

**ASSOCIATIONS
INCORPORATION
ACT (1981)**

**CONSTITUTION
AND RULES
FOR
SKILLED SOCIAL
CLUB (VICTORIA)
INCORPORATED**



CONSTITUTION & RULES SKILLED SOCIAL CLUB (VICTORIA) INCORPORATED

1. **Name**

The name of the incorporated association is SKILLED Social Club (Victoria) Incorporated (in these Rules called "the Social Club").

2. **Definitions**

(1) In these Rules, unless the contrary intention appears-

"**Act**" means the **Associations Incorporation Act 1981**;

"**committee**" means the committee of management of the Social Club;

"**eligible person**" or "**eligible employee**" means a person who is an employee of SKILLED in Victoria;

"**financial year**" means the year ending on 31 December;

"**general meeting**" means a general meeting of members convened in accordance with rule 12;

"**member**" means a member of the Social Club;

"**membership number**" means an individual number for a member of the Social Club that corresponds to that member's SKILLED employee payroll number;

"**ordinary member of the committee**" means a member of the committee who is not an officer of the Social Club under Rule 21;

"**pay office**" means a SKILLED pay office or all of them wherever situated in Victoria and whatever the member's pay cycle;

"**payroll number**" means an individual number by which an employee of SKILLED may be identified within a SKILLED payroll;

"**register of members**" means those pay office records whether electronic or on paper that evidence a person's membership of the Social Club;

"**Regulations**" means regulations under the Act;

"**relevant documents**" has the same meaning as in the Act;

"**SKILLED**" means a company or other entity belonging to or otherwise owned or controlled by one or more of the SKILLED Engineering Limited group of companies;

"**special events**" means those events that are organised for the members, by or for the Social Club, for which a charge may be levied and which charge, if any, the member has accepted by requesting to attend and such request has been accepted, or agreeing to, or attending such special event. Special events include but are not limited to concerts, dinners, barbeques, parties, picnics and any other event organised by or for the Social Club.

(2) In these Rules, a reference to the Secretary of an Association is a reference -

- (a) if a person holds office under these Rules as Secretary of the Social Club – to that person; and
- (b) in any other case, to the public officer of the Social Club.

3. *Alteration of the Rules*

These Rules and the statement of purposes of the Social Club must not be altered except in accordance with the Act.

4. *Membership and Membership Fees*

- (1) An eligible person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Social Club on payment of the membership fees payable under these Rules.
- (2) An eligible person who is not a member of the Social Club at the time of the incorporation of the Social Club (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless-
 - (a) he or she applies for membership in accordance with sub-rule (3); and
 - (b) provides authority in writing for membership fees and the charges for special events to be deducted from their pay.
- (3) An application of an eligible person for membership of the Social Club must-
 - (a) be made in writing in one of the forms set out in Appendices 1a and 1b. Reference to the SKILLED Social Club on these forms shall be taken to mean SKILLED Social Club (Victoria) Incorporated for employees based in Victoria who make application to join the SKILLED Social Club; and
 - (b) be lodged with the pay office as representative for the Secretary of the Social Club.
- (4) The pay office as representative for the Secretary will, within 28 days after receipt of the application for membership and authority to deduct membership fees from his/her pay enter the applicant's name in the register of members.
- (5) An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.
- (6) A right, privilege, or obligation of a person by reason of membership of the Social Club-
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon the cessation of membership whether by death or resignation or by ceasing to be an eligible person or otherwise.
- (7) The entrance fee is the relevant amount set out in Appendix 4. It may be redetermined at an Annual General Meeting.
- (8) The subscription fees (weekly and monthly) are the amounts determined at each Annual General Meeting. Weekly membership fees will be determined for weekly paid members and monthly membership fees will be determined for monthly paid members.
- (9) Membership fees (both entrance and subscription) remain unchanged unless and until amended at an Annual General Meeting at which time they become the new fees and remain unchanged unless and until amended at a subsequent Annual General Meeting.

5. *Register of Members*

- (1) The Secretary must cause to be kept and maintained a register of members containing-
 - (a) the name and address of each member; and

- (b) the date on which each member's name was entered in the register. For the purposes of this clause the pay period for which a member first has membership fees deducted from their wage or salary is deemed to be the date they were entered on the register.
- (2) The register of members may be a discreet register or it may comprise of those employees who are members of the Social Club from time to time as evidenced by the SKILLED payroll records.
- (3) A list(s) of the member's names is available for inspection free of charge by any member upon the giving of 7 days notice.
- (4) A member may make a copy of entries in the list(s) of names.

6. Ceasing Membership

- (1) A member ceases to be a member immediately he or she ceases to be an eligible person however at the discretion of the committee membership may be retained for up to an additional three months after ceasing to be an eligible person.
- (2) A member of the Social Club who has paid all moneys due and payable by a member to the Social Club may resign from the Social Club by giving notice in writing to the pay office as representative of the Secretary of his or her intention to resign.
- (3) If a member ceases to be a member as a result of no longer being an eligible person or after the expiry of any notice period referred to in the notice of registration -
 - (a) the member ceases to be a member; and
 - (b) the pay office as representative for the Secretary will record in the register of members the date on which the member ceased to be a member. For the purposes of this clause the pay period for which a member last has fees deducted from wages or salary shall be deemed to be the date that membership ceased.

7. Discipline, Suspension and Expulsion of Members

- (1) Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Social Club, the committee may by resolution -
 - (a) suspend that member from membership of the Social Club for a specified period; or
 - (b) expel that member from the Social Club.
- (2) A resolution of the committee under sub-rule (1) does not take effect unless -
 - (a) at a meeting held in accordance with sub-rule (3), the committee confirms the resolution; and
 - (b) if the member exercises a right of appeal to the Social Club under this rule, the Social Club confirms the resolution in accordance with this rule.
- (3) A meeting of the committee to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).
- (4) For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice -
 - (a) setting out the resolution of the committee and the grounds on which it is based; and
 - (b) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that he or she may do one or both of the following-

- (i) attend that meeting;
 - (ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution;
- (e) informing the member that, if at that meeting, the committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Social Club in general meeting against the resolution.
- (5) At a meeting of the committee to confirm or revoke a resolution passed under sub-rule (1), the committee must -
- (a) give the member, or his or her representative, an opportunity to be heard; and
 - (b) give due consideration to any written statement submitted by the member; and
 - (c) determine by resolution whether to confirm or to revoke the resolution.
- (6) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Social Club in general meeting against the resolution.
- (7) If the Secretary receives a notice under sub-rule (6), he or she must notify the committee and the committee must convene a general meeting of the Social Club to be held within 21 days after the date on which the Secretary received the notice.
- (8) At a general meeting of the Social Club convened under sub-rule (7) -
- (a) no business other than the question of the appeal may be conducted; and
 - (b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - (c) the member, or his or her representative, must be given an opportunity to be heard; and
 - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

8. *Disputes and Mediation*

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between -
- (a) a member and another member; or
 - (b) a member and the Social Club.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be-
- (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement-
 - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Social Club; or
 - (ii) in the case of a dispute between a member and the Social Club, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

- (5) A member of the Social Club can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must—
 - (a) give the parties to the mediation process 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 to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

9. Annual General Meetings

- (1) The committee may determine the date, time and place of the annual general meeting of the Social Club.
- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (3) The ordinary business of the annual general meeting shall be—
 - (a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
 - (b) to receive from the committee reports upon the transactions of the Social Club during the last preceding financial year; and
 - (c) to elect officers of the Social Club and the ordinary members of the committee; and
 - (d) to receive and consider the statement submitted by the Social Club in accordance with section 30(3) of the Act.
- (4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

10. Special General Meetings

- (1) In addition to the annual general meeting, any other general meetings may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The committee may, whenever it thinks fit, convene a special general meeting of the Social Club.
- (4) If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.
- (5) The committee must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Social Club.
- (6) The request for a special general meeting must—
 - (a) state the objects of the meeting; and
 - (b) be signed by the members requesting the meeting; and
 - (c) be sent to the address of the Secretary.

- (7) If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (8) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Social Club to the persons incurring the expenses.

11. Special Business

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

12. Notice of general meetings

- (1) The Secretary of the Social Club, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Social Club, must cause to be sent to each member of the Social Club, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent -
 - (a) delivering the notice to the member personally; or
 - (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
 - (c) facsimile transmission; or
 - (d) electronic transmission; or
 - (e) as part of or included with a members pay advice/slip; or
 - (f) by the posting of notices on notice boards at SKILLED employee work locations.
- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary, at least 7 days prior to the notice, of that business, who must then include that business in the notice calling the next general meeting.

13. Quorum at General Meetings

- (1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- (2) Five members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- (3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present-
 - (i) in the case of a meeting convened upon the request of members--the meeting must be dissolved; and
 - (ii) in any other case--the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.

- (4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

14. *Presiding at General Meetings*

- (1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Social Club.
- (2) If the President and the Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

15. *Adjournment of Meetings*

- (1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12. (4) Except as provided in sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

16. *Voting at General Meetings*

- (1) Upon any question arising at a general meeting of the Social Club, a member has one vote only.
- (2) All votes must be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at a general meeting, either in person or by proxy, unless all moneys (including Subscription Fees) due and payable by the member to the Social Club have been paid, other than for an amount no greater than one months subscription in the case of monthly paid employees or four weeks subscription in the case of weekly paid employees.

17. *Poll at General Meetings*

- (1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

18. *Manner of Determining Whether Resolution Carried*

If a question arising at a general meeting of the Social Club is determined on a show of hands -

- (a) a declaration by the Chairperson that a resolution has been -
 - (i) carried; or
 - (ii) carried unanimously; or
 - (iii) carried by a particular majority; or
 - (iv) lost; and

- (b) an entry to that effect in the minute book of the Social Club-- is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

19. Proxies

- (1) Each member who is entitled to vote is entitled to appoint another member as a proxy by notice given to the Secretary no later than 48 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy must be--
 - (a) for a meeting of the Social Club convened under rule 7(7), in the form set out in Appendix 2; or
 - (b) in any other case, in the form set out in Appendix 3.

20. Committee of Management

- (1) The affairs of the Social Club shall be managed by the committee of management.
- (2) The committee -
 - (a) shall control and manage the business and affairs of the Social Club; and
 - (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Social Club other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Social Club; and
 - (c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Social Club.
- (3) Subject to section 23 of the Act, the committee shall consist of -
 - (a) the officers of the Social Club; and
 - (b) two ordinary members-- each of whom shall be elected at the annual general meeting of the Social Club in each year.

21. Office Holders

- (1) The officers of the Social Club shall be -
 - (a) a President;
 - (b) a Vice-President;
 - (c) a Treasurer; and
 - (d) a Secretary.
- (2) The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub-rule (1).
- (3) Each officer of the Social Club shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.
- (4) In the event of a casual vacancy in any office referred to in sub-rule (1), the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

22. Ordinary Members of the Committee

- (1) Subject to these Rules, each ordinary member of the committee shall hold office until the annual general meeting next after the date of election but is eligible for re-election.
- (2) In the event of a casual vacancy occurring in the office of an ordinary member of the committee, the committee may appoint a member of the Social Club to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

23. *Election of Officers and Ordinary Committee Members*

- (1) Nominations of candidates for election as officers of the Social Club or as ordinary members of the committee must be -
 - (a) made in writing, signed by two members of the Social Club and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination);
and
 - (b) delivered to the Secretary of the Social Club not less than 7 days before the date fixed for the holding of the annual general meeting.
- (2) A candidate may only be nominated for one office, or as an ordinary member of the committee, prior to the annual general meeting.
- (3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of officers and ordinary members of the committee must be conducted at the annual general meeting in such manner as the committee may direct.

24. *Vacancies*

The office of an officer of the Social Club, or of an ordinary member of the committee, becomes vacant if the officer or member -

- (a) ceases to be a member of the Social Club; or
- (b) becomes an insolvent under administration within the meaning of the Corporations Law; or
- (c) resigns from office by notice in writing given to the Secretary.

25. *Meetings of the Committee*

- (1) The committee must meet at least 3 times in each year at such place and such times as the committee may determine.
- (2) Special meetings of the committee may be convened by the President or by any 4 members of the committee.

26. *Notice of Committee Meetings*

- (1) Written notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.
- (2) Written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

27. Quorum for Committee Meetings

- (1) Any 4 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present -
 - (i) in the case of a special meeting--the meeting lapses;
 - (ii) in any other case the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The committee may act notwithstanding any vacancy on the committee.

28. Presiding at Committee Meetings

At meetings of the committee-

- (a) the President or, in the President's absence, the Vice-President presides; or
- (b) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

29. Voting at Committee Meetings

- (1) Questions arising at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (2) Each member present at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee (including the person presiding at the meeting), who is entitled to vote is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

30. Removal of Committee Member

- (1) The Social Club in general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President of the Social Club (not exceeding a reasonable length) and may request that the representations be provided to the members of the Social Club.
- (3) The Secretary or the President may give a copy of the representations to each member of the Social Club or, if they are not so given, the member may require that they be read out at the meeting.

31. Minutes of Meetings

The Secretary of the Social Club must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

32. Funds

- (1) The Treasurer of the Social Club must -

- (a) collect and receive all moneys due to the Social Club and make all payments authorised by the Social Club; and
 - (b) keep correct accounts and books showing the financial affairs of the Social Club with full details of all receipts and expenditure connected with the activities of the Social Club.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee.
- (3) The funds of the Social Club shall be derived from entrance fees, subscriptions, donations and such other sources as the committee determines.

33. Seal

- (1) The common seal of the Social Club must be kept in the custody of the Secretary.
- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of the public officer of the Social Club.

34. Notice to Members

Except for the requirement in rule 12, any notice that is required to be given to a member, by on behalf of the Social Club, under these Rules may be given by-

- (a) delivering the notice to the member personally; or
- (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- (c) facsimile transmission; or
- (d) electronic transmission; or
- (e) as part of or included with a members pay advice/slip; or
- (f) by the posting of notices on notice boards at SKILLED employee work locations

35. Winding Up

In the event of the winding up or the cancellation of the incorporation of the Social Club, the assets of the Social Club must be disposed of in accordance with the provisions of the Act.

36. Custody and Inspection of Books and Records

- (1) Except as otherwise provided in these Rules, the Secretary and/or the pay office as representative for the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Social Club.
- (2) All accounts, books, securities and any other relevant documents of the Social Club must be available for inspection free of charge by any member upon request.
- (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Social Club.

APPENDIX 1a



BANK ACCOUNT DETAILS FOR TRANSFER OF FUNDS - EMPLOYEE

EMPLOYEE PAYROLL NUMBER (Office Use Only)

Grid of 8 boxes for payroll number

PERSONAL DETAILS

Form fields for Surname, Other Name(s), Address, Home Phone Number, Date of Birth, and Postcode

BANK DETAILS

SKILLED WILL NOT BE HELD RESPONSIBLE FOR ANY INACCURATE DETAILS PROVIDE BY YOU.

Form fields for Bank Name, Bank Address, Bank Branch Number, Bank Account Number, Bank Account Name, and Bank Account Type

SUPERANNUATION DETAILS (Not Required for these Contractors: - Pty. Ltd. Co.)

Form fields for Fund Name and Membership Number

IF YOU ARE NOT ABLE TO PROVIDE A MEMBERSHIP NUMBER FOR THE RELEVANT INDUSTRY FUND, YOU MUST COMPLETE AN APPLICATION FOR MEMBERSHIP WHICH WILL BE PROVIDED BY YOUR SKILLED SUPERVISOR.

PLEASE BE AWARE THAT IT IS YOUR RESPONSIBILITY TO PROVIDE ACCURATE DETAILS TO SKILLED. (PROVIDING A BLANK ENCODED DEPOSIT FORM AND IF REQUIRED, A COPY OF YOUR SUPER FUND STATEMENT, WILL ENSURE THE CORRECT DETAILS).

SIGNATURE: _____ Date: ____/____/20____

SOCIAL CLUB (Optional)

In the nominated States SKILLED has an active Social Club that provides many benefits and savings to its members.

I apply for membership of the SKILLED Social Club and agree to be bound by the Rules which are subject to amendment by a vote of Members. I agree to have deducted from my pay the amount of \$____.____ per week for the SKILLED Social Club membership. I also agree to have deducted from my pay the cost of any tickets or function costs requested by me. The Social Club will advise the pay office of any such deductions.

SIGNATURE: _____ Date: ____/____/20____

APPENDIX 1b



BANK ACCOUNT DETAILS FOR TRANSFER OF FUNDS - STAFF

STAFF PAYROLL NUMBER (Office Use Only)

Grid of 8 boxes for staff payroll number

PERSONAL DETAILS

Surname: _____

Other Name(s): _____ Date of Birth / /

Address: _____

Postcode: _____

Home Phone Number: _____

Have you worked for SKILLED before? Yes / No

Are you an existing staff member changing bank A/C's? Yes / No

BANK DETAILS

PLEASE BE AWARE THAT IT IS YOUR RESPONSIBILITY TO PROVIDE ACCURATE BANK ACCOUNT DETAILS TO SKILLED. (PROVIDING A BLANK ENCODED DEPOSIT FORM WILL ENSURE THE CORRECT DETAILS)

SKILLED WILL NOT BE HELD REPOSNSIBLE FOR ANY INACCURATE BANK ACCOUNT DETAILS PROVIDE BY YOU.

Bank Name: _____

Bank Address: _____

Postcode _____ Phone No. _____

Bank Branch Number: [Grid of 6 boxes]

Bank Account Number: [Grid of 8 boxes]

(NOT Credit Card Number)

Bank Account Name: _____

Bank Account Type: _____

(Savings, Cheque, Cashcard etc)

SIGNATURE: _____ DATE: ____/____/20____

SOCIAL CLUB (Optional)

In the nominated States SKILLED has an active Social Club that provides many benefits and savings to its members.

I apply for membership of the SKILLED Social Club and agree to be bound by the Rules which are subject to amendment by a vote of Members. I agree to have deducted from my pay the amount of \$___ per week for the SKILLED Social Club membership. I also agree to have deducted from my pay the cost of any tickets or function costs requested by me. The Social Club will advise the pay office of any such deductions.

SIGNATURE: _____ DATE: ____/____/20____

APPENDIX 2

**FORM OF APPOINTMENT OF PROXY FOR MEETING OF
THE SOCIAL CLUB CONVENED UNDER RULE 7(7)**

I,.....
(name)

of
(address)

being a member of SKILLED SOCIAL CLUB (VICTORIA) INCORPORATED

appoint
(name of proxy holder)

of
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the appeal to the general meeting of the Social Club convened under rule 7(7), to be held on-

.....
(date of meeting)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution (insert details of resolution passed under rule 7(1)).

Signed
Date

APPENDIX 3
FORM OF APPOINTMENT OF PROXY

I,

(name)

of

(address)

being a member of SKILLED SOCIAL CLUB (VICTORIA) INCORPORATED

appoint

(name of proxy holder)

of

(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf
at
the annual/special* general meeting of the Social Club to be held on

.....

(date of meeting)

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against* the following resolution (insert details
of resolution).

Signed

Date

* Delete if not applicable

APPENDIX 4
SCHEDULE OF FEES

Fee	Amount
Entrance Fee	Nil
Weekly Subscription Fee	\$0.55
Monthly Subscription Fee	\$2.20