



THE RULES FOR THE INCORPORATED ASSOCIATION OF PERADENIYA UNIVERSITY ALUMNI AUSTRALIA VICTORIA CHAPTER

Revised and approved by General Meeting held on 18th May 2014 to include changes requested by members and to bring the rules in line with the Associations Incorporation Reform Act 2012. The rules constitute the terms of a contract between the Association and its members.



APRIL 10, 2014
PUAAVIC
PO Box 750, Glen Waverley, Vic 3150.

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PART 1—PRELIMINARY

1. Name

The name of the incorporated association is "Peradeniya University Alumni Australia Victoria Chapter (PUAAVIC) Incorporated".

2. Definitions

In these Rules—

Absolute Majority, of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

Alumni means the graduates of the University who reside in Victoria who may or may not be a member

Associate Member means a member referred to in rule 14(1);

Chairperson, of a general meeting or committee meeting, means the person chairing the meeting as required under rule 46;

Committee means the Committee having management of the business of the Association;

Committee Meeting means a meeting of the Committee held in accordance with these Rules;

Committee Member means a member of the Committee elected or appointed under Division 3 of Part 5;

Disciplinary Appeal Meeting means a meeting of the members of the Association convened under rule 23(3);

Disciplinary Meeting means a meeting of the Committee convened for the purposes of rule 22;

Independent Disciplinary Panel means the panel appointed under rule 20;

Financial Year means the 12 month period specified in rule 4(2);

General Meeting means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

Honorary Member means member who under Rule 14(2);

Management Year means the period specified in rule 4(1);

Member means a member of the Association;

Member Entitled To Vote means a member who under rule 13(2) is entitled to vote at a general meeting;

Special Resolution means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

Subcommittee means a committee appointed by the Committee under rule 43(4)

The Act means the Associations Incorporation Reform Act 2012 and includes any regulations made under that Act;

The Registrar means the Registrar of Incorporated Associations.

The University means the University of Peradeniya and shall include the Ceylon Medical College (1870-1942), The University College (1921-1942), The University of Ceylon (1942-1967), The University of Ceylon, Peradeniya (1957-1978) and The University of Peradeniya, Sri Lanka (1979 onwards)

3. Purposes

The purposes of the association are—

- (1) To build and foster Alumni community in Victoria and Australia in general;
- (2) To assist and support the University; and
- (3) To work towards the benefit of the wider community in Victoria.

4. Management and Financial year

- (1) The Management Year is the period between the date of the Annual General Meeting held on the previous year and date of the Annual General Meeting or the 30th of November of the current year whichever comes first. All management reports presented should be for the activities in this period.
- (2) The Financial Year of the Association is each period of 12 months ending on 30th June. All financial statements should be for this period.

PART 2—POWERS OF ASSOCIATION

5. Powers of Association

- (1) Subject to the Act, the Association has power to take necessary action incidental or conducive to achieve its purposes.
- (2) Without limiting sub-rule 5 (1), the Association may—
 - (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions in Australia and/or Sri Lanka;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) secure the payment of a debt or liability;
 - (e) appoint agents to transact business on its behalf;
 - (f) enter into any other contract it considers necessary or desirable.

- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6. Not for profit organisation

- (1) The Association shall not distribute any surplus, income or assets directly or indirectly to its members.
- (2) If done in good faith on terms no more favourable than if the member was not a member, the sub-rule 6 (1) shall not prevent the Association from paying a member—
 - (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member;

PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1—Membership

7. Minimum number of members

The Association must have at least 15 members.

8. Who is eligible to be a Member

Any person who fulfils one of the following criteria will be eligible to apply for full membership of the Association—

- (1) a graduate of the University;
- (2) a person who was a student of the Ceylon Medical College and has obtained the licentiate in Medicine & Surgery and /or licentiate in Dental Surgery; or
- (3) an Associate member who has been an Associate member for a continuous period of three years on completion of such period.

9. Application for membership

- (1) To apply to become a member of the Association, a person must submit a written application using the form set out in Appendix 1 to the Committee stating that the person—
 - (a) wishes to become a member of the Association; and
 - (b) supports the purposes of the Association; and
 - (c) agrees to comply with these Rules.

- (2) The application—
 - (a) shall be made on the prescribed application form; and
 - (b) shall be signed by the applicant.

10. Consideration of application

- (1) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- (2) The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (3) If the Committee rejects the application, it must return any money accompanying the application to the applicant.
- (4) No reason need be given for the rejection of an application.

11. New membership

- (1) If an application for membership is approved by the Committee—
 - (a) the resolution to accept the membership must be recorded in the minutes of the Committee Meeting; and
 - (b) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (2) An applicant becomes a member of the Association and, subject to rule 13(2), is entitled to exercise his or her rights of membership from the date, whichever is the later, on which—
 - (a) the Committee approves the applicant's membership; or
 - (b) the applicant pays the subscription.

12. Subscription

- (1) The subscription can be paid annually or as a lump sum to take up life membership.
- (2) At each annual general meeting, the Association shall determine—
 - (a) the amount of the annual subscription for the following financial year for Members, Associate Members; and
 - (b) the amount of subscription for life membership; and
 - (c) the date for payment of the annual subscription.
- (3) The Association may determine that a lower annual subscription is payable by Associate Members.
- (4) The Annual subscriptions are due at the beginning of the financial year following the year for which subscriptions were paid.

- (5) A new Member who pays his annual subscription will have his membership valid to the end of financial year following the year in which the subscription is paid.
- (6) A Member who has paid annual subscription decides to take up life membership, the life membership subscription will be offset by the annual subscription fees paid, if any, for the financial year in which a member takes up life membership.
- (7) The rights of a Member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.

13. General rights of members

- (1) A Member of the Association who is entitled to vote has the right—
 - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - (b) to submit items of business for consideration at a general meeting; and
 - (c) to attend and be heard at General Meetings; and
 - (d) to vote at a General Meeting; and
 - (e) to have access to the minutes of General Meetings and other documents of the Association as provided under rule 75; and
 - (f) to inspect the register of members.
- (2) A Member is entitled to vote if—
 - (a) the Member is not an Associate or Honorary Member; and
 - (b) more than 10 business days have passed since he or she became a Member of the Association; and
 - (c) the Member's membership rights are not suspended for any reason.

14. Associate and Honorary members

- (1) Associate Member: Any person residing in Victoria who fulfils one of the following criteria will be eligible to apply for associate membership of the Association—
 - (a) a past student of the University who is not a graduate of the University; or
 - (b) a graduate of a recognised University who is or has been a member of the academic or administrative or non-academic staff of the University;
 - (c) any person who is or has been a chancellor of the University; or
 - (d) any person who is or has been a member of the University court or council.
- (2) Honorary Membership shall be recommended by the Committee and granted by an ordinary resolution at an Annual General Meeting to a person who is residing in Victoria and has rendered distinguished service to the University or to the Association.
- (3) An Associate or an Honorary Member shall not be entitled to vote at General Meetings but may have other rights as determined by the Committee or by resolution at a General Meeting.

15. Rights not transferable

The rights of a member are not transferable and end when membership ceases.

16. Ceasing membership

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a Member in the register of members.

17. Resigning as a member

- (1) A Member may resign by notice in writing given to the Association according to Rule 74(3).
- (2) A Member is deemed to have resigned if the Member's annual subscription is in arrears in excess of 2 years.

18. Register of members

- (1) The Secretary shall keep and maintain a register of members that includes—
 - (a) for each current Member—
 - (i) the Member's name;
 - (ii) the address for notice last given by the Member;
 - (iii) the date of becoming a member;
 - (iv) if the Member is an Associate or Honorary Member, a note to that effect;
 - (v) any other information determined by the Committee; and
 - (b) for each former member, the date of ceasing to be a Member.
- (2) Any Member may, at a reasonable time and free of charge, inspect the register of members.

Division 2—Disciplinary action

19. Grounds for taking disciplinary action

The Association may take disciplinary action against a Member in accordance with this Division if it is determined that the Member—

- (1) has failed to comply with these Rules; or
- (2) refuses to support the purposes of the Association; or
- (3) has engaged in conduct prejudicial to the Association.

20. Independent Disciplinary Panel

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a Member, the Committee must appoint an Independent Disciplinary Panel to hear the matter and determine what action, if any, to take against the Member.
- (2) The members of the Independent Disciplinary Panel—
 - (a) may be Members of the Association or anyone else; but
 - (b) must not be Committee Members; and
 - (c) must not be biased against, or in favour of, the Member concerned.

21. Notice to member

- (1) Before disciplinary action is taken against a Member, the Secretary must give written notice to the Member—
 - (a) stating that the Association proposes to take disciplinary action against the Member; and
 - (b) stating the grounds for the proposed disciplinary action; and
 - (c) specifying the date, place and time of the meeting at which the Independent Disciplinary Panel intends to consider the disciplinary action (the disciplinary meeting); and
 - (d) advising the member that he or she may do one or both of the following—
 - (i) attend the disciplinary meeting and address the Independent Disciplinary Panel at that meeting;
 - (ii) give a written statement to the Independent Disciplinary Panel at any time before the disciplinary meeting; and
 - (e) setting out the Member's appeal rights under rule 23.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

22. Decision of Independent Disciplinary Panel

- (1) At the disciplinary meeting, the Independent Disciplinary Panel must—
 - (a) give the Member an opportunity to be heard; and
 - (b) consider any written statement submitted by the Member.
- (2) After complying with sub-rule (1), the Independent Disciplinary Panel may decide to—
 - (a) take no action against the Member; or
 - (b) subject to sub-rule (3)—
 - (i) reprimand the Member; or
 - (ii) suspend the membership rights of the Member for a specified period; or

- (iii) expel the Member from the Association.
- (3) The Independent Disciplinary Panel shall have no power to fine the Member.
- (4) The Independent Disciplinary Panel shall convey their decision to the Committee within 48 hours after the hearing.
- (5) The Committee has no powers to change or override the decision of the Independent Disciplinary Panel. The secretary shall inform the Member in writing of the decision of the Independent Disciplinary Panel and the implications of the decision within seven days of the decision being made.
- (6) If the Independent Disciplinary Panel decides that no action should be taken against the member or the actions should be limited to a reprimand, that decision shall be considered as final. In that case the privileges and entitlements of the Member will remain unchanged.
- (7) If the Independent Disciplinary Panel decides that the Member should be suspended for a specific period or expelled, then the decision should take effect from 14 days after the decision, unless the Member has lodged a formal appeal against the decision.

23. Appeal rights

- (1) If a decision has been made by an Independent Disciplinary Panel to suspend or expel a Member under rule 22, the Member has a right to appeal against that decision.
- (2) The notice of appeal must be made in writing to the Secretary not later than 14 days after the Independent Disciplinary Panel hearing.
- (3) If a person has given notice under sub-rule (2), a Disciplinary Appeal Meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the Disciplinary Appeal Meeting shall be given to each Member of the Association who is entitled to vote as soon as practicable and must—
 - (a) specify the date, time and place of the meeting; and
 - (b) state—
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
 - (iii) the grounds of appeal as stated by the member; and
 - (iv) that at the disciplinary appeal meeting the Members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

24. Conduct of disciplinary appeal meeting

- (1) At a Disciplinary Appeal Meeting—
 - (a) no business other than the question of the appeal shall be conducted; and

- (b) the Committee shall state the grounds for suspending or expelling the Member and the reasons for taking that action; and
 - (c) the person whose membership has been suspended or who has been expelled shall be given an opportunity to be heard.
- (2) After complying with sub-rule (1), the Members present and entitled to vote at the meeting shall vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
 - (3) A Member shall not vote by proxy at the meeting.
 - (4) The Independent Disciplinary Panel decision is upheld unless more than three quarters of the members voting at the meeting vote against the decision.
 - (5) The decision of the appeal meeting to uphold or reject the Independent Disciplinary Panel decision is final and takes effect immediately after the vote.
 - (6) The Secretary shall inform the Member in writing the decision of the Disciplinary Appeal Meeting within three working days after the meeting.

Division 3—Grievance procedure

25. Application

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
 - (a) Members;
 - (b) a Member and the Committee;
 - (c) a Member and the Association.
- (2) A Member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

26. Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

27. Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 10 days—
 - (a) notify the Committee of the dispute; and
 - (b) agree to or request the appointment of a mediator; and

- (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) if the dispute is between two Members—a person appointed by the Committee; or
 - (ii) if the dispute is between a Member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a Member or former member of the Association but in any case must not be a person who—
 - (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.

28. Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must—
 - (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

29. Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 4—GENERAL MEETINGS OF THE ASSOCIATION

30. Annual general meetings

- (1) The Committee shall convene an Annual General Meeting of the Association to be held within 5 months after the end of each financial year.
- (2) Despite sub-rule (1), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Committee may determine the date, time and place of the Annual General Meeting.
- (4) The ordinary business of the Annual General Meeting shall be as follows—

- (a) to confirm the minutes of the previous Annual General Meeting and of any Special General Meeting held since then;
 - (b) to receive and consider—
 - (i) the annual report of the Committee on the activities of the Association during the preceding management year; and
 - (ii) the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act;
 - (c) to elect the members of the Committee;
 - (d) to confirm or vary the amounts (if any) of the annual subscription.
- (5) The Annual General Meeting may also conduct any other business of which notice has been given in accordance with these rules.

31. Special general meetings

- (1) Any general meeting of the Association, other than an Annual General Meeting or a Disciplinary Appeal Meeting, is a Special General Meeting.
- (2) The Committee may convene a Special General Meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

32. Special general meeting held at request of members

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with sub-rule (2) by at least 10% of the total number of Members.
- (2) A request for a Special General Meeting must—
 - (a) be in writing;
 - (b) state the business to be considered at the meeting and any resolutions to be proposed;
 - (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Secretary.
- (3) If the Committee does not convene a Special General Meeting within one month after the date on which the request is made, the Members making the request (or any of them) may convene the Special General Meeting.
- (4) A Special General Meeting convened by Members under sub-rule (3)—
 - (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the Members convening a Special General Meeting under sub-rule (3).

33. Notice of general meetings

- (1) The Secretary (or, in the case of a Special General Meeting convened under rule 32(3), the Members convening the meeting) must give to each Member of the Association—
 - (a) at least 21 days' notice of a General Meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if a special resolution is to be proposed—
 - (i) state in full the proposed resolution; and
 - (ii) state the intention to propose the resolution as a special resolution; and
 - (d) comply with rule 34(5).
- (3) This rule does not apply to a Disciplinary Appeal Meeting

34. Proxies

- (1) A Member may appoint another Member as his or her proxy to vote and speak on his or her behalf at a General Meeting other than at a Disciplinary Appeal Meeting.
- (2) The appointment of a proxy must be in writing and signed by the Member making the appointment using the proxy form given in Appendix 2 or any other form approved by the Committee.
- (3) The Member appointing the proxy may in the instrument giving the proxy give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the Member in any matter as he or she sees fit.
- (4) Notice of a General Meeting given to a Member under rule 33 must—
 - (a) state that the Member may appoint another Member as a proxy for the meeting; and
 - (b) include a copy of the form in Appendix 2 or any other form that the Committee has approved for the appointment of a proxy.
- (5) The instrument appointing the proxy shall be lodged with the Secretary at least 24 hours before the date and time of the meeting.
- (6) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Secretary at least 24 hours before the date and time of the meeting.

35. Use of technology

- (1) A member not physically present at a General Meeting may be permitted to participate in the meeting by the use of technology that allows that Member and the Members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this part, a Member participating in a General Meeting as permitted under sub-rule (1) is taken to be present at the meeting and, if the Member votes at the meeting, is taken to have voted in person.
- (3) A Member wishing to participate in the meeting by the use of technology shall make prior arrangement with the Secretary for the use of such technology.

36. Quorum at general meetings

- (1) No business may be conducted at a General Meeting unless a quorum of Members is present.
- (2) The quorum for a General Meeting is the presence (physically, by proxy or as allowed under rule 35) of 10% of the Members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a General Meeting—
 - (a) in the case of a meeting convened by, or at the request of, Members under rule 32—the meeting must be dissolved;
 - (b) in any other case—
 - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
 - (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all Members as soon as practicable after the meeting.
- (4) If a quorum is not present within 30 minutes after the time to which a General Meeting has been adjourned under sub-rule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

37. Adjournment of general meeting

- (1) The Chairperson of a General Meeting at which a quorum is present may, with the consent of a majority of Members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting sub-rule (1), a meeting may be adjourned—
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the Members more time to consider an item of business.
- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.

- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 33.

38. Voting at general meeting

- (1) On any question arising at a general meeting—
 - (a) subject to sub-rule (3), each Member who is entitled to vote has one vote; and
 - (b) Members may vote personally or by proxy; and
 - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting shall have a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a Disciplinary Appeal Meeting conducted under rule 24.

39. Special resolutions

A special resolution is passed if not less than three quarters of the Members voting at a General Meeting (whether in person or by proxy) vote in favour of the resolution.

40. Determining whether resolution carried

- (1) Subject to subsection (2), the Chairperson of a General Meeting may, on the basis of a show of hands, declare that a resolution has been—
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost—and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more Members on any question—
 - (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.

- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

41. Minutes of general meeting

- (1) The Committee must ensure that minutes are taken and kept of each General Meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each Annual General Meeting must include—
 - (a) the names of the Members attending the meeting; and
 - (b) proxy forms given to the Chairperson of the meeting under rule 34(6); and
 - (c) the financial statements submitted to the Members in accordance with rule 30 (4) (b) (ii);
 - (d) the certificate signed by two Committee Members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART 5—COMMITTEE

Division 1—Powers of Committee

42. Roles and Powers

- (1) The business of the Association must be managed by or under the direction of the Committee.
- (2) The Committee may exercise all the powers of the Association except those powers that these rules or the Act require to be exercised by General Meetings of the Members of the Association.
- (3) The Committee may—
 - (a) appoint and remove staff;
 - (b) establish Subcommittees consisting of Members and non-members with terms of reference it considers appropriate;
 - (c) appoint Members to and remove from Subcommittees.

43. Delegation

- (1) The Committee may delegate to a member of the Committee, and/or appoint a Subcommittee or staff, any of its powers and functions other than—
 - (a) this power of delegation; or

- (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.
- (4) Subcommittee: The Committee may delegate the operational responsibilities for specific tasks to Subcommittees appointed for such purposes.
 - (a) A Subcommittee shall comprise at least three Members of the Association of which at least one Member shall be a member of the Committee and shall be the secretary of the Subcommittee responsible for reporting back to the Committee.
 - (b) Subcommittee may co-opt non-members of the Association for specific tasks or as consultants upon approval of the Committee. Such personnel are not considered as members of the Subcommittee.
 - (c) Each year, at the first meeting of the Committee following the AGM, the Committee will either appoint or renew the membership of each Subcommittee. Members of each Subcommittee will hold their office and continue to discharge their duties until the Committee terminates their appointments. Both the appointments and terminations of tenure shall be confirmed in writing by the Committee, e.g. letter or email. The Committee also has the right to revoke membership of subcommittee members or appoint new Members during their term in office.
 - (d) All Subcommittees will operate under guidelines drawn by the Committee for each Subcommittee. The guidelines will outline details including the objective of the Subcommittee, the duties of the Subcommittee, the limitations of what the Subcommittee is allowed to do and actions that require prior Committee approval.
 - (e) Minutes of each Subcommittee will be kept by the secretary of the Subcommittee and will be circulated among all members of the Subcommittee and the Committee.
 - (f) A Subcommittee should obtain the approval of the Committee prior to implementing the decisions made by the Subcommittee.
 - (g) Any dispute between members of a Subcommittee will be arbitrated by the president and two members of the Committee. Their decision will be final.
 - (h) Important correspondence and communications, particularly between a Subcommittee and any external party, shall be copied to the Secretary of the Committee.

Division 2—Composition of Committee and duties of members

44. Composition of Committee

- (1) The Committee shall consists of—
 - (a) a President;

- (b) a Vice-President;
 - (c) a Secretary;
 - (d) an Assistant Secretary;
 - (e) a Treasurer;
 - (f) an Assistant Treasurer;
 - (g) an Editor;
 - (h) eight (08) ordinary members elected under rule 53.
- (2) Office holders in the Committee elected under the rules prevailing at the time will serve out the year until the next Annual General Meeting.

45. General Duties

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these rules and the Act.
- (2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these rules.
- (3) Committee Members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee Members must exercise their powers and discharge their duties—
 - (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- (5) In order to gain an advantage for themselves or any other person or to cause detriment to the Association, the Committee Members and former Committee Members must not make improper use of—
 - (a) their position; or
 - (b) information acquired by virtue of holding their position.
- (6) In addition to any duties imposed by these rules, a Committee Member must perform any other duties imposed from time to time by resolutions passed at a General Meeting.

46. President and Vice-President

- (1) Subject to sub-rule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any General Meetings and for any Committee Meetings.
- (2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—
 - (a) in the case of a General Meeting—a Member elected by the other Members present; or
 - (b) in the case of a Committee Meeting—a Committee Member elected by the other Committee Members present.

47. Secretary and Assistant Secretary

- (1) The Secretary or in the Secretary's absence, the Assistant Secretary must perform any duty or function required under the Act to be performed by the Secretary of an incorporated association.
- (2) The Secretary must—
 - (a) maintain the register of members in accordance with rule 18; and
 - (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and
 - (c) subject to the Act and these rules, provide Members with access to the register of members, the minutes of General Meetings and other books and documents; and
 - (d) perform any other duty or function imposed on the Secretary by these rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment

48. Treasurer and Assistant Treasurer

- (1) The Treasurer or in Treasurer's absence, the Assistant Treasurer must—
 - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
 - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
 - (c) make any payments authorised by the Committee or by a General Meeting of the Association from the Association's funds; and
 - (d) ensure cheques are signed by at least 2 Committee Members.
- (2) The Treasurer must—
 - (a) ensure that the financial records of the Association are kept in accordance with the Act; and
 - (b) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the Annual General Meeting of the Association.
- (3) The Treasurer must ensure that at least one other Committee Member has access to the accounts and financial records of the Association.

Division 3—Election of Committee members and tenure of office

49. Who is eligible to be a Committee member

A Member is eligible to be elected or appointed as a Committee Member if the Member—

- (1) is entitled to vote at a General Meeting; and
- (2) has not served in the Committee consecutively for five years or more in the years immediately preceding the election.

50. Committee to be declared vacant

- (1) This rule applies to—
 - (a) the first Annual General Meeting of the Association after its incorporation; or
 - (b) any subsequent Annual General Meeting of the Association, after the annual report and financial statements of the Association have been received.
- (2) The Annual General Meeting shall appoint a Member who is not seeking to be elected to the Committee to chair the proceedings.
- (3) The chair of the proceedings must declare that all the Committee Members have vacated their positions and hold elections to the Committee in accordance with rules 51 to 53.

51. Nominations to the Committee

- (1) At the very first meeting when the organisation is formed all members proposed and seconded will be accepted and will form the first Committee.
- (2) Nominations of candidates for election as Committee Members shall be made in writing using the template shown in Appendix 3 and duly signed by two Members of the Association accompanied by the written consent of the candidate, delivered to the Secretary of the Association not less than 7 days before the nominated date for holding of the Annual General Meeting. All nominations shall meet the following conditions.
 - (a) If any one of either the nominee or proposer or the seconder is not eligible to vote the nomination will be rejected.
 - (b) A Member can propose only one candidate and second only one other candidate for a single election.
 - (c) If a Member has either proposed or seconded more than one candidate, all those nominations will be rejected.
- (3) In case of any vacancy occurring in the Committee or in any post during the course of the year, any such vacancy shall be filled by the Committee within one month of the occurrence of such vacancy.

52. Election of members to the Committee

- (1) The number of members elected to the Committee at every Annual General Meeting is 15.
- (2) A single election may be held to fill all of the 15 positions.
- (3) If the number of Members nominated for the Committee is less than or equal 15, the Chairperson of the meeting shall declare each of those Members elected to the Committee.
- (4) If the number of Members nominated exceeds the number to be elected, a ballot must be held in accordance with rule 53.

53. Ballot for election of the Committee

- (1) If a ballot is required for the election for the Committee, the Chairperson of the meeting shall appoint a Member to act as returning officer to conduct the ballot.
- (2) The returning officer shall not be a Member seeking election to the Committee.
- (3) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (4) The election shall be by secret ballot.
- (5) The returning officer must provide a blank ballot paper to:
 - (a) each Member present in person; and
 - (b) each proxy appointed by a Member in absentia.
- (6) When the voting is to elect the entire Committee a member can vote by writing up to a maximum of three names on the ballot paper. A name of a candidate cannot be written more than once on the ballot paper.
- (7) If further rounds of voting are required to complete the election, a member can write only one name on the ballot paper when voting.
- (8) Ballot papers that do not comply with sub-rule (6) or (7) shall not be counted.
- (9) Each ballot paper on which a name of a candidate has been written counts as one vote for that candidate.
- (10) The returning officer must declare elected the candidate or, in the case of an election for more than one vacancy, the candidates who received the most votes as elected to the Committee.
- (11) The vacancies will be filled in descending order of the number of votes received starting from the candidates who received the highest number.
- (12) If the returning officer is unable to declare the result of an election under sub-rule (10) because there are more candidates than the remaining vacancies, had received the same number of votes, the returning officer must—
 - (a) conduct a further election for the remaining vacancies in the Committee in accordance with sub-rules (4) to (10) to decide which of these candidates are to be elected; or
 - (b) with the agreement of those candidates, decide by lot which of them are to be elected.

54. Term of office

- (1) Subject to sub-rule (3) and rule 56, a Committee Member holds office until the positions of the Committee are declared vacant at the next Annual General Meeting.
- (2) A Committee Member may be re-elected for no more than for 5 consecutive years.
- (3) A General Meeting of the Association may—
 - (a) by special resolution remove a Committee Member from office; and
 - (b) elect an eligible Member of the Association to fill the vacant position in accordance with this Division.
- (4) A member who is the subject of a proposed special resolution under sub-rule (3)(a) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the Members of the Association.
- (5) The Secretary or in the absence of the Secretary the President shall give a copy of the representations to each Member of the Association.

55. Vacation of office

- (1) A Committee Member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a Committee Member if he or she—
 - (a) ceases to be a Member of the Association; or
 - (b) fails to attend 3 consecutive Committee Meetings (other than special or urgent Committee Meetings) without leave of absence under rule 67; or
 - (c) otherwise ceases to be a Committee Member by operation of Section 78 of the Act.

56. Filling casual vacancies

- (1) The Committee may appoint an eligible Member of the Association to fill a position on the Committee that—
 - (a) has become vacant under rule 56; or
 - (b) was not filled by election at the last Annual General Meeting.
- (2) If the position of Secretary becomes vacant, the Committee must appoint a Member to the position within 14 days after the vacancy arises.
- (3) Rule 54 applies to any Committee Member appointed by the Committee under sub-rule (1) or (2).
- (4) The Committee may continue to act despite any vacancy in its membership.

57. Election of office holders by the Committee

- (1) Immediately after the election of the Committee, the new Committee shall appoint a Committee Member, who is not seeking to be elected to any of the offices in the Committee, to chair the process of appointments to the office holders.
- (2) The Committee Members can propose and second another Committee Member as a candidate to each office.
- (3) If more than one Committee Member is nominated to an office, the selection should be by a vote using show of hands. In case of the candidates getting the equal number of votes the chair has a casting vote.
- (4) When all office holders are elected the President shall announce the office holders of the new Committee to the Annual General Meeting and chair any further proceedings at the meeting.

Division 4—Meetings of Committee

58. Meetings of Committee

- (1) The Committee must meet at least 4 times in each year at the dates, times and places determined by the Committee.
- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the Annual General Meeting of the Association at which the members of the Committee were elected.
- (3) Special Committee Meetings may be convened by the President or by any 4 Committee Members.

59. Notice of meetings

- (1) Notice of each Committee Meeting shall be given to each Committee Member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one Committee Meeting at the same time.
- (3) Notice shall state the date, time and place of the meeting and the agenda.
- (4) If a Special Committee Meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

60. Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 59 provided that as much notice as practicable is given to each Committee Member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

61. Procedure and order of business

- (1) The procedure to be followed at a Committee Meeting must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.

62. Use of technology

- (1) A Committee Member who is not physically present at a Committee Meeting may participate in the meeting by the use of technology that allows that Committee Member and the other Committee Members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this rule, a Committee Member participating in a Committee Meeting as permitted under sub-rule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.
- (3) A member wishing to participate in the meeting by the use of technology shall make prior arrangement with the Secretary for the use of such technology.

63. Quorum

- (1) No business may be conducted at a Committee Meeting unless a quorum is present.
- (2) The quorum for a Committee Meeting is the presence (in person or as allowed under rule 62) of a majority of the Committee Members current at the time.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a Committee Meeting—
 - (a) in the case of a special meeting—the meeting lapses;
 - (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 59.

64. Voting

- (1) On any question arising at a Committee Meeting, each Committee Member present at the meeting has one vote.
- (2) The voting shall be by show of hands unless the Committee decides otherwise
- (3) A motion is carried if a majority of Committee members present at the meeting vote in favour of the motion.
- (4) Sub-rule (2) does not apply to any motion or question which is required by these rules to be passed by an absolute majority of the Committee.
- (5) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (6) Voting by proxy is not permitted.

65. Conflict of interest

- (1) A Committee Member who has a material personal interest in a matter being considered at a Committee Meeting must disclose the nature and extent of that interest to the Committee.
- (2) The member having a material or personal interest—
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.
- (3) This rule does not apply to a material personal interest—
 - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

66. Minutes of meeting

- (1) The Committee must ensure that minutes are taken and kept of each Committee Meeting. The minutes must record the following—
 - (a) the names of the members in attendance at the meeting;
 - (b) the business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote;
 - (d) any material personal interest disclosed under rule 65.

67. Leave of absence

- (1) The Committee may grant a Committee Member leave of absence for no more than two consecutive Committee Meetings.

- (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the Committee Member to seek the leave in advance.
- (3) Leave of absence shall not be required for urgent meetings

PART 6—FINANCIAL MATTERS

68. Source of funds

The funds of the Association may be derived from, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources the Committee has the power to approve.

69. Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a General Meeting of the Association, the Committee may approve expenditure on behalf of the Association.
- (3) The Committee may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item where the nature of the expenditure has been approved by the Committee.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 Committee Members.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.
- (7) The Association from time to time may initiate programs/projects for specific purposes and raise funds through its activities or by direct donations from Members and well wishers to assist the University, its students or an Alumnus/Alumna in Australia in difficult circumstances. Such funds must be applied to that purpose and only that purpose. If the funds collected for the purpose cannot be applied to that purpose or the program is terminated, they should be applied to one or more of the following ways.
 - (a) Offer scholarships to current students at the University through an established scholarship scheme.
 - (b) Remit the funds to a similar scheme in the University run by the University administration, AAUP, or another Peradeniya Alumni Chapter in Australia.

- (8) The Committee can make that decision referred to in rule 69 (7) provided the accumulated fund is less than A\$ 5000. For amounts exceeding that the Committee must get the approval of the members at a General Meeting.

70. Financial records

- (1) The Association must keep financial records that—
 - (a) correctly record and explain its transactions, financial position and performance; and
 - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Committee.

71. Financial statements

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting sub-rule (1), those requirements include—
 - (a) the preparation of the financial statements;
 - (b) if required, the review or auditing of the financial statements;
 - (c) the certification of the financial statements by the Committee;
 - (d) the submission of the financial statements to the annual general meeting of the Association;
 - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

PART 7—GENERAL MATTERS

72. Common seal

The Association may have a common seal.

If the Association has a common seal—

- (1) the name of the Association must appear in legible characters on the common seal;
- (2) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two Committee Members;

- (3) the common seal must be kept in the custody of the Secretary.
- (4) the Secretary shall maintain a record of all the documents executed with the common seal.

73. Registered address

The registered address of the Association is—

- (1) the address determined from time to time by resolution of the Committee; or
- (2) if the Committee has not determined an address to be the registered address—the postal address of the Secretary.

74. Notice requirements

- (1) Any notice required to be given to a Member or a Committee Member under these rules may be given—
 - (a) by handing the notice to the Member personally;
 - (b) by sending it by post to the Member at the address recorded for the Member on the register of members; or
 - (c) by email or facsimile transmission.
- (2) Sub-rule (1) does not apply to notice given under rule 60.
- (3) Any notice required to be given to the Association or the Committee may be given—
 - (a) by handing the notice to a Committee Member;
 - (b) by sending the notice by post to the registered address;
 - (c) by leaving the notice at the registered address; or
 - (d) if the Committee determines that it is appropriate in the circumstances—
 - (i) by email to the email address of the Association or the Secretary; or
 - (ii) by facsimile transmission to the facsimile number of the Association.

75. Custody and inspection of books and records

- (1) Members may on request inspect free of charge—
 - (a) the register of members;
 - (b) the minutes of General Meetings; and
 - (c) subject to sub-rule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee Meetings.
- (2) The Committee may refuse to permit a Member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.

- (3) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to sub-rule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—
 - (a) its membership records;
 - (b) its financial statements;
 - (c) its financial records;
 - (d) records and documents relating to transactions, dealings, business or property of the Association.

76. Winding up and cancellation

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.
- (4) The body to which the surplus assets are to be given must be decided by special resolution.

77. Alteration of Rules

These Rules may only be altered by special resolution of a General Meeting of the Association.

Appendix 1:



Membership Application/Renewal

Individual Membership

Family Membership

Title	Dr, Mr, Mrs, Ms, Rev, Other		
Name			
Peradeniya Graduates	Degree	Year	
Other (specify)	Degree	Year	
Faculty & Year of Entry	Faculty	Year of Entry	
Halls of Residence			
Postal Address			
Email Address			
Telephone	Home	Mobile	Other
If a family membership is required provide the additional details for the spouse			
Title	Dr, Mr, Mrs, Ms, Rev, Other		
Name			
Peradeniya Graduates	Degree	Year	
Other (specify)	Degree	Year	
Faculty & Year of Entry	Faculty	Year of Entry	
Halls of Residence			

I/We certify that the above information is true to the best of my/our knowledge. I give my/our consent to list my information on PUAAVIC web site www.peradeniya.com.au

phone number e-mail address postal address [[Please mark X for information disallowed to list]

Signature (main applicant) Signature (Spouse if family membership) Date

Annual Membership Fees : Individual \$ 15.00, Family \$ 25.00, Student \$5.00
 Life Membership Fees : Individual \$ 75.00, Family \$125.00.

Cheques payable to Peradeniya University Alumni Australia Victoria Chapter Inc.
 Electronic Transfers : Account – PUAAViC, BSB 033 126 Account Number 304051

For Office Use

Membership Accepted : Category _____ Membership # _____ Date of Expiry/Life _____

Membership Rejected : Reason _____

Address: PUAAViC, PO Box 750, Glen Waverley, VIC 3150 eMail: secretary@peradeniya.com.au



APPOINTMENT OF PROXY

**Form for Appointment of Proxy for Meeting of Peradeniya University Alumni Australia
Victoria Chapter Inc. Convened Under Rule 34 (2)**

I
(name)

of
(address)

being a member of Peradeniya University Alumni Australia Victoria Chapter Inc

appoint
(name of proxy holder)

Of
(address of proxy holder)

being a member of that Peradeniya University Alumni Australia Victoria Chapter Inc, as my proxy to vote for me on my behalf at the Annual General Meeting of the Association (convened under Rule 30) or special general meeting (convened under Rules 31 or 32), to be held on**(Please insert date and venue)**.

.....
(Signature of member)

.....
(Date)

The duly signed Proxy shall be lodged with the Secretary at least 24 hours before the date and time of the meeting.

Address: PUAAViC, PO Box 750, Glen Waverley, VIC 3150 eMail: secretary@peradeniya.com.au



Form for Nominating Committee Members for Peradeniya University Alumni Victoria Chapter:

I,
(name)
of
(address)

being a member of Peradeniya University Alumni Victoria agree to become a member of the committee. I have not served in the PUAAViC Committee consecutively for five years or more in the years immediately preceding this election (Rule 49.2). I have attached a statement outlining my reasons for joining the executive committee.

.....
(Signature)
(Date)

I,
(name)
of
(address)

being a member of Peradeniya University Alumni Victoria propose the above member to the Committee.

.....
(Signature)
(Date)

I,
(name)
of
(address)

being a member of Peradeniya University Alumni Victoria second the above member to the Committee.

.....
(Signature)
(Date)

A member can propose only one candidate and second only one other candidate for a single election Rule 51(2) (b). Please note that if any one of either the nominee or proposer or the seconder is not eligible to vote the nomination will be rejected Rule 51(2) (a).