



Melbourne Cricket Club Military Veterans' Group Rules

CONTENTS

1.	PRELIMINARY	1
	1.1 Name	1
	1.2 Object	1
	1.3 Definitions	1
	1.4 Interpretation	2
2.	MEMBERSHIP	3
	2.1 Composition of the Group	3
	2.2 Number of Members	3
	2.3 Classes of Members	3
	2.4 Application	3
	2.5 Subscriptions	3
	2.6 Members' Register	4
	2.7 Resigning from Membership	4
	2.8 Misconduct of Members	4
	2.9 Serious Misconduct of Members Reportable to MCC	5
	2.10 Grievance Procedure for disputes between Members	5
	2.11 Grievance Procedure for disputes involving Committee	6
3.	COMMITTEE AND MANAGEMENT	6
	3.1 The Committee	6
	3.2 Office bearers	7
	3.3 Duties of Committee Members	7
	3.4 Committee meetings	7
	3.5 Tenure of Committee Members	9
	3.6 Ceasing to be a Committee Member	9
	3.7 Casual Vacancy	10
	3.8 Regulations	10
	3.9 Sub-committees	10
4.	ELECTION OF THE COMMITTEE	10
	4.1 Nomination	10
	4.2 Election	11
5.	MEETINGS OF MEMBERS	12
	5.1 Annual General Meetings	12
	5.2 Special General Meetings	13
	5.3 Requirements at General Meetings	13
	5.4 Voting at General Meetings	13
	5.5 Passing Motions at General Meetings	14
6.	FINANCIAL REPORTING AND AUDIT	14
7.	AMENDMENT TO RULES	15

8.	DISSOLUTION	16
9.	NOTICES	16
9.1	What is a notice	16
9.2	When a notice is given	16
9.3	Address for notices	17
REGULATIONS		
1.	Facilities	18
2.	MCC Functions	18
3.	Invitations and Notices to Functions	18
4.	Dates and Times	18
5.	Venue	18
6.	Other Functions	18
7.	Organization of Functions – Variations	19
8.	Committee Meetings	19
9.	Limit on Total Attendees	19
10.	Guest Limits	19
11.	Complimentary and Reciprocal Guests	19
12.	Function Procedures	19
13.	Annual Price Review	20
14.	Financial Year	20
15.	Goods and Services Tax (GST)	20
16.	Secretary	20
17.	Treasurer	21
18.	Bank Accounts	21
19.	Auditor	22
20.	Notices	22

MELBOURNE CRICKET CLUB MILITARY VETERANS' GROUP RULES

1. PRELIMINARY

1.1 Name

The name of the Group is the Melbourne Cricket Club Military Veterans' Group (**MVG** or the **Group**).

1.2 Object

The primary purpose of the Group is to facilitate social activity among Members of the Group who are desirous of furthering their interest and engagement with returned service personnel, within the MCC.

1.3 Definitions

The following definitions apply in these Rules.

Annual General Meeting means a meeting of the type referred to in Rule 5.1.

Associate Member means an applicant who has a family member or relative who is/was a member of the Group.

Auditor means the person charged with examining the books and documents of the Group in accordance with Rule 19.

Committee means the committee of the Group.

Committee Member means a member of the Committee.

Ex-Service Organisation means any ex-service organisation approved by the Committee for the purpose of this definition and includes the Returned & Services League of Australia.

General Meeting means an Annual General Meeting or a Special General Meeting.

Group or **MVG** means the Melbourne Cricket Club Military Veterans' Group, a special interest group of the MCC constituted.

GST has the same meaning in the GST Law.

GST Law has the same meaning in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

Guidelines means all such rules and regulations relating to the operation of the Group, as advised to the Group by the MCC or the MCC Committee from time to time.

MCC means the Melbourne Cricket Club, a body corporate incorporated under the *Melbourne Cricket Club Act 1974*.

MCC Caterer means Delaware North or such other caterer that is appointed by the MCC from time to time.

MCC Committee means the committee of the MCC.

MCC Member means a member of the MCC.

MCC Rules means the rules of the MCC.

Member means a person who is admitted as a member of the Group and whose name is entered in the Members' Register in accordance with these Rules.

Members' Register means the register of Members maintained under Rule 2.6, which is to contain contact details and particulars of payment of Subscriptions for each Member.

Rules or **these Rules** means the rules of the Group, as set out in this document and as amended from time to time in accordance with Rule 7.

Special General Meeting means a meeting of the type referred to in Rule 5.2.

Subscriptions means the subscriptions set by the Committee from time to time and payable by Members.

1.4 Interpretation

Headings are for convenience only, and do not affect interpretation. The following rules also apply in interpreting these Rules except where the context makes it clear that a rule is not intended to apply.

- (a) A reference to:
 - (i) legislation (including subordinate legislation) is to that legislation as amended, re-enacted or replaced, and includes any subordinate legislation issued under it;
 - (ii) a document or agreement, or a provision of a document or agreement, is to that document, agreement or provision as amended, supplemented, replaced or novated;
 - (iii) a person includes any type of entity or body of persons, whether or not it is incorporated or has a separate legal identity, and any executor, administrator or successor in law of the person; and
 - (iv) anything (including a right, obligation or concept) includes each part of it.
- (b) A singular word includes the plural, and vice versa.
- (c) A word which suggests one gender includes the other gender.
- (d) If a word is defined, another part of speech has a corresponding meaning.
- (e) If an example is given of anything (including a right, obligation or concept), such as by saying it includes something else, the example does not limit the scope of that thing.

2. MEMBERSHIP

2.1 Composition of the Group

Membership of the Group is only open to MCC Members.

2.2 Number of Members

The number of Members in the Group will be determined by the Committee from time to time.

2.3 Classes of Members

The Group has the following classes of Members with the following eligibility criteria:

- (a) Member: Must be a financial MCC Member with Full, Restricted, Provisional or 50 Year Social membership of the MCC, and be eligible for Service membership of an Ex-Service Organisation.
- (b) Associate: Must be a financial MCC Member with Full, Restricted, Provisional or 50 Year Social membership of the MCC and have a relative who is eligible for Service membership of an Ex-Service Organisation.
- (c) Life: A person entered on the Members' Register as a Life Member and who is exempt from payment of Subscriptions if in the opinion of the Committee, that person, as a Member of the Group, has rendered special service to the Group, and the Committee's proposal to confer Life Membership on the person has been approved by a vote of 75% of the Members present at a General Meeting of the Group, provided that the number of such Life Members must not exceed 10 and that no more than two such Life Memberships are conferred in any year; and
- (d) Honorary: At the discretion of the Committee.

2.4 Application

Application for membership of the Group may be made to the Committee at any time using the form prescribed by the Committee and must be accompanied by payment of the application fee set by the Committee from time to time (if any).

2.5 Subscriptions

- (a) The Committee must determine the Subscriptions applying in each year and when the Subscriptions are due and payable.
- (b) Each Member must pay their Subscriptions as and when they fall due.
- (c) Membership annual subscriptions are due each year on 31 August. Members have three (3) months from the due date in which to pay the subscription.

2.6 Members' Register

- (a) The Members' Register must be maintained by the Committee in conjunction with the MCC. The Members' Register is to include the following details about each Member:
 - (i) their name and address;
 - (ii) their telephone number (if any);
 - (iii) their email address (if any);
 - (iv) their service record (if any).
- (b) A person not will be entered in the Members' Register to membership of the Group unless and until their application has been approved by the Committee and the application fee (if any) has been paid.

2.7 Resigning from Membership

- (a) A Member may resign their membership of the Group by giving written notice to the Committee.
- (b) A Member will be deemed to have resigned from the Group and automatically cease to be a member:
 - (i) if the Member dies; or
 - (ii) if the Member ceases to be an MCC Member for any reason; or
 - (iii) if a member has not paid their Subscriptions within three months after the due date for payment.
- (c) A Member resigning from the Group or a Member who ceases to be a Member is not entitled to any refund of any Subscriptions or application fee paid by the Member.

2.8 Misconduct of Members

- (a) If the Committee is of the opinion that a Member has behaved in a manner unbecoming of a Member (including by willingly breaching these Rules, their ongoing failure to pay any money due and payable, or behaving in a manner prejudicial to the interests of the Group), the Committee may, at its discretion:
 - (i) discipline that Member by reprimand or censure;
 - (ii) suspend that Member from membership of the Group for a specified period or indefinitely; or
 - (iii) expel that Member from membership of the Group.

-
- (b) Any Member suspended or expelled pursuant to (a)(ii) or (iii) above may appeal against that suspension or expulsion by way of a re-hearing to an appeal committee appointed by the Committee of the MCC.

2.9 Serious Misconduct of Members Reportable to MCC

- (a) If the Committee is of the opinion that a Member has behaved in a manner unbecoming of an MCC Member, as an alternative to taking action under Rule 2.8(a) above, the Committee may pass any information relating to that Member's misconduct onto the MCC's Chief Executive Officer for investigation and determination in accordance with Rule 13.2 of the MCC Rules. Upon such referral to the MCC's Chief Executive Officer, the Committee must not also take action under Rule 2.8 in relation to the Member's alleged behaviour.
- (b) Following investigation and determination by the MCC in accordance with Rule 13.2 of the MCC Rules, the Committee will take whatever steps are required to implement the decision of the MCC Discipline Sub-Committee, including suspending or expelling the Member from the Group.
- (c) Any Member subject to an allegation of misconduct under this Rule 2.9 may appeal against the decision of the MCC Discipline Sub-Committee in accordance with the procedure set out in Rule 13.2 of the MCC Rules.

2.10 Grievance Procedure for disputes between Members

- (a) If a Member has any dispute with another Member regarding the Group, that Member may direct that dispute to the Committee.
- (b) The Committee will investigate the dispute and appoint a sub-committee or a person to arbitrate or mediate the dispute unless it determines that the dispute is vexatious or frivolous. The sub-committee or person must not have a personal interest in the dispute or be biased in favour of or against any party.
- (c) The sub-committee or person appointed to mediate or arbitrate the dispute must:
 - (i) give the parties involved in the dispute a reasonable opportunity to be heard;
 - (ii) allow written statements to be given;
 - (iii) ensure that natural justice is accorded to the parties involved in the dispute; and
 - (iv) otherwise decide the procedure and manner in which the mediation or arbitration is to be conducted.
- (d) The sub-committee or person appointed to mediate or arbitrate the dispute will give written notice to the Members setting out:
 - (i) its findings with respect to the dispute; and
 - (ii) any requirements that must be complied with by the Members.

-
- (e) Any decision of the sub-committee or person appointed to mediate or arbitrate the dispute is final and binding.

2.11 Grievance Procedure for disputes involving Committee

- (a) If a Member has any dispute with the Committee regarding the Group, that Member may direct that dispute to the MCC's Chief Executive Officer.
- (b) The MCC's Chief Executive Officer or the Chief Executive Officer's delegate will investigate the dispute and appoint a sub-committee or a person to arbitrate or mediate the dispute unless the MCC's Chief Executive Officer or the Chief Executive Officer's delegate determines that the dispute is vexatious or frivolous.
- (c) The sub-committee or person appointed to mediate or arbitrate the dispute must:
 - (i) give the parties involved in the dispute a reasonable opportunity to be heard;
 - (ii) allow written statements to be given;
 - (iii) ensure that natural justice is accorded to the parties involved in the dispute; and
 - (iv) otherwise decide the procedure and manner in which the mediation or arbitration is to be conducted.
- (d) The sub-committee or person appointed to mediate or arbitrate the dispute will give written notice to the Member and the Committee setting out:
 - (i) its findings with respect to the dispute; and
 - (ii) any requirements that must be complied with by a Member, the Committee or the Group.
- (e) Any decision of the sub-committee or person appointed to mediate or arbitrate the dispute is final.

3. COMMITTEE AND MANAGEMENT

3.1 The Committee

- (a) The affairs of the Group are to be managed by a Committee comprising Members elected or appointed to the Committee in accordance with these Rules.
- (b) The Committee will have not less than six (6) Members and not more than twelve (12) Members. Where practicable, the Committee should include at least two (2) ex-servicemen or ex-servicewomen of each of the Army, Navy and Air Force.
- (c) The Committee shall meet at least three (3) times a year at such times and place as is determined.
- (d) At the first Committee meeting following the AGM, the Committee shall elect the Office Bearers, being (unless the Committee determines otherwise) the

Chair, Vice Chair, Secretary and Treasurer, who shall form the Executive and may meet between Committee Meetings as the need arises. The Executive shall have such functions, powers and authorities as are delegated to it by the Committee for the time being.

- (e) The Committee must manage the affairs of the Group in accordance with the Rules and the Guidelines.
- (f) The persons who comprise the Committee immediately before adoption of these Rules as the Rules of the Group shall be taken to have been elected or appointed in accordance with these Rules and, subject to these Rules, will hold office until the next Annual General Meeting after adoption, but will be eligible for re-election subject to clause 3.6(b) and 3.6(c).

3.2 Office bearers

- (a) Unless the Committee determines otherwise the Committee will include the following Office Bearers:
 - (i) a Chair;
 - (ii) a Vice Chair;
 - (iii) a Secretary; and
 - (iv) a Treasurer.
- (b) The Committee may from time to time reduce or increase the number of office bearers but must not eliminate the position of an office bearer then in office.

3.3 Duties of Committee Members

A Committee Member must in the course of acting in their capacity as a Committee Member:

- (a) exercise care and diligence;
- (b) act in good faith for proper purposes;
- (c) not improperly use their position to get an advantage, or cause detriment to the Group or the MCC; and
- (d) not incur any debt for or on behalf of the Committee or the Group except with the approval of the Committee.

3.4 Committee meetings

- (a) The Secretary shall call a meeting of the Committee when necessary, or when required to do so by the Chair or any two members of the Committee (**Committee Members**), and the Secretary shall give fourteen (14) days' notice, or such lesser notice as may be agreed by the Committee Members of such meetings to each member of the Committee. In cases of urgency, a Committee meeting can be held

with less notice than the aforementioned period provided that as much notice as practicable is given to each Committee Member by the quickest means practicable.

- (b) Notice shall be given in writing, including by email. The Notice shall set out the agenda as approved by the Chairman or the Committee Members convening the meeting.
- (c) The quorum for a Committee meeting is four Committee Members.
- (d) The Chair or, in the absence of the Chair, the Vice Chair (or, in the absence of both the Chair and Vice Chair, another Committee Member elected by those Committee Members present) shall preside over Committee meetings.
- (e) Subject to these Rules the Committee may regulate its proceedings as it sees fit.
- (f) A Committee Member who is not physically present at a Committee meeting may with the agreement of the person chairing the meeting participate in the meeting by the use of technology that allows that Committee member and the Committee Members present at the meeting to clearly and simultaneously communicate with each other. A Committee Member participating in a Committee meeting as permitted under clause is taken to be present at the meeting and, if the member votes on a motion before the Committee, is taken to have voted in person.
- (g) On any question arising at a Committee meeting, all Committee Members shall be entitled to vote and each Committee Member present at the meeting has one vote. The person chairing the meeting shall have a casting vote. Voting by proxy is not permitted. A motion is carried only if a majority of the Committee Members present at the meeting entitled to vote, vote in favour of the motion.
- (h) Minutes of all meetings, including meetings of the Committee and the Executive, and General Meetings of the Members, shall be prepared within fourteen (14) days from the date of the relevant meeting, are to be distributed to all members of the Committee after approval by the Chair of the meeting.
- (i) The Committee must maintain a minute book in which:
 - (i) all motions passed by the Committee at Committee meetings and by the Executive at meetings of the Executive are recorded; and
 - (ii) all motions proposed at General Meetings and their acceptance/rejection are recorded.
- (j) The Committee must allow members of the MCC Committee to:
 - (i) attend Committee and Executive meetings if the MCC Committee member has given reasonable prior notice to the Secretary; and
 - (ii) access the minute book maintained by the Committee in accordance with Rule 3.4(i).

3.5 Circulating resolutions

- (a) The Committee Members may pass a resolution without a Committee meeting being held if a majority of the Committee Members entitled to vote on the resolution sign a document (including an email or other electronic document) containing a statement that they are in favour of the resolution set out in the document.
- (b) Separate copies of a document may be used for signing by the Committee Members if the wording of the resolution and statement is identical in each copy.
- (c) The resolution is passed when all the Committee Members have signed and a majority are in favour of the motion.
- (d) A Committee Member may sign the document by electronic communication (such as an email), by indicating their approval or assent, or to the contrary, of the resolution.
- (e) Passage of a resolution under this rule must be recorded in the minute book of the Committee at its first subsequent meeting.

3.6 Tenure of Committee Members

- (a) Subject to these Rules, Committee Members elected at a General Meeting shall hold their office until the next Annual General Meeting but will be eligible for re-election subject to clause 3.6(b) and (c).
- (b) The maximum total tenure of Committee Members is nine years from the initial date of adoption of these Rules in March 2023
- (c) The Chair will only be eligible for re-election if the Chair has held the office of Chair for three years or less from the initial adoption of these Rules in March 2023

3.7 Ceasing to be a Committee Member

A Committee Member (including an office bearer) automatically vacates office if the person:

- (a) dies;
- (b) ceases to be a Member;
- (c) is suspended in accordance with Rule 2.8;
- (d) resigns from office by notice in writing given to the Secretary;
- (e) becomes a bankrupt;
- (f) is not of sound mind or physically capable of discharging their responsibilities as an office bearer or Committee Member; or

-
- (g) is absent without the consent of the Committee from all meetings of the Committee held during a period of six months or for 3 or more scheduled meetings without leave of the Committee.

3.8 Casual Vacancy

- (a) The Committee may appoint a Member to fill positions on the Committee that—
 - (i) have become vacant under clause 3.7; or
 - (ii) were not filled by election at the last Annual General Meeting.
- (b) A person appointed under Rule 3.8(a) will hold office until the next Annual General Meeting after their appointment but will be eligible for re-election subject to clauses 3.6(b) and 3.6(c).
- (c) If any Office Bearer retires from or otherwise ceases to hold office before their term of office ends, the Committee may appoint one of their number to that office.

3.9 Regulations

- (a) The Committee may make regulations for conducting the affairs of the Group as it sees fit, so long as they are consistent with these Rules and the Guidelines and are approved by the MCC Committee.
- (b) Any regulations made by the Committee do not have effect until the later of the date specified and 14 days after they are circulated to Members.
- (c) The Committee must provide the MCC Committee with a copy of any regulations made in accordance with this Rule 3.9.

3.10 Sub-committees

The Committee:

- (a) may establish or disband sub-committees of the Committee, delegate (or at any time vary) powers and functions to a sub-committee, and establish or vary a sub-committee's terms of reference and reporting requirements; and
- (b) may appoint any Committee Member or other Member to the membership of a sub-committee.

4. ELECTION OF THE COMMITTEE

4.1 Nomination

- (a) To be eligible for nomination as a Committee Member, a person must be a Member (other than an Affiliate Member).
- (b) To be eligible for nomination as Chair, Vice Chair or other Office Bearer, the person must be an existing Committee Member unless approved by the MCC Committee.

-
- (c) A Member may be nominated for election as a Committee Member in accordance with the following procedure:
 - (i) written notice of the nomination, signed by the candidate and two other Members; and
 - (ii) if the person intends to seek election as Chair or Vice Chair, the nomination must state this;
 - (iii) the written notice must be lodged with the Secretary no later than 60 days before the Annual General Meeting at which the candidate proposes to stand for election.
 - (d) The Office Bearers shall be separately elected at the first Committee meeting following the Annual General Meeting, by and from the Committee Members elected at the Annual General Meeting.
 - (e) The Secretary must give all nominations for Chair to the MCC Committee. Within three weeks of receiving the nominations from the Secretary, the MCC Committee will notify the Secretary that the MCC Committee either approves or disapproves each nomination for Chair.
 - (f) If the Secretary does not receive the MCC Committee's decision to approve or disapprove each nomination for Chair within three weeks of providing the nominations to the MCC Committee in accordance with Rule 4.1(e), the nominations are deemed to be approved by the MCC Committee.
 - (g) If a Member nominated under Rule 4.1 prior to being elected:
 - (i) dies or ceases to be a Member; or
 - (ii) the Committee forms the view that the Member will be unable to serve in the position for which they have been nominated for the period of the tenure of that position due to illness or injury,the Committee may call for additional nominations and adjust timelines accordingly.

4.2 Election

- (a) At each Annual General Meeting, a single election may be held to fill all the Committee Member positions. Where there are more nominations for Committee, including Office Bearers, than allowed by these Rules, a ballot will be conducted and the result of the ballot announced at the Annual General Meeting.
- (b) Where such a ballot is required, the Committee shall appoint a Returning Officer who is not a candidate for election.
- (c) Where such a ballot is required, ballot papers will be forwarded to all members.
- (d) Ballot papers must be returned to the Returning Officer no later than seven days before the Annual General Meeting.

-
- (e) A Member will be elected to a position if they obtain more votes cast by Members than the other candidates nominated for election for that position.
 - (f) If a ballot is not required, nominated Committee Members shall be declared elected at the Annual General Meeting of the Group.
 - (g) The chairperson at the Annual General Meeting has a casting vote if there is an equality of votes.
 - (h) In the event that no Member gives notice to the Secretary pursuant to Rule 4.1 and subject to Rule 3.6(b), the existing Committee Members (including office bearers) will be deemed to be re-elected.

5. MEETINGS OF MEMBERS

5.1 Annual General Meetings

- (a) An Annual General Meeting must be held each calendar year within 5 months after the end of the Group's financial year, at such time and place as the Committee may determine. The Committee must give all Members written notice of the date of the Annual General Meeting not less than 28 days prior to the date of the Annual General Meeting.
- (b) The Committee must give all Members written notice of the time and place of the Annual General Meeting not less than 28 days prior to the date of the Annual General Meeting.
- (c) The written notice of the Annual General Meeting given in accordance with Rule 4.2(b) must include details of all nominations for positions on the Committee.
- (d) The business of the Annual General Meeting is:
 - (i) to confirm the minutes of the preceding Annual General Meeting;
 - (ii) to consider the financial report for the immediately preceding year which must be presented by the Treasurer;
 - (iii) to elect the Committee Members in accordance with Rule 4.2;
 - (iv) to consider such other business as may be included in the notice convening the Annual General Meeting or as the Committee may deem appropriate; and
 - (v) to consider such other business as the Members attending may, by a majority, deem appropriate.
- (e) Members of the MCC Committee may attend an Annual General Meeting but have no voting rights unless also being a MVG member.

5.2 Special General Meetings

- (a) The Committee, in its absolute discretion, may call a Special General Meeting of the Group. Without limiting the preceding sentence the Committee may convene a Special General Meeting whenever there is any matter under consideration on which they wish to obtain the opinion of Members.
- (b) If a Special General Meeting is called under Rule 5.2(a), the Secretary must give all Members written notice of the date, time and place of the Special General Meeting not less than 28 prior to the date of the Special General Meeting setting out:
 - (i) the object of the proposed Special General Meeting; and
 - (ii) the intended motion to be presented at the Special General Meeting for consideration.
- (c) Members of the MCC Committee may attend a Special General Meeting in an ex-officio advisory capacity.

5.3 Requirements at General Meetings

- (a) The quorum for a General Meeting is 14 Members comprising 10 Members and 4 Committee Members who are entitled to vote.
- (b) If a quorum is not achieved, the General Meeting will be adjourned until a time and place decided on by the Committee which is to be notified by written notice to all Members.
- (c) The Chair or, in the absence of the Chair, the Vice Chair will be chairperson of a General Meeting. If the Chair and Vice Chair are not present, the office bearer with the greatest length of tenure on the Committee who is present at the General Meeting will be chairperson of the General Meeting. In the absence of the Chair, Vice Chair and all office bearers, the Committee Member with the greatest length of tenure who is present at the General Meeting will be chairperson of the General Meeting.
- (d) The chairperson at a General Meeting has:
 - (i) a deliberative and separate casting vote; and
 - (ii) all necessary powers to conduct the General Meeting in the manner the chairperson deems fit.

5.4 Voting at General Meetings

- (a) Voting on motions at General Meetings must be by show of hands, unless Rule 5.4(b) or Rule 5.4(c) applies.
- (b) If at least 10 Members request a division, the chairperson must order that a division be held, in such manner as the chairperson may direct.

-
- (c) If the motion is a motion to amend the Rules under Rule 7, or a motion to dissolve the Group under Rule 8, and Members who are entitled to vote require a ballot to be conducted, then a ballot must be conducted, in such manner as the chairperson may direct.
 - (d) Voting at General Meetings by proxy is not permitted.

5.5 Passing Motions at General Meetings

A motion at a General Meeting will be passed if a majority of Members present at the General Meeting vote in favour of the motion unless one of the following Rules apply:

- (a) if the motion is to amend the Rules, the procedures in Rule 7 have been complied with; or
- (b) if the motion is to dissolve the Group, the procedures in Rule 0 have been complied with; or
- (c) if the motion relates to the conferral of life membership on a Member, the motion has been approved by a vote of 75% of the Members present at the General Meeting.

6. FINANCIAL REPORTING AND AUDIT

- (a) Until the Committee determines otherwise the financial year of the Group is each period of 12 months ending on 30 June.
- (b) The Committee may open bank accounts in the name of the Group, as the Committee determines necessary from time to time.
- (c) The Treasurer must collect all monies received by the Group and make all payments authorised by the Committee.
- (d) The Committee must ensure that the Treasurer keeps proper financial records which:
 - (i) correctly record and explain all the Group's transactions and financial position and performance;
 - (ii) correctly record and explain all goods, stock, equipment or other assets held by or on behalf of the Group;
 - (iii) would enable true and fair financial statements to be prepared and audited; and
 - (iv) sufficiently explain the financial operation and financial position of the Group.
- (e) The Committee must, if requested by the MCC Committee or the MCC's Chief Executive Officer (or the Chief Executive Officer's delegate):
 - (i) appoint an accountant to conduct a review of:

-
- (A) the written financial records kept under Rule 0; and
 - (B) any goods, stock, equipment or other assets held by or on behalf of the Group; and
- (ii) provide the MCC Committee or the MCC's Chief Executive Officer (or the Chief Executive Officer's delegate) with access to the written financial records kept under Rule 0 and the findings of any review conducted in accordance with Rule 60.

7. AMENDMENT TO RULES

- (a) The Rules (including this Rule) may only be amended in accordance with the procedure set out in this Rule 7.
- (b) The Rules may be amended by a motion passed at a General Meeting of the Group in accordance with the following procedure:
 - (i) the Members by show of hands or division are majority in favour of the motion and no ballot is called in accordance with Rule 5.4 (c); and
 - (ii) if after a show of hands or division and before the end of the General Meeting, 10 Members request a ballot be held to determine if the motion is passed, then a ballot must be held. The chairperson must determine the form of the ballot. If a ballot is called, the motion will be passed if a majority of Members vote in favour of the motion.
- (c) A motion to amend the Rules may not be proposed at a General Meeting unless:
 - (i) the notice convening the meeting sets out the terms of the motion (including any proposed amendments);
 - (ii) Members have been given at least 28 days' notice of the motion (including the proposed amendments) before the General Meeting; or
 - (iii) the proposed amendments have been:
 - (A) approved by the Committee; or
 - (B) proposed by notice given to the Secretary signed by at least 10 Members.
- (d) A notice given under Rule 7(c)(iii)(B) must set out the proposed motion to amend the Rules. If such a notice is given, the Committee must convene a General Meeting under these Rules to consider the motion, to be held within 3 months after receipt of the notice by the Secretary.
- (e) The chairperson at the General Meeting may reject any amendment to a proposed motion to amend the Rules if in the chairperson's reasonable view, the amended motion substantially departs from the proposed motion notified under Rule 4.2(c).

-
- (f) No amendment to the Rules shall be effective unless and until the MCC Committee has consented to the amendment. An amendment to the Rules will be effective from the later of the date the motion is passed in accordance with this Rule and the date on which the MCC Committee consents to the amendment.

8. DISSOLUTION

- (a) The Group may be wound up with the consent of the MCC Committee if a motion is passed at a General Meeting of the Group in accordance with the procedure set out in Rule 7. The provisions of Rule 7 shall apply, with all necessary modifications, in relation to any proposal to wind up the Group as if the proposal were a motion to amend these Rules and notice must be given to Members accordingly.
- (b) The MCC Committee may direct that the Group be wound up if:
 - (i) the Group fails to comply with these Rules or the Guidelines; or
 - (ii) the MCC Committee reasonably believes that the continued operation of the Group is not in the best interests of the MCC.

If such a direction is given the Committee shall cause the Group to be wound up.

- (c) If upon winding up the Group's affairs there remains any assets or property belonging to the Group after the payment or settlement of all debts and liabilities of the Group, the surplus assets or property becomes the property of the MCC.

9 NOTICES

9.1 What is a notice

A notice, consent or other communication to a Member under these Rules is only effective if it is:

- (a) in writing, signed by or on behalf of the person giving it;
- (b) addressed to the person to whom it is to be given; and
- (c) either:
 - (i) sent by email to that person's email address as recorded in the Members' Register; or
 - (ii) delivered or sent by pre-paid mail to that person's address as recorded in the Members' Register.

9.2 When a notice is given

A notice, consent or other communication that complies with this rule is regarded as given and received:

-
- (a) if it is sent by email, when the sender receives confirmation on its server or computer that the message has been transmitted if on a business day, otherwise on the next business day;
 - (b) if it is delivered, when it is received by the addressee; and
 - (c) if it is sent by mail:
 - (i) within Australia – 3 business days after posting; or
 - (ii) to or from a place outside Australia – 7 business days after posting.

In this Rule, **business day** means a day other than a Saturday or Sunday or a public holiday in Melbourne.

9.3 Address for notices

- (a) The Group's address and/or email address are those set out in the regulations made by the Committee under Rule 3.9, or as notified to Members from time to time.
- (b) A Member's address for notices is the Member's notified address and email address recorded in the Members' Register. It is the responsibility of each Member to ensure that the details about the Member in the Members' Register are kept up-to-date.

10 ACKNOWLEDGEMENT

The Members agree that nothing contained in these Rules limit or reduce their obligations under the MCC Rules. To the extent of any inconsistencies between these Rules and the MCC Rules, the terms of the MCC Rules prevail.

MELBOURNE CRICKET CLUB MILITARY VETERANS' GROUP

REGULATIONS

These Regulations have been made by the Committee of the Military Veterans' Group (hereinafter referred to as "**the Group**") in accordance with Rule 3.9 of the Rules of the Group and approved by the MCC Committee.

1. **Facilities**

No member of the MCC shall be entitled to use any of the equipment or amenities of the Group unless he or she has been admitted to Membership of the Group and his or her name is on the Members' Register.

2. **MCC Functions**

Membership of the Group does not by itself bestow any right to attend MCC functions or those conducted by the Group (other than General Meetings of the Group).

3. **Invitations and Notices to Functions**

The Secretary or another Member as authorised by him or her shall advise the MCC (by hard copy or electronic copy) at least four weeks before each function of at least the time, date and venue of the forthcoming function. The MCC will then advise Members in writing of function details as required.

Invitations to attend functions are to be extended to all Members of the Group. However invitations to invite guests are to exclude the Member only functions as advised by the Group, and numbers at each function are to be at the discretion of the Chair and Secretary or Committee, in conjunction with the MCC. Fees are to be at Member's rates and each invitee may invite guests (at guest rates).

4. **Dates and Times**

Official functions generally are to be by way of a luncheon three times a year and will normally be held in March, July and October. All functions commencing at approximately 12:00pm for a 12:30pm start or at a time as determined by the Committee.

The Group will introduce a Member only function from 2022.

5. **Venue**

Functions are to be held in the MCC Members Dining Room wherever possible or at an alternative venue/space where directed by the MCC or Committee.

6. **Other Functions**

The Committee only shall approve of any functions held under the name of the Group.

7. **Organisation of Functions – Variations**

The Committee shall have the power to determine and vary the time, date and venue of each function as well as to cancel a function in extenuating circumstances or to arrange any extra-ordinary or additional functions.

Any change to the approved function guest speaker will be discussed and confirmed by the Committee.

8. **Committee Meetings**

A minimum of three meetings should be held each year.

9. **Limit on Total Attendees**

The total combined number of Members and guests attending a function shall be set by the Committee, in conjunction with the MCC, and take into consideration such things as seating room available, the number of MCC Caterer staff attending, capacity limits, venue location and time etc.

Accordingly the Committee shall have the authority to accept replies to invitations on a first return, first acceptance basis.

10. **Guest Limits**

The limit is five guests per Member per function in the Members Dining Room, and one per Member at a Member only function, but the Committee is given discretion to waive this limit.

The practice of a Member inviting guest(s) to any Group function without such Member attending the function will not normally be permitted. Committee approval would be required for any special circumstances. In such extenuating circumstances the behaviour of guests remains the responsibility of the relevant Member whether present or not.

All members are responsible for the conduct of their invited guests.

11. **Complimentary and Reciprocal Guests**

The Committee is given discretion to approve guests as being complimentary to attend functions free of charge or at a reduced fee.

The cost of that guest's attendance shall be borne in full or in part by the Group as determined and approved by the Committee on behalf of the Group.

12. **Function Procedures**

(a) A roving microphone is to be on hand at all functions.

(b) All new Members will be welcomed by the Chair or other Committee member presiding at the function.

-
- (c) The Secretary may invite MCC Committee Members and Management, as approved by the Committee or Chair, to the functions. The cost of these attendees shall be borne by the MCC.
 - (d) The President or Chief Executive Officer of the MCC shall be invited to deliver an update on MCC activities at the October luncheon each year.

13 **Annual Price Review**

The MCC Caterer is to advise the Secretary of any proposed changes at the beginning of each calendar year.

14 **Financial Year**

1st July to 30th June.

15. **Goods and Services Tax (GST)**

The Group is not a separate "entity" for GST purposes but rather is part of the MCC. The MCC is registered for GST and the Group will be under the "umbrella" of the MCC for GST purposes such that the MCC will be responsible for reporting any GST obligations of the Group.

Annual Subscriptions to the Group are subject to GST. Invoices for function costs from MCC Caterer are to be forwarded to MCC for an "input tax credit" which will be refunded to the Group, where applicable.

16. **Secretary**

The Secretary shall be the Executive Officer of the Group. His or her duties shall be:

- (a) attend meetings of the Group Committee and the Annual General Meetings and Special General Meetings of the Group;
- (b) prepare an agenda for such meetings, to which agenda the Chair may add any items that he or she wishes to be dealt with;
- (c) record the minutes of all meetings and file same in a loose-leaf or approved equivalent binder to be kept for that purpose;
- (d) conduct all correspondence in connection with the general business of the Group;
- (e) collect or cause to be collected all subscriptions, entry fees and/or other moneys due to the Group and hand proceeds to the Treasurer;
- (f) keep the Members' Register or delegate the responsibility, in conjunction with the MCC, setting forth the name in full and mailing address (such mailing address to be the same as registered with the MCC) of each Member, such list to be open to the inspection of the Members of the Group;
- (g) keep a copy of all regulations made from time to time by the Committee;

-
- (h) prepare a report to the Annual General Meeting of the Group on the activities of the Group during the year; and
 - (i) call all meetings in accordance with the Rules, and carry out those duties usually associated with the office of Secretary.

Should the Secretary be absent or ill or should he or she neglect or refuse to do anything required by the Rules, the Committee shall have the power to appoint any Member of the Group to act in his or her stead.

17. **Treasurer**

The duties of the Treasurer shall be to:

- (a) ensure all monies received by the Group are processed, banked and reconciled;
- (b) ensure that receipts are issued for such moneys upon request;
- (c) pay all accounts, subject to the approval of the Committee;
- (d) keep books of account of all moneys received and expended;
- (e) present at each Committee Meeting a statement of receipts and payments since the last meeting, also showing total receipts and payments for the current year to date, and to table the bank statement made up to date. Should the Chair or the Committee require, he or she shall prepare an estimate of the financial position for the balance of the year; and
- (f) submit to the Annual General Meeting a statement of income and expenditure for the year and a balance sheet showing the assets and liabilities at the end of the Group's year. This statement and balance sheet shall have been examined and certified by the Auditor.

18. **Bank Accounts**

The bank accounts of the Group shall be kept in such bank as shall from time to time be approved by the Committee, and all moneys banked promptly therein.

All cheques and withdrawals drawn on the bank accounts require signature by at least two of the following:

- (a) Chair;
- (b) Vice-Chair;
- (c) Secretary; or
- (d) Treasurer,

provided that should any of these officer bearers be absent through illness or other cause then a substitute or acting appointment shall be made by the Committee. The Committee

may authorize such person acting in the place of any one of the officer bearers mentioned to sign cheques or withdrawals on the Group's bank accounts in like manner.

Electronic payments must first be raised by the Treasurer and then authenticated electronically by a second signatory.

19. **Auditor**

An Auditor shall be appointed and honorarium, if any, fixed at each Annual General Meeting. Such Auditor shall not be an Office-bearer of the Group.

The Auditor shall have power at all times to examine the books and documents of the Group, and shall also, as soon as convenient after the close of the financial year, in each year audit a statement of income and expenditure and balance sheet, setting forth the financial business of the Group since the end of the preceding financial year.

These statements shall be prepared by the Treasurer. The audited financial statements and Auditor's report shall be presented at the Annual General Meeting.

20. **Notices**

The Group's address and email address are as follows:

Interest Group:	Melbourne Cricket Club Military Veterans' Group
Address:	PO Box 175 East Melbourne Vic 8002
Email address:	rogerschie@me.com
Attention:	Roger Schie, Secretary MCC Military Veterans' Group