



Giving is Living



3G Hand Book



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“ Giving is Caring
Giving is Sharing
Giving is Loving
Giving is Living ”

- John B. Parisutham

Hand Book

Introduction

3G is a global network of leaders who visualise and work for a world where all people can live together amicably and live with nature harmoniously. They will make a difference in themselves, in their communities and across the globe.

It is a global forum, helping people volunteer to create a better humanity and environment. It believes that all human beings are embodiments of compassion and so the humanity has the potential to live in peace and harmony within them and with the environment.

There is no political, religious or racial lineage in the ideology of 3G. It is registered as a not-for-profit organisation under Ministry of Consumer Affairs, Government of Victoria, Australia.

3G invites people around the world who share the same vision to start clubs and involve in activities to make this world a better place to live for all species.

Our Rationale

We have a rationale to exist as an organisation.

Present problems of humanity and our commitment towards participating in a small way in solving them are the reasons for our existence. The present world problems can be solved if all human beings open up their compassionate hearts towards themselves, their community, the society, and nature.

Here is our understanding of today's problem.

Poverty

Poverty is inhuman.

Almost half the world — over 3 billion people — live on less than \$2.50 a day. It is most commonly defined by economic standards, based on income levels and access to basic human necessities, such as food, water, and shelter.

Poverty has many ties to physical health as well, as the world's poorest countries consistently demonstrate the lowest life expectancies. The majority of these health problems can be traced back to unsafe drinking water and malnutrition, which causes an estimated 8 million people to die every year in addition to 30,000 children's deaths per day.

Historically, poverty has proven to be the cause of much violence and conflict and continues to be so today. In many situations human trafficking, the use of child soldiers, and prostitution can all be linked to poverty.

Poverty must also include political and cultural factors and access to opportunities, education, and healthcare. If there's one thing that can be agreed on, it would be that poverty is a real problem affecting millions of people around the world today.

Every human being has the right to live decent life.

Education

Education enlightens.

It changes them. All human beings have the right to free, compulsory, quality and equal education. All children should get the chance to go to school.

3G clubs will promote education that is freeing people from ignorance, nurturing nature and teach compassion and not one of education that is competitive, exploitative, selfish, and driven by vested interests.

Schools are places of enlightenment and not of enslavement. Education is not only the key to employment and eradication of poverty, it is also the doorway for self-realisation, community development and world peace.

Health

Health is well-being. A complete physical, intellectual, emotional and social well-being.

It is central to handle stress and live a full and long life. It is a resource to function in day-to-day life. All have equal rights to quality health care and education.

3G clubs will take up activities to enhance the quality of healthcare and promote health education in order that everyone lives, not only without disease but also be in a complete status of well-being for fuller life. This ultimately helps every individual to participate in community life.

Empowerment

Empowerment is the potential to have control over one's life.

It would reflect on one's life, by acting on issues that one feels important. It helps every individual to participate with confidence and self-dignity in their community life.

Empowerment is also becoming aware of the strengths and weaknesses of oneself, team, and community and work for the welfare of well-being, taking into account the opportunities and threats.

By getting empowered with knowledge, skills, and attitude, individuals will become leaders who could analyse the past, live the present and plan for the future. Thus empowerment is nothing but change.

Empowerment is also contagious. It expands. 3G clubs will take every chance to empower individuals, especially the poor, downtrodden, differently abled, refugees, repatriates, war-stricken people and other disadvantaged people.

Diversity

Diversity is more than one.

It is two folded. Cultural diversity and Biodiversity.

Cultural diversity is the difference in culture, race, ethnicity, religious or spiritual beliefs, gender, including transgender, and other sexual orientations, socioeconomic, geographic, and academic/professional backgrounds, age, physical abilities, political beliefs, heritage and life experience. It is an understanding that each individual is unique. 3G commits itself to respect and promote the diversity of humankind.

Biodiversity is the difference in all living organisms in this world, in air, land or sea. They have right to live while they have variability within and between them and with their ecosystems, managed or not managed.

The human well-being is intimately linked to the welfare of the ecosystem. The atmosphere, geosphere, and hydrosphere, together make the biosphere within which millions of species, including humans, have thrived. The sustainable life of these species, breathable air, potable water, fertile soils, productive lands, bountiful seas, equitable climate and other ecosystem services depend on preserving the diversity.

To remind ourselves, without plants there would be no oxygen and without bees to pollinate there would be no fruit or nuts. In order for me to live, I need to be conscious of other species and do something to preserve the same.

Disasters

Disasters are bad. They are two folded.

One is the natural disasters and another is the man-made disasters.

Natural disasters are of many kind. Hurricanes, earthquakes, tornadoes, floods, tsunamis and drought are a few to mention. Anything created by humanity and even humanity itself can be destroyed by nature. People, animals, and other species often are affected by these disasters. 3G takes note that people can be given disaster preparedness awareness. They can also be taught about rescue, relief, rehabilitation and reconstruction tactics and programs.

Man-made disaster is the suffering and loss made intentionally by man to man and man to nature. Man made disasters are of many kinds. Wars, planned attacks, oil & chemical spills, economic collapse, and dam failure are a few to mention. It is because of anger, greed or negligence. 3G would like to help the affected innocents.



Our Vision

A world where all species live together harmoniously.

Our Mission

To promote **natural way of living** by sharing, caring and loving:
by helping voiceless people come together and realise their potentials to develop their economical and social status; and by involving in activities for ecological sustainability.

Our Values

Togetherness

Beauty lies in variety. The human race can live together irrespective of colour, race, sex, creed, belief, caste and class. A world, without war, where people live a peaceful life is possible.

Bio-diversity

Sustainability is living in harmony with nature. Humankind has to love and preserve the beautiful natural environment by living in harmony with nature and understanding the wholistic unification of everything.

Compassion

Being kind is inbuilt in every species. When a person is involved in a compassionate giving, s/he is being true to his/her nature. Everyone should make it a habit to be compassionate.

Leadership

The right thing is nothing but making life better for everyone & everything sustainably.

A leader knows what is right, does what is right and motivates others to do what is right.

Integrity

Honesty is nothing but keeping the thoughts, expressions, actions and reactions consistent in all situations. Every individual needs to be honest.

Our Emblem



3G Emblem is three dots arranged as follows: Two stand side by side, at the bottom and one on the above of these two dots. All three dots are of same shape and size. They are black in colours.

The base two dots stand for 'human community' and 'nature'. The one standing above these dots is the 'member'.

The number '3' and letter 'G' in capital, appear along these three dots.

The phrase 'Global Giving Group Inc.' appears above 'three dots' and '3G' in a grey shade.

The motto 'Giving is Living' appears below 'three dots' and '3G' in a grey shade.

The meaning of the logo is that every 'member' stands for the positive changes in the 'human community' and 'nature'.

The letters '3G' along side these three dots, state that 3G as an organisation support every 'member' to contribute to 'community' and 'nature'. The phrase 'Global Giving Group Inc.' informs the full name of the organisation and that it is legally registered under a law. The motto 'Giving is Living' explains the life philosophy that 3G as an organisation stands for and appears to inspire everyone.



Our statement of purpose

Global Giving Group [3G] would like:

1. To base its purpose on the United Nations Assembly's resolution adopted on 25th September 2015, plan of action for people, planet, peace, prosperity and partnership and the sustainable development goals for 2030. *[Backdrop]*
2. To visualise a world where all people can live together amicably and live with nature harmoniously. *[Vision]*
3. To help members discover that 'Giving is sharing, Giving is caring, Giving is loving and Giving is living' by helping them involve in meaningful actions, as prescribed by United Nations, for betterment of people and planet. *[Mission]*
4. To have the values of the organisation as Togetherness, Bio-diversity, Compassion, Leadership and Integrity. *[Values]*
5. To help its members as leaders to take every chance to empower individuals, especially the poor, downtrodden, marginalised, differently abled, refugees, repatriates, war-stricken people and other disadvantaged people. *[Leadership]*

6. To help in ending poverty in the world, especially in the third world as poverty has proven to be the cause of much violence and conflict and continues to be so today. *People: [Poverty]*
7. To promote education that is freeing people from ignorance, nurturing nature and teach compassion as all human beings have the right to free, compulsory, quality and equal education. *People: [Education]*
8. To enhance the quality of healthcare and promote health education in order that everyone lives, not only without disease but also be in a complete status of well-being for fuller life. *People: [Health]*
9. To respect and promote the diversity of humankind. *People: [Cultural Diversity]*
10. To act with a view that all living organisms in this world, in air, land or sea, have equal right to live while they have variability within and between them and with their ecosystems, managed or not managed. *Planet: [Bio-Diversity]*
11. To involve in rescue, relief, rehabilitation and reconstruction in natural and man made calamities. *Planet: [Disasters]*
12. To exist as an organisation to collaborate with all other institutions, including government and non-government organisations that accept United Nations declarations to realise the full extent of the Agenda to profoundly improve the lives of all and transform our world for the better. *[Partnership]*
13. To facilitate volunteers in Australia and abroad to start clubs in order to achieve the above. *[Partnership]*



Our History

This is the story!

Everything started in 2012 in Albukhary International University (AiU), Alor Setar, Kedah, Malaysia. It started with the vision of one man, Dr. John Parisutham, the founder of 3G.

With his knowledge and experience of having been the executive director for Indian Institute of Development, in India, from its inception in the year 1987, for around 25 years, he initiated a group with his eight students to develop themselves and start community projects.

He named the group SILK (Sustainable Indigenous Livelihood Knowledge) as the focus was respecting indigenous cultures.

The SILK group was formed just after the international conference on the university leadership for sustainable livelihood, organised by AiU. The founder then led a few students to organise a panel on the said topic, perform a musical drama called “Back to Sanity; Back to Unity”, produce a book called “fEAST”, and an exhibition of the indigenous culture of over 150 countries.

In this exercise, the founder found out the compassionate heart of “giving” in many students and continued to inspire them.

Later when he was the advisor of The Healthy Living Club around 40 students joined the group. In 2013, When he was teaching a subject namely ‘Introduction to Civil Societies’, he asked for volunteers to join to make the university campus green and sustainable.

Around 60 students from various parts of the world gathered and supported the cause. Since, the group consisted students from around the globe and ‘giving’ was the focus, Dr. John Parisutham named it ‘Global Giving Group’.

The Global Giving Group involved in recycling projects in the campus collected money for charity, seminars for self-development, get together for fellowships, and kept the fuel in them till 2014 when the university had to rethink about its design and send its students to other universities.

When they had to disperse to other universities, they started 3G groups in their own universities and involved in humanitarian activities. When the students got graduated and flew to their own countries, they started initiating 3G clubs in their own countries.

Our Structure





Our Strategic Goals [2019-2023]

Membership

In five years we will achieve at least below in TEN countries

- 10 3G country clubs
- 100 3G clubs
- 50 3G students clubs
- 50 3G children clubs
- 2000 3Gians
- 1000 Individual development trainings

Service

In five years we will achieve at least

- Adoption of TEN centres like an orphanage, refugee Centre, physically handicapped Centre, mentally retarded Centre, and care for widows and single women Centre.
- 200 humanitarian one-time projects like charity, vocational development, empowerment, education, economic development, partnership, health and disaster projects.

Bio-Diversity

In five years we will achieve at least

- Adoption of 200 school or home gardens.
- 200 environment and agriculture projects like bio-farming, tree plantation, watershed, clean water and sanitation, bio-energy, climate action, Animal husbandry, Fishery



Our Clubs

3G Clubs

3G clubs help volunteers to get motivated about the power of ‘giving’ and take appropriate actions to make this world a better place to live.

3G clubs meet at regular intervals to deepen their commitments towards the purpose of 3G, plan, execute, monitor, report and evaluate their actions to make a difference in the lives of people and other living and non-living species

3G Children Clubs

3G Children Clubs [3G CC] help children below the age of 18 to come together and experience the taste of ‘giving’. They may function from a school or a neighbourhood.

You can connect with leaders in your community and around the world to experience the taste of ‘giving’ by volunteering.

You can take action to make a difference in your school, community, and environment. You can discover diverse cultures and learn to live amicably with all. You can become a leader in your school and community. You can have fun and make new friends from around the world

3G Youth Clubs

3G Youth Clubs [3G YC] brings together people ages between 18-30 in communities worldwide to organise service activities, love and preserve nature, develop leadership skills, and socialise.

3G YCs bring together people ages 18-30 to exchange ideas with leaders in the community, develop leadership and professional skills, preserve the environment and have fun through service.

How to start and maintain a club?

Each 3G Club has unique qualities. Once you have a feel for the program and the types of young people who would be attracted to a 3G Club, you are ready to plan your strategy for starting a new club.

School/College/University based clubs:

These clubs should work closely with the School/College/University administration, explaining the purpose of goals of 3G. Try to recruit potential volunteers who would be ready to give their time, money, knowledge and skill for the betterment of the society and the environment.

There should not be any discrimination by race, language, nationality, religion or anything that differentiates people from one another. The organisers should find a member of the faculty to serve as an advisor to the club.

The faculty adviser must be willing to work closely with the students in a non-classroom setting and should be generally well liked by students. Already existing club should sponsor the new club.

There will be a probationary period of six months to get the charter. Till then they have to prove their consistency in membership, subscription and activities.

Village/City/Corporate based clubs

These clubs should have a volunteer to initiate a club with at least ten members. An already existing club should sponsor the new club.

They will have their own structure as explained elsewhere. There will be a probationary period of six months to get the charter. Till then they have to prove their consistency in membership, subscription and activities.

The club should try to recruit potential volunteers who would be ready to give their time, money, knowledge and skill for the betterment of the society and the environment. There should not be any discrimination by race, language, nationality, religion or anything that differentiates people from one another

Holding an informational meeting

Once you have identified the membership base, your 3G club is ready to convene an informational meeting. Let potential members know some of the many opportunities available through 3G to volunteer to help humanity and the environment at large. Invite a member from already existing 3G club to give an introduction.

Holding club meeting

Once prospective members have demonstrated interest, you can begin working with them to organise and plan activities. Activities for a club are like life for the body.

To maintain a high level of enthusiasm in your core membership pool, you may want to space organisational meetings once in two weeks. Be sure to keep a record (hard copy and soft copy) of the names, addresses, mobile numbers, email address and other contact details of the members.

Electing leaders of the club

Identify potential leaders and hold elections for president, vice president/s, secretary, Asst. Secretary, Treasurer and members of the board of directors. Provide them with the information about the roles and responsibilities of club officers. Determine also the annual club dues (subscriptions).

Chartering 3G Club

When a 3G Club has achieved a strong base of members, it should be ready to proceed with applying for official 3G Headquarters certification [Charter]. A minimum of 10 charter members is recommended.

In accordance with the 3G Statement of Policy, the prospective club should first adopt the Standard 3G Constitution. It should also adopt bylaws.

The 3G Club organisation list should then be filled out, listing all charter members who have committed to attending a minimum of 70% of the charter's activities. The completed list must be signed by the president and secretary of the club and sent with US\$10 to 3G Headquarters. Then 3G Club will receive a certificate that can be presented to the newly formed charter.

Inaugural Ceremony

The inaugural ceremony marks the official certification of the 3G Charter. Each ceremony is unique and has no set format.

Administration and Service

Once a new 3G Club is chartered, it develops its governing structure, plans and goals. For a 3G Club to thrive, the development of strong leadership and a committed and interested membership is vital.

Structure

Under the leadership of the 3G Club, members plan their activities. It is the role of the Club's Board of Directors to review and approve these plans.

A 3G Club's board of directors consists of the following elected officers: President, Immediate past president, In-coming president, Vice president/s, Secretary, Asst. Secretary, Treasurer and additional officers deemed necessary by the President of the club.

The board is the governing body for the club and meets at least once a month. As a procedural matter, most of the club business should be transacted during board meetings rather than club meetings.

The board must report to the members on all actions taken and policies approved during its meetings.

Roles and Responsibilities of Club officers

President

As the club leader, the President helps members develop as leaders and works to ensure that the club's objectives are realised by doing various activities. He sees that all members are together in understanding the vision and mission of 3G and in realise the same in action.

Responsibilities of the President

Identifies members' skills and interests and puts them to work in club's projects.
Maintains club operations, delegating responsibilities and establishing meeting schedules.

Develops a plan for the year as early as possible.

Presides over all meetings of the club and its board of directors.

Appoints all standing and special committees, with board approval, and follows up on committee progress with the help of the vice president.

Communicates regularly with 3G Headquarters and any other arrangements over the club.

Vice President

The club vice president can serve more effectively by understanding the year's goals, projects, and activities. To that end, it is important that the club president and vice president work together as a team. The vice president presides at all meetings when the president is absent and serves on the board of directors and as an ex-officio member of all committees.

Secretary

The Club secretary has many responsibilities that require a person who is detail oriented and organised. Because the secretary promotes the club through

communications, this individual must have good communication skills. The secretary handles the club's communication with the public, maintains all club records, and takes the minutes for all board and club meetings.

Asst. Secretary

Asst. Secretary helps the secretary in her/his works and acts as the secretary in her/his absence.

Treasurer

As the collector and disbursing officer of club funds, the treasurer is responsible for the club's solvency and financial stability. The treasurer works with the board of directors to develop the budget, collects dues and all funds raised by the club and reports the club's financial status at each meeting.

Club Committees

Each club can create committees that are necessary for executing their activities to achieve the goals of that club.



Rules

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Rules for a 3G Club

Note

The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

Under section 46 of the **Associations Incorporation Reform Act 2012**, these Rules are taken to constitute the terms of a contract between the Association and its members.

PART 1—PRELIMINARY

1 Name

The name of the incorporated association is “Global Giving Group Incorporated”.

Note

Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.

2 Purposes

Global Giving Group [3G] would like:

1. To base its purpose on the United Nations Assembly’s resolution adopted on 25th September 2015, plan of action for people, planet, peace, prosperity and partnership and the sustainable development goals for 2030. *[Backdrop]*
2. To visualise a world where all people can live together amicably and live with nature harmoniously. *[Vision]*
3. To help members discover that ‘Giving is sharing, Giving is caring, Giving is loving and Giving is living’ by helping them involve in meaningful actions, as prescribed by United Nations, for betterment of people and planet. *[Mission]*
4. To have the values of the organisation as Togetherness, Bio-diversity, Compassion, Leadership and Integrity. *[Values]*
5. To help its members as leaders to take every chance to empower individuals, especially the poor, downtrodden, marginalised, differently abled, refugees, repatriates, war-stricken people and other disadvantaged people. *[Leadership]*
6. To help in ending poverty in the world, especially in the third world as poverty has proven to be the cause of much violence and conflict and continues to be so today. *People: [Poverty]*
7. To promote education that is freeing people from ignorance, nurturing nature and teach compassion as all human beings have the right to free, compulsory, quality and equal education. *People: [Education]*

8. To enhance the quality of healthcare and promote health education in order that everyone lives, not only without disease but also be in a complete status of well-being for fuller life. *People: [Health]*
9. To respect and promote the diversity of humankind. *People: [Cultural Diversity]*
10. To act with a view that all living organisms in this world, in air, land or sea, have equal right to live while they have variability within and between them and with their ecosystems, managed or not managed. *Planet: [Bio-Diversity]*
11. To involve in rescue, relief, rehabilitation and reconstruction in natural and man made calamities. *Planet: [Disasters]*
12. To exist as an organisation to collaborate with all other institutions, including government and non-government organisations that accept United Nations declarations to realise the full extent of the Agenda to profoundly improve the lives of all and transform our world for the better. *[Partnership]*
13. To facilitate volunteers in Australia and abroad to start clubs in order to achieve the above. *[Partnership]*

3 Financial year

The financial year of the Association is each period of 12 months ending on 31st December.

4 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);

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;

disciplinary subcommittee means the subcommittee appointed under rule 20;

financial year means the 12 month period specified in rule 3;

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;

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;

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.

PART 2—POWERS OF ASSOCIATION

5 Powers of Association

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting sub rule (1), the Association may—
 - (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) 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 must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Sub rule (1) does 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—

if this is done in good faith on terms no more favourable than if the member was not a member.

Note

Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1—Membership

7 Minimum number of members

The Association must have at least 5 members.

8 Who is eligible to be a member

Any person who supports the purposes of the Association is eligible for membership. The membership of this club shall consist of volunteers of good character and leadership potential between the ages of 10 to 18 for children clubs, 18-25 for youth clubs and more than 25 for other clubs.

9 Application for membership

- (1) To apply to become a member of the Association, a person must submit a written application to a committee member 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) must be signed by the applicant; and
 - (b) may be accompanied by the joining fee.

Note

The joining fee is the fee (if any) determined by the Association under rule 12(3).

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) A person 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 person's membership; or
 - (b) the person pays the joining fee.

12 Annual subscription and fee on joining

- (1) At each annual general meeting, the Association must determine—
 - (a) the amount of the annual subscription (if any) for the following financial year; and
 - (b) the date for payment of the annual subscription.
- (2) The Association may determine that a lower annual subscription is payable by associate members.
- (3) The Association may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to—
 - (a) the full annual subscription; or
 - (b) a pro rata annual subscription based on the remaining part of the financial year; or
 - (c) a fixed amount determined from time to time by the Association.

- (4) 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.

(a) Each member shall pay USD 10 as admission fee when she/he gets admitted to club.

(b) Each member shall pay USD 20 as annual subscription to the club that she/ he is member of.

(c) The subscription/fees shall be shared as follows:

Each club will retain 10% for its administration cost.

Each province will get 10% of the subscription for its administration cost from all the clubs that come under the province

Each country will get 10% of the subscription for its administration cost from all the clubs that are present in the country.

3G International Management Committee will get 10% of the subscription for its administration cost from all the clubs in the globe.

3G Headquarters will get 60% of the subscription, out of which 20% for its administration cost and 40% for projects designed by clubs.

(d) Any fees, dues, or assessments on the membership of the club shall be nominal and shall only be for the purpose of the meeting the administrative costs of the club. Funds for activities and projects undertaken by the club shall be raised apart from such fees, dues, or assessments and shall be placed into a separate account. A thorough audit by a qualified person shall be made once each year of all the club's financial transactions.

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 a member other than an associate 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 members

- (1) Associate members of the Association include—
 - (a) any members under the age of 15 years; and
 - (b) any other category of member as determined by special resolution at a general meeting.
- (2) An associate member must not vote 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.

Note

Rule 74(3) sets out how notice may be given to the association. It includes by post or by handing the notice to a member of the committee.

- (2) A member is taken to have resigned if—
 - (a) the member's annual subscription is more than 12 months in arrears; or
 - (b) where no annual subscription is payable—
 - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
 - (ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

18 Register of members

- (1) The Secretary must 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 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.

Note

Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from 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—

- (a) has failed to comply with these Rules; or
- (b) refuses to support the purposes of the Association; or
- (c) has engaged in conduct prejudicial to the Association.

20 Disciplinary subcommittee

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
 - (a) may be Committee members, members of the Association or anyone else; but
 - (b) 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 disciplinary subcommittee 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 disciplinary subcommittee at that meeting;
 - (ii) give a written statement to the disciplinary subcommittee 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 subcommittee

- (1) At the disciplinary meeting, the disciplinary subcommittee 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 disciplinary subcommittee may—
 - (a) take no further 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 disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

23 Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—
 - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - (b) to the Secretary not later than 48 hours after the vote.
- (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 must 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) 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 may be conducted; and
 - (b) the Committee must 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 must be given an opportunity to be heard.
- (2) After complying with sub rule (1), the members present and entitled to vote at the meeting must 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 may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

Division 3—Grievance procedure

25 Application

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
- (a) a member and another member;
 - (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 a member and another member—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 must 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 is 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 financial 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 and joining fee.
- (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.

Note

General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 33 and the majority of members at the meeting agree.

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; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - (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.

Note

Rule 23(4) sets out the requirements for notice of 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.
- (3) The member appointing the proxy may 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) If the Committee has approved a form for the appointment of a proxy, the member may use any other form that clearly identifies the person appointed as the member's proxy and that has been signed by the member.
- (5) 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 any form that the Committee has approved for the appointment of a proxy.
- (6) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (7) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement 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.

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;

Note

If a meeting convened by, or at the request of, members is dissolved under this sub rule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 32.

(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.

Example

The members may wish to have more time to examine the financial statements submitted by the Committee at an annual general meeting.

- (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 has 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.

Note

In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a committee member from office ;
- (b) to alter these Rules, including changing the name or any of the purposes of the Association.

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); and
- (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 Role and powers

- (1) The business of the Association must be managed by or under the direction of
a 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 with terms of reference it
considers appropriate.

43 Delegation

- (1) The Committee may delegate to a member of the Committee, 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.

Division 2—Composition of Committee and duties of members

44 Composition of Committee

The Committee consists of—

- (a) a President; and
- (b) Vice-President; and
- (c) a Secretary; and
- (d) a Treasurer; and
- (e) six ordinary members elected under rule 53.

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) 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—so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

Note

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

- (6) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

46 President and Vice-Presidents

- (1) Subject to sub rule (2), the President or, in the President's absence, one of the Vice-Presidents is the Chairperson for any general meetings and for any committee meetings.
- (2) If the President and the Vice-Presidents are 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

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

Example

Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

- (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

- (1) The 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—

- (a) is 18 years or over; and
- (b) is entitled to vote at a general meeting.

50 Positions 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 Chairperson of the meeting must declare all positions on the Committee vacant and hold elections for those positions in accordance with rules 51 to 54.

51 Nominations

- (1) Prior to the election of each position, the Chairperson of the meeting must call for nominations to fill that position.
- (2) An eligible member of the Association may—
 - (a) nominate himself or herself; or
 - (b) with the member's consent, be nominated by another member.
- (3) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

52 Election of President etc.

- (1) At the annual general meeting, separate elections must be held for each of the following positions—
 - (a) President;
 - (b) Vice-Presidents;
 - (c) Secretary;
 - (d) Treasurer.

- (2) If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.
- (3) If more than one member is nominated, a ballot must be held in accordance with rule 54.
- (4) On his or her election, the new President may take over as Chairperson of the meeting.

53 Election of ordinary members

- (1) The annual general meeting must by resolution decide the number of ordinary members of the Committee (if any) it wishes to hold office for the next year.
- (2) A single election may be held to fill all of those positions.
- (3) If the number of members nominated for the position of ordinary committee member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (4) If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with rule 54.

54 Ballot

- (1) If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot.
- (2) The returning officer must not be a member nominated for the position.
- (3) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (4) The election must be by secret ballot.
- (5) The returning officer must give a blank piece of paper to—
 - (a) each member present in person; and
 - (b) each proxy appointed by a member.

Example

If a member has been appointed the proxy of 5 other members, the member must be given 6 ballot papers—one for the member and one each for the other members.

- (6) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (7) If the ballot is for more than one position—
 - (a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
 - (b) the voter must not write the names of more candidates than the number to be elected.
- (8) Ballot papers that do not comply with Sub rule (7)(b) are not to be counted.

- (9) Each ballot paper on which the 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 position, the candidates who received the most votes.
- (11) If the returning officer is unable to declare the result of an election under Sub rule (10) because 2 or more candidates received the same number of votes, the returning officer must—
 - (a) conduct a further election for the position in accordance with Sub rules (4) to (10) to decide which of those candidates is to be elected; or
 - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

Examples

The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

55 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.
- (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 the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

56 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.

Note

A Committee member may not hold the office of secretary if they do not reside in Australia.

57 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 55 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.

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 members of the Committee.

59 Notice of meetings

- (1) Notice of each committee meeting must 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) The notice must state the date, time and place of the meeting.
- (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 meeting of a Committee 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 committee members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, 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.

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 holding office.
- (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) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.

- (3) 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.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) 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—
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.

Note

Under section 81(3) of the Act, if there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with 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.
- (2) 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 from committee meetings for a period not exceeding 3 months.
- (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.

PART 6—FINANCIAL MATTERS

68 Source of funds

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

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 on which the funds are expended.
- (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.

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

- (1) The Association may have a common seal.
- (2) If the Association has a common seal—
 - (a) the name of the Association must appear in legible characters on the common seal;
 - (b) 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;
 - (c) the common seal must be kept in the custody of the Secretary.

73 Registered address

The registered address of the Association

.....

- (a) the address determined from time to time by resolution of the Committee;
or
- (b) 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; or
 - (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 member of the Committee; or
 - (b) by sending the notice by post to the registered address; or
 - (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;
 - (c) subject to Sub rule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.

Note

See note following rule 18 for details of access to the register of members.

- (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.

Note

An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.

3G Club Organisation List

2. 3G Club of
3. Province of
4. Name of the Country.....
4. Mailing Address of the club

No. If any:
 Street name:
 City:
 Country with Postal Code:
 Contact Number:
 Email:

This list constitutes official notification to 3G Headquarters.

Print or type the name of each charter member, including age, gender and e/mailling address.
 Obtain required signatures of the member.

Keep a copy of for your files, and send the original organisation list to 3G Headquarters.

Position	Name	Date of Birth	Gender	Email id
President				
Vice President				
Secretary				
Asst. Secretary				
Treasurer				
Director				
Director				
Director				
Member				
Member				
Member				

Signature

President

3G Club membership application

1. Name: Family Name First Middle
2. Date of Birth:
3. Home Address:
4. Present Address:
5. Mobile no:
6. Email:
7. Will you take part in 70% of the Club's activities: Yes No
8. Are you willing to pay member dues? Yes No

Declaration: I understand and accept the principles of 3G as expressed in its purpose and objectives and agree to comply with and be bound by the Standard 3G Constitution, 3G Statement of Policy, and bylaws of the club.

Signature:
Date:

3G Club secretary should retain this form for club records.

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Prepared by: John B. Parisutham

Document history:

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3. Version 3.0 was prepared by John B. Parisutham and placed at ‘3G Strategic Plan Workshop’ for improvement on 7th October 2018 at Melbourne, Australia.