tendering an apology to the person presiding at each of those Management Committee (MC) meetings;

    of which meetings the member received notice, and the Management Committee (MC) has resolved to declare the office vacant;
f. ceases to be a member of MMP; or
g. is the subject of a resolution passed by a general meeting of members terminating the appointment as a Management Committee (MC) Member.

14. Proceedings of Management Committee (MC)

(1)The Management Committee (MC) must meet for the dispatch of business not less than 4 (four times in each year and the President, or at least half the members of the Management Committee (MC), may at any time convene a meeting of the Management Committee (MC).

Use of technology (if available) to be present at Management Committee (MC) meetings

- The presence of a Management Committee (MC) member at a Management Committee (MC) meeting need not be by attendance in person but may be by that Management Committee (MC) member and each other Management Committee (MC) member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.

- A member who participates in a Management Committee (MC) meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

(2) Each Management Committee (MC) member has a deliberative vote.

(3) A question arising at a Management Committee (MC) meeting must be decided by a majority of votes, but, if there is no majority, the person presiding at the Management Committee (MC) meeting will have a casting vote in addition to his or her deliberative vote.

(4) At a Management Committee (MC) meeting 50% of the Management Committee (MC) members constitute a quorum.

(5) Subject to these rules, the procedure and order of business to be followed at a Management Committee (MC) meeting must be determined by the Management Committee (MC) members present at the Management Committee (MC) meeting.

(6)As required under sections 42 and 43 of the Act, a Management Committee (MC) member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the Management Committee (MC) (except if that pecuniary interest exists only by virtue of the fact that the member of the Management Committee (MC) is a member of a class of persons for whose benefit MMP is established), must-

(a) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Management Committee (MC); and
(b) not take part in any deliberations or decision of the Management Committee (MC) with respect to that contract.

(7) Sub-rule (6) (a) does not apply with respect to a pecuniary interest that exists only by virtue of the fact that the member of the Management Committee (MC) is an employee of MMP.

(8) The Secretary or another nominated Management Committee (MC) member must record every disclosure made under sub-rule (6) (a) by a member of the Management Committee (MC) in the minutes of the meeting of the Management Committee (MC) at which the disclosure it is made.

15. Financial Reports

(1) The financial report for a financial year should consists of -

(a) the financial statements for the year; and
(b) the notes to the financial statements; and
(c) the Management Committee's declaration about the statements and notes stating;
i. whether, in the Management Committee's opinion, there are reasonable grounds to believe that MMP will be able to pay its debts as and when they become due and payable; and
ii. whether, in the Management Committee's opinion, the financial statements and notes are in accordance with this Part 5 of the Act.

(2) The notes to the financial statements of the MMP should include -

(a) the disclosures required by the regulations; and
(b) notes required by the accounting standards; and
(c) any other information necessary to give a true and fair view of the financial position and performance of MMP.

(3) The Management Committee's declaration must —

(a) be made in accordance with a resolution of the Management Committee (MC); and
(b) specify the date on which the declaration is made; and
(c) be signed by at least 2 members of the Management Committee (MC) who are authorised to do so by the Management Committee (MC).

(4) The financial reports must be prepared within 6 months after the end of each financial year.

16. Auditor

(1)The annual general meeting shall appoint a member of a recognized professional accounting body in Australia as an auditor, if applicable, who need not be a member of the MMP and determine the fee to be paid to the auditor. Should the appointed auditor be a member of the MMP, auditor must not hold any other office on the Management Committee (MC) during the term as auditor.

(2) The auditor must form an opinion about the following -

(a) whether the financial statements satisfy, or the financial report satisfies, the requirements of the Act;

(b) whether the auditor has been given all information, explanations and assistance necessary for the conduct of the audit;

(c) whether MMP has kept Financial Records to enable financial statements or a financial report to be prepared and audited;

(d) whether MMP has kept other records as required by the Act.

(3) The auditor shall report to the members on the accounts is required to be laid before the Annual General Meeting, and the report shall also be attached to the accounts presented to the annual general meeting.

(4) The auditor's report must -

(a) include a statement as to -

i. whether the auditor is of an opinion that the financial statements are, or the financial report is, in accordance with the Act; and

ii. if not of that opinion, why not; and

(b) describe -

i. any defect or irregularity in the financial statements or the financial report; and

ii. any deficiency, failure or shortcoming in respect of the matters referred to in sub-rule (2)(b), (c) or (d); and

(c) include any statements or disclosures required by the auditing standards; and

(d) specify the date on which it is made.

(5) If the auditor is of an opinion that the financial statements have not, or the financial report has not, been prepared in accordance with this Part 5 of the Act, the auditor's report must -

(a) quantify the effect that noncompliance has on the financial statements or financial report; and

(b) if it is not practicable to quantify the effect fully, explain reasons with details.

17. Conflict of Interest

As required under sections 42 and 43 of the Act, a Management Committee (MC) member having any direct or indirect pecuniary interest in a contract, or proposed contract, made

by, or in the contemplation of, the Management Committee (MC) (except if that pecuniary interest exists only by virtue of the fact that the member of the Management Committee (MC) is a member of a class of persons for whose benefit MMP is established), must-

(a) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Management Committee (MC); and

(b) not take part in any deliberations or decision of the Management Committee (MC) with respect to that contract.

Sub-rule (a) does not apply with respect to a pecuniary interest that exists only by virtue of the fact that the member of the Management Committee (MC) is an employee of MMP.

18. General meetings

(1) The Management Committee (MC)-
(a) may at any time convene a special general meeting;
(b) must convene annual general meeting within the time limits provided for the holding of such meetings within 6 months after the end of the MMP's financial year; and
(c) must, within 30 days of receiving a request in writing to do so from not less than 20% of voting members, convene a special general meeting for the purpose specified in that request;

(2) Members making a request referred to in sub-rule (1) (c) must-
(a) state in that request the purpose for which the special general meeting concerned is required; and
(b) sign that request.

(3) If a special general meeting is not convened within the relevant period of 30 days referred to in sub-rule (1) (c), the members who made the request concerned may themselves convene a special general meeting as if they were the Management Committee (MC); or

(4) When a special general meeting is convened under sub-rule (3) MMP must pay the reasonable expenses of convening and holding the special general meeting.

(5) Subject to sub-rule (7), the Secretary or, in the case of a special general meeting convened under rule 3, the members convening the meeting, must give to all members not less than 14 days' notice of a special general meeting and that notice must specify-

(a) when and where the general meeting concerned is to be held; and
(b) particulars of the business to be transacted at the general meeting concerned and of the order in which that business is to be transacted.

(6) Subject to sub-rule (7), the Secretary must give to all members not less than 21 days' notice of an annual general meeting and that notice must specify-
(a) when and where the annual general meeting is to be held; and
(b) the particulars and order in which business is to be transacted, as follows-

i. first, the consideration of the accounts and reports of the Management Committee (MC);
ii. second, the election of Management Committee (MC) members to replace outgoing Management Committee (MC) members; and
iii. third, any other business requiring consideration by MMP at the general meeting.

(7) A special resolution may be moved either at a special general meeting or at an annual general meeting, however the Secretary must give to all members not less than 21 days notice of the meeting at which a special resolution is to be proposed. In addition to those matters specified in sub-rule (5) or (6), as relevant, the notice must also include the resolution to be proposed and the intention to propose the resolution as a special resolution.

(8) The Secretary must give a notice under sub-rule (5), (6) or (7) by-
(a) serving it on a member personally; or
(b) sending it by email or post to a member at the address of the member appearing in the register of members kept and maintained under rule 6.

(9) When a notice is sent by email or post under sub-rule (8) (b), sending of the notice will be deemed to be properly effected if the notice is sufficiently addressed and emailed or posted to the member concerned by email or ordinary prepaid mail.

(10) In the event of the absence from a meeting of the President, a member elected by the other voting members present at the general meeting, must preside over that general meeting.

19. Quorum and proceedings at general meetings

(1)Ata General Meeting a total of 10 members must be present in person constitute a quorum, of which minimum 5 shall not be Management Committee (MC) members.

(2)Ifthe quorum is not achieved at the time specified for the GM then-

(a) In the case of an AGM or an SGM convened by the Management Committee (MC), the President may reconvene the meeting after the lapse of 15 minutes after the appointed time, where after the members then present shall be deemed sufficient quorum to carry out the Agenda matters. However, no vote shall be taken on non-essential business if the number of attendees falls below 10; and

(b) In the case of a member requisitioned SGM, the meeting shall forthwith lapse and shall not be requisitioned again for the same subject matter for the remainder of the term of that Management Committee (MC).

(3) At a general meeting-

(a) an ordinary resolution put to the vote will be decided by a majority of votes cast on a show of hands, subject to sub-rule (5); and
(b) a special resolution put to the vote will be decided in accordance with the Act as defined in rule 2, and, if a poll is demanded, in accordance with sub-rules (5) and (7).

(4)Adeclaration by the President of a general meeting that a resolution has been passed asanordinary resolution at the meeting will be evidence of that fact unless, during the generalmeeting at which the resolution is submitted, a poll is demanded in accordance withsub-rule (5).

(5)Atageneral meeting, a poll may be demanded by the President or by three or more members present in person and, if so demanded, must be taken in such manner as thePresident directs.

(6)Ifapollis demanded and taken under sub-rule (5) in respect of an ordinary resolution, adeclaration by the President of the result of the poll is evidence of the matter so declared.

(7)Apolldemanded under sub-rule (5) must be taken immediately on that demand being made.

20. Minutes of meetings of MMP

(1)The Secretary, or a person authorized by the Management Committee (MC) from time to time, must take and keep minutes of each general meeting, and then to be entered within 30 days after the holding of each general meeting, in a minute book kept for that purpose.

(2) The President must ensure that the minutes taken under sub-rule (1) are checked and signed as correct by the President of the meeting to which those minutes relate or by the President of the next succeeding general meeting,

(3) When minutes have been entered and signed as correct under this rule, they are, until the contrary is proved, evidence that-

(a) the meeting to which they relate (in this sub-rule called "the meeting") was duly convened and held;

(b) all proceedings recorded as having taken place at the meeting did in fact take place at the meeting; and

(c) all appointments or elections purporting to have been made at the meeting have been validly made.

21. Voting rights of members of MMP

(1)Subject to these rules, Family, Individual and Concessional Members present in person at a general meeting are entitled to a deliberative vote (up to two votes per family membership).

(2) Honorary Members do not have voting rights.

(3) Non-voting members may attend as observers but will not participate in debate.

22. Proxies

Proxy votes may be allowed for Annual and/or Special General Meeting depending on circumstances as decided by Management Committee (MC).

23. Awards and recognitions

(1)The Management Committee (MC) may from time to time call from nominations for awards and recognitions for deserving persons.

(2)The Management Committee (MC) must appoint a committee of a minimum three independent persons who are not part of the MC to review the nominees and make recommendations to the Management Committee regarding the winners in each category.

(3) A member of the Management Committee (MC) may be appointed as a coordinator of the Awards committee and will be part of the Awards committee.

24. Rules of MMP

(1) MMP may alter or rescind these rules, or make rules additional to these rules, in accordance with the procedure set out in various sections of the Act, which is as follows-

(a) Subject to sub-rule (1) (d) and (1) (e), MMP may alter its rules by special resolution but not otherwise;

(b) Within one month of the passing of a special resolution altering its rules, or such further time as the Commissioner may in a particular case allow (on written application by MMP), MMP must lodge with the Commissioner notice of the special resolution setting out particulars of the alteration together with a certificate given by a member of the Management Committee (MC) certifying that the resolution was duly passed as a special resolution and that the rules of MMP as so altered conform to the requirements of this Act;

(c) An alteration of the rules of MMP does not take effect until sub-rule (1) (b) is complied with;

(d) An alteration of the rules of MMP having effect to change the name of MMP does not take effect until sub-rules (1) (a) to (1) (c) are complied with and the approval of the Commissioner is given to the change of name; and

(e) An alteration of the rules of MMP having effect to alter the objects or purposes of MMP does not take effect until sub-rules (1) (a) to (1) (c) are complied with and the approval of the Commissioner is given to the alteration of the objects or purposes.

(2) These rules bind every member and MMP to the same extent as if every member and MMP had signed and sealed these rules and agreed to be bound by all their provisions.

25. Executing documents

1. MMP may execute a document if the document is signed by -

   (a) the President; or

   (b) jointly by Secretary and Treasurer

   (c) Secretary and another member of the Management Committee (MC) authorised by the MC

   (d) Treasurer and another member of the Management Committee (MC) authorised by the MC

2. Notwithstanding anything contained in sub-rule (1) above, any execution of a document for purchase of land or building or lease of a property must be executed by joint signature of the President and Treasurer only after prior approval by the Management Committee (MC) with a three fourth majority.

26. Inspection of records

(1)Amember who wants to inspect -
   (a) the register of members pursuant to section 54(1) of the Act; or
   (b) the record of the names and addresses of Management Committee (MC) members, and other persons authorised to act on behalf of MMP, under section 58(3) of the Act; or
   (c) any other record or document of MMP.
must contact the secretary to make the necessary arrangements for the inspection.

(2) The inspection must be free of charge.

(3) If the member wants to inspect a document that records the minutes of a Management Committee (MC) meeting, the right to inspect that document is subject to any decision the Management Committee (MC) has made about minutes of Management Committee (MC) meetings generally, or the minutes of a specific Management Committee (MC) meeting, being available for inspection by members.

(4) The member may make a copy of or take an extract from a record or document referred to in sub-rule (1)(c) but does not have a right to remove the record or document for that purpose.

(5) The member must not use or disclose information in a record or document referred to in sub-rule (1) except for a purpose -
   (a) that is directly connected with the affairs of MMP; or
   (b) that is related to complying with a requirement of the Act.

27. Resolving disputes

(1) The grievance procedure set out in thisrule applies to disputes under these rules between-
   (a) a member and another member; or

(b) a member and MMP; or
(c) if MMP provides services to non-members, those non-members who receive services from MMP, and MMP.

(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.

(3) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by sub-rule (2) above, any party to the dispute may start the grievance procedure by giving written notice to the secretary of -
(a) the parties to the dispute; and
(b) the matters that are the subject of the dispute.

(4) Within 28 days after the secretary is given the notice, a Management Committee (MC) meeting must be convened to consider and determine the dispute.

(5) The secretary must give each party to the dispute written notice of the Management Committee (MC) meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.

(6) The notice given to each party to the dispute must state -
(a) when and where the Management Committee (MC) meeting is to be held; and
(b) that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the Management Committee (MC) about the dispute.

28. Determination of dispute by Management Committee (MC)

(1) At the Management Committee (MC) meeting at which a dispute is to be considered and determined, the Management Committee (MC) must -
(a) give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the Management Committee (MC) about the dispute; and
(b) give due consideration to any submissions so made; and
(c) determine the dispute.

(2) The Management Committee (MC) must give each party to the dispute written notice of the Management Committee (MC)'s determination, and the reasons for the determination, within 7 days after the Management Committee (MC) meeting at which the determination is made.

(3) Where the dispute is between member(s) and MMP, a party to the dispute may, within 14 days after receiving notice of the Management Committee (MC)'s determination give written notice to the secretary requesting the appointment of a mediator.
(4) If notice is given under sub-rule (3), each party to the dispute is a party to the mediation.

29. Mediation

(1) Mediation applies if written notice has been given to the secretary requesting the appointment of a mediator for a dispute determined by the Management Committee (MC) between member and MMP.

(2) The mediator must be an independent committee of three persons agreeable to all parties to the dispute. Any person on the mediation committee should not be a party to the dispute and should not have any personal interest in the matter that is subject of the mediation.

(3) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.

(4) Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 7 days before the mediation takes place.

(5) In conducting the mediation, the mediation committee must -

(a) give each party to the mediation every opportunity to be heard; and

(b) allow each party to the mediation to give due consideration to any written statement given by another party; and

(c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.

(6) The mediator cannot determine the matter that is the subject of the mediation.

(7) The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.

(8) The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

(9) If as the result of the mediation, the decision to suspend the member's membership or expel the member is revoked, that revocation does not affect the validity of any decision made at a Management Committee (MC) meeting or general meeting during the period of suspension or expulsion.

(10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute by referring it to the Management Committee (MC) and the decision of the Management Committee (MC) will be final save as for any other recourse available to the aggrieved parties in accordance with the Act.

30. Financial Matters

(1) Source of funds

The funds of MMP may be derived from entrance fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Management Committee (MC).

(2) Control of funds

a) MMP must open an account in the name of MMP with a financial institution from which all expenditure of MMP is made and into which all funds received by MMP are deposited.

b) Subject to any restrictions imposed at a general meeting, the Management Committee (MC) may approve expenditure on behalf of MMP.

c) The Management Committee (MC) may authorise the Treasurer to expend funds on behalf of MMP up to a specified limit without requiring approval from the Management Committee (MC) for each item on which the funds are expended.

d) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of MMP must be signed by —

a. President and Treasurer, or

b. President or Treasurer AND a person authorised by the Management Committee (MC).

e) All funds of MMP must be deposited into MMP's account within 5 working days after their receipt.

f) A decision dealing with the disposition of funds in excess of five hundred dollars ($500.00), whether that disposition be for an isolated transaction or a series of transactions over the period of a year, shall be decided by a unanimous vote of all Management Committee (MC) members present and voting and any such decision shall for all purposes be deemed a decision of the Management Committee (MC).

g) Management Committee (MC) shall endeavour to conduct all programmes on cost neutral / break even basis through funds raised for respective programme in the year.

h) Use of surplus funds, if required, shall be limited to 20% of that previous year surplus amount. In the event that Management Committee (MC) wants to utilize funds in excess of 20% of these funds, an Special General Meeting (SGM) shall be conducted to seek approval/ permission from members.

(3) Financial statements and financial reports

a) For each financial year, the Management Committee (MC) must ensure that the requirements imposed on MMP under Part 5 of the Act relating to the financial statements or financial report of MMP are met.

b) Without limiting sub rule (1), those requirements include —

i. if MMP is a tier 1 association, the preparation of the financial statements; and

ii. if MMP is a tier 2 association or tier 3 association, the preparation of the financial report; and

iii. if required, the review or auditing of the financial statements or financial report, as applicable; and

iv. the presentation to the annual general meeting of the financial statements or financial report, as applicable; and

v. if required, the presentation to the annual general meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.

31. Establishment of Public Fund

MMP may, and if granted endorsement as a Deductible Gift Recipient must, establish a Public Fund for the specific purpose of supporting the objects of MMP. The Public Fund is established to receive all gifts of money or property for this purpose and any money received because of such gifts must be credited to its bank account. The Public Fund must not receive any other money or property into its account and it must comply with Division 30 of the Tax Act. The public will be invited to contribute to the Public Fund.

32. Management of Public Fund

(1) APublic Fund Management Committee (PFMC) will manage the Public Fund. PFMC willconsist of President, Secretary and Treasurer from Management Committee (MC).

(2) TheManagement Committee (MC) shall have the power to remove any member of thePFMC where it appears to the Management Committee (MC) that such member ofPFMC:

(a) has lost his or her legal capacity to retain membership of the PFMC;
(b) has used their position as a member, or information obtained through his or her membership, of the PFMC to gain an advantage for any person or entity other than MMP or the Public Fund;
(c) has a conflict of interest with his or her membership of the PFMC;
(d) does not devote enough time nor effort in discharging his or her duties as a member of the PFMC; or
(e) is no longer contributing of sufficient value to the PFMC or to the Public Fund.

(3) Subject to sub-rule (5), questions arising at a meeting of the PFMC shall be decided by a majority of votes of PFMC members present and voting and any such decision shall for all purposes be deemed a decision of the PFMC.

(4) A decision dealing with the disposition of funds in excess of five hundred dollars ($500.00), whether that disposition be for an isolated transaction or a series of transactions over the period of a year, shall be decided by a unanimous vote of all Management Committee (MC) members present and voting and any such decision shall for all purposes be deemed a decision of the Management Committee (MC).

(5) The Public Fund must operate on a not-profit basis. No portion of the moneys nor non-monetary gifts will be paid, transferred or distributed directly or indirectly to members of the PFMC or trustees of the Public Fund except as reimbursement for out-of-pocket expenses incurred on behalf of the Public Fund or proper remuneration for administrative services.

33. Rules governing the Public Fund

(1) All gifts of money made to the Public Fund and all income received by the Public Fund as gifts or donations from any member of the public or from any other source are to be deposited to one or more separate bank accounts operated by the MMP and, in the books of account of the MMP, credited to one or more separate accounts. For the purposes of this Constitution, any such bank account will be referred to as the Public Fund Account.

(2) All gifts or donations of a non-monetary nature or type must be specifically identified on a gift register and all such items must in the books of account of MMP be credited to the Public Fund Account.

(3) A receipt must be given by the MMP to the donor of all gifts or donations, whether of a monetary or non-monetary nature. The receipt must show the following items:
(a) name of the MMP and of the Public Fund; and
(b) the Australian Business Number applicable to the Public Fund;
(c) if the gift or donation is of a
monetary nature, the quantum of money received; or
non-monetary nature, a full and accurate description of the item or items the subject of the gift or donation; and
(d) a statement that the receipt is for a gift.

(4) The funds standing to the credit of the Public Fund Account must be used solely in pursuance of the purposes of the MMP. Detailed records are to be maintained of all amounts debited to the Public Fund Account.

(5) All income and property received by the MMP from all sources other than from gifts or donations from the public or from any other source such as government grants, funds from sponsors, proceeds of raffles, fundraising activities and the like are to be credited to such other accounts in the books of account of the MMP and under no circumstances shall any such income be credited to the Public Fund Account.

34. Distribution of Property on Revocation of Endorsement or Winding Up of Public Fund

(1) Where on the withdrawal or revocation of any endorsement given by the Commissioner of Taxation of the MMP's status as a Deductible Gift Recipient under Division 30 of the Tax Act, or upon the winding up of the Public Fund, any surplus assets or property of the Public Fund shall not form part of the MMP's assets or property but must be given or transferred to such other fund, authority or institution which has all of the following features:–

(a) it has been approved under Division 30 of the Tax Act as a body which may receive donations of money and/or property with such donations being deductible from the taxable income of the donor; and
(b) it has similar objects to those described in rule 4; and
(c) it is an institution or body which prohibits the distribution of income, profits or assets to its members; and

(d) if the MMP has been registered by the Australian Charities and Not-for-profits Commission as a registered charity, the other fund, authority or institution is a registered charity; and

(e) it has gained approval to be recognized as a body whose income is exempt from taxation.

(2) Such institution or company will be determined by the Members of the MMP within three (3) months of the MMP's receipt of formal written notification from the Commissioner of the withdrawal or revocation of endorsement. Failing such a determination, the institution or company shall be determined by application to the Supreme Court in Western Australia.

35. Revocation of Deductible Gift Recipient Endorsement

In the event that the MMP is endorsed as a Deductible Gift Recipient and subsequently, the endorsement of the MMP as a Deductible Gift Recipient is revoked, any surplus: -

(1) gifts of money or property for the objects of the MMP stated in rule 4;

(2) contributions made in relation to an eligible fundraising event held for the objects of the MMP stated in rule 4, and

(3) money received by the MMP because of such gifts and contributions,

shall be transferred to another organization which: -

(a) has been approved under Division 30 of the Tax Act as a body which may receive donations of money and/or property with such donations being deductible from the taxable income of the donor; and

(b) if the MMP has been registered by the Australian Charities and Not-for-profits Commission as a registered charity, the other fund, authority or institution is a registered charity.

36. Communication with Arts Department

The MMP must inform the Arts Department as soon as possible if: –

(1) it changes its principal activity or any of its objects; or

(2) it changes its name or the name of the Public Fund; or

(3) there is any change to the membership of the Management Committee (MC) of the Public Fund; or

(4) there has been any departure from themodel rules for public funds as specified in rules 31 or 33 of this Constitution or theRegister of Cultural Organizations Guide as published from time to time by the ArtsDepartment; or

(5) it, or the Public Fund, suffers any financialdifficulties.

37. Statistical Information

The MMP must provide to the Arts Department statistical information on the gifts made to the Public Fund every six (6) months.

38. Ministerial Rules

The MMP agrees to accept and comply with any rules that the Treasurer and the Minister may make to ensure that gifts made to the Public Fund are only used for its principal activity.

39. Distribution of surplus property on winding

(1)Surplus property for the purpose of this rule means property remaining after satisfaction of -

(a) the debts and liabilities of the MMP; and

(b) the costs, charges and expenses of winding up or cancelling the incorporation of the MMP, but does not include books relating to the management of MMP

(2) If upon the winding up or dissolution of MMP there remains surplus property after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members.

(3) The surplus property must be given or transferred to an institution or body: -

(a) having similar purposes to those described in rule 4; and

(b) which prohibits the distribution of income, profit or assets to its members; and

(c) which has gained approval from the Deputy Commissioner of Taxation to be recognized as a body whose income is exempt from taxation; and

(d) if the MMP has been registered by the Australian Charities and Not-for-profits Commission as a registered charity, the other fund, authority or institution is a registered charity.

(4) In the event of the winding up or the cancellation of the incorporation of MMP, the surplus assets of MMP must not be distributed to any members or former members of MMP.

SCHEUDLE A – MEMBERSHIP APPLICATION –

MEMBERSHIP APPLICATION FORM

Fees (A$) _____ Type of Membership: Family / Individual / Concession / Honorary

Personal details

Name: _____

Date of Birth (dd/mm/yyyy): Country of origin: _____ Citizen: _____

Address: _____ Suburb: _____

City: _____ State: _____ Post Code: _____

Home Phone: _____ Work Phone: _____ Mobile: _____

Email: _____

Spouse/Partner Name: _____

Declaration

I/We solemnly affirm that the above particulars are true and correct to best of my/our knowledge and belief and agree to:

- abide by the Constitution of the MMP of W.A. at all times and by rules that the Management Committee (MC) may establish periodically
- to advise the Secretary in any change in my/our contact details of the corporation.
- that my/our contact details may be used by MMP for communicating activities and newsletter on
- MMP's activity.
  To any verification of the information provided on this form and understand that the membership
- will be effective form the date this application is approved by the Management Committee (MC).
  acknowledge that MMP Management Committee (MC) will be communicating using electronic means such as emails, WhatsApp group and/or any other Social Media Platforms/MMP Website.

I/We understand that the latest copy of the Constitution is always available at the MMP's office for members to read.

Signature of applicant: _____ Date: _____

Signature of spouse/partner (only if for a joint membership): _____ Date: _____

For Office Use Only

Receipt No: _____ Membership Acceptance Date _____ Membership No. _____

SCHEDULE B – NOTICE OF GENERAL MEETING

NOTICE OF ANNUAL/SPECIAL GENERAL MEETING

Notice is hereby given that the Annual/Special General Meeting of the MMP will be held on (insert day, date and time) at (insert place of meeting).

AGENDA

1. Attendance & Apologies
2. Minutes of the previous General Meetings
3. Business arising from the minutes of the previous General Meetings
4. President's Report
5. Financial Report
6. General Business

a. Ordinary Resolutions

b. Special Resolutions (e.g. amendments to MMP constitution)

c. Other business

7. Appointment of the Auditor
9. President's address
10. Close

Secretary Note:

· Special resolutions require 75% majority of the members voting in person at the meeting.

. Alterations to the rules only take effect when lodged with the Department of Consumer & Employment Protection.

SCHEDULE C - NOTICE OF ELECTION OF MANAGEMENT COMMITTEE

To

Member

MMP

Call for Nominations for Positions on the Management Committee at the MMP GM Meeting to be held on (insert day, date and time)

Notice is hereby given that the elections of the Management Committee will take place at the Meeting of the Maharashtra Mandal of Perth (MMP) to be held on (insert day, date and time) at (insert place of meeting).

Accordingly, I hereby invite and call for nominations from entitled members for the following positions on the Management Committee of MMP for the above election:

1. President
2. Secretary
3. Treasurer
4. Youth Wing Secretary
5. Ladies Wing Secretary
6. General Management Committee (MC) members (4 positions)

Separate forms must be submitted for each position nominated. Extra copies of this form may be made for this purpose. The proposer and seconder must sign every nomination form. The Nominee must sign his consent and declaration on the nomination form. An entitled member may nominate only one person for each position stated in items 1 to 8 above.

Nomination forms must be returned to the Returning Officer in the attached form no later than (insert day, date and time) at the following address: (insert Returning Officer's Name and Address)

Incomplete, invalid and late forms will be rejected.

It is noted that candidates, proposers and seconders must be MMP member.

(Signed) Secretary MMP _____ Dated: _____

SCHEDULE D - ELECTION OF MANAGEMENT COMMITTEE AT THE MMP GENERAL MEETING 20XX

Position for which Nomination is submitted - _____

Name of Nominee & Membership Number	Signature of Nominee	Date

Name of Proposer & Membership Number	Signature of Proposer	Date

Name ofSeconder & Membership Number	Signature of Seconder	Date

NOTES:

i. Nominee must be a member of the MMP.
ii. Proposer and Seconder must be a Member of MMP.
iii. Members can be nominated in a maximum of one position only. Nomination for more than one position will automatically disqualify member for all positions.
iv. Separate Nominations Forms must be used for each nomination.
v. Nomination Form to reach the Returning Officer before the closing time and date.
vi. Incomplete Forms, in any form whatsoever, will result in an invalid nomination

For use of Returning Officer

Nomination: Accepted / Rejected

Reason for Rejection:

Signature: Date: