



BMW Drivers Club Melbourne Inc

Call for Nominations – Committee Positions 2020/21

This is to call for nominations for all committee positions of the BMW Drivers Club Melbourne Inc (the Club).

The Club will hold its Annual General Meeting (AGM) on October 13. The time and venue will be announced later in the Notice of Meeting. The meeting will probably be held as a virtual meeting.

The term of all committee positions ends at the AGM and a new term begins.

All committee positions, therefore, become vacant and have to be filled for the new term.

Existing committee members are eligible to nominate for another term.

The Club's rules of association require that a call for nomination for committee positions is sent out before the AGM, with nominations to close 7 days before the notice of meeting has to be sent out.

This means that nominations will close on September 21.



PO Box 81, TYABB. VIC 3913

www.bmwdcm.com.au

Incorporated in Victoria A0102695G

ABN 39 943 532 275

BMW Drivers Club Melbourne Inc is a member of
BMW Clubs International Council and BMW Clubs Australia

As is frequently the case, the Club's rules of association mean that only those members who can vote at elections of committee members can nominate, or be nominated, to be a committee member.

The Club's rules of association state that only founding members and those members who have at least 2 year's continuous membership can vote in elections. That is, up to and including membership number 236.

An eligible member of the Association may nominate himself or herself for election to a committee position. Members can nominate for more than one committee position but can only hold one committee position at any time.

The duties of the committee positions are detailed below.

Nominations can be sent via email to secretary@bmwdcm.com.au or by mail to BMW Drivers Club Melbourne Inc, PO Box 81, Tyabb, VIC 3913 to arrive no later than close of business on September 21 2020. A nomination form is available [here](#)

Duties of committee members

46 President and Vice-President

- (1) Subject to subrule (2), the President or, in the President's absence, the Vice-President, is the Chairperson for any general meetings and for any committee meetings.
- (2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—
 - (a) in the case of a general meeting—a member elected by the other members present; or
 - (b) in the case of a committee meeting—a committee member elected by the other committee members present.
- (3) Subject to subrule (2), the President or, in the President's absence, the Vice-President, is the Association's delegate to BMW Clubs Australia and other outside bodies as appropriate.

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 or other financial transactions (such as electronic funds transfer) are signed or approved 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.