

MODEL RULES

for the

COUNTRY EDUCATION PROJECT (INC.)



March 2014

1. Name

The incorporated association is Country Education Project (*in these rules called "the Association"*).

2. Definitions

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

"Act" means the Associations Incorporation Act 1981;

"Cluster": where so appearing shall mean a cluster of education organizations who work collaboratively together in developing and providing learning within a rural community as defined by CEP Inc;

"Committee" means the Committee of Management of the Association;

"Financial Year" that effective from 1st January 2001 the Financial Year of the Association shall be a calendar year ending 31st December.

"Special General Meeting" means a general meeting of members convened in accordance with rule 10.

"Member" means a member of the Association;

"Ordinary member of the Committee" means a member of the committee who is not an officer of the Association under Rule 21;

"Honorary Life Member"

Honorary Life Member means any member of the Association who has been elected as an Honorary life member.

"Associate Member"

Associate Member means any member of the Association who has been accepted as an Associate member.

"Patron"

Patron means any member of the Association who has been nominated as a Patron member

"Public Officer" of the Association shall be the Secretary unless otherwise determined by the Association

"Regulations" means regulations under the Act;

"Relevant Documents" has the same meaning as in the Act.

"Individual Rural Education Organization" when so appearing shall mean a government or non-government organization that provides learning within a rural community as defined by CEP Inc.

"Rural Community" when so appearing shall mean those communities who are located at least 1.5 hours road travel from the GPO of Melbourne; at least 10 minutes road travel from a population of 10,000 or more; and less than a population of 5,000 in their own right

- (ii) 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 Association - to that person; and
 - (b) in any other case, to the public officer of the Association.

3 Alteration of the rules

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

4 Membership, entry fees and subscriptions

- (i) Membership:

- (a) Full Membership

- Any one or more of the following:

- a. A “Cluster” of education organizations that operates within a “Rural Community”
 - b. an “individual rural education organization member” that operates within a “Rural Community”;
 - c. an individual person member who works or resides within a “Rural Community”
 - d. Honorary Life Members

- An Honorary life member shall be any person who has rendered special services to the Association or to rural education and who may be elected at any General Meeting of the Association as an Honorary Life Member. An Honorary Life Member shall not be liable to pay any subscription to the Association.

- Any person who has rendered special services to the Association or to rural education generally may on the recommendation of the Executive Committee of the Association and only upon such recommendation be elected as an Honorary Life Member at a general Meeting of the Association by a majority of not less than two-thirds of votes cast by those present and entitled to vote and so voting at such meeting.

- For the purpose of this paragraph “special services” shall mean outstanding and distinguished service to rural education in Victoria. Length of service shall not, of itself, constitute special service.

Full members are entitled to attend and have one vote at Special General Meetings and Annual General Meetings of the Association.

e. Associate Member

An Associate member shall be

- any organization that provides education services/programs within rural communities' of Victoria.
- any group or association who share similar aims to the Country Education Project Inc and who may be elected at any General Meeting of the Association as an Associate Member on receipt of an "Application for Membership" by the organisation.
- An Associate Member shall be entitled to speak at all Association meetings but shall not be entitled to vote.

Associate Membership of the CEP Inc Association shall be open to any interested organisation upon payment of an annual subscription as is from time to time determined by an Annual General Meeting

f. Patrons

The Association at an Annual General meeting may appoint a Patron for a period to be determined from time to time.

The appointed Country Education Project Inc Patron/s shall be Honorary Members of the Association.

- (ii) The entrance fee is the relevant amount set out in Appendix 5.
- (iii) The annual subscription for members shall be fixed at the Annual General Meeting, and when so fixed, such subscriptions shall be deemed to be the annual subscription pursuant to this rule and shall be payable in advance on or before the 1st day of April in each year.

5. Register of members

- (i) The Secretary must keep and maintain 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.
- (ii) The register is available for inspection free of charge by any member upon request.
- (iii) A member may make a copy of entries in the register.

6. *Ceasing membership*

- (i) A member of the Association who has paid all moneys due and payable by a member to the Association may resign from the Association by giving one month's notice in writing to the Secretary of his or her intention to resign.
- (ii) After the expiry of the period referred to in sub-rule (i):
 - (a) the member ceases to be a member; and
 - (b) the Secretary must record in the register of members the date on which the member ceased to be a member.

7. *Discipline, suspension and expulsion of members*

- (i) 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 Association, the committee may be resolution-
 - (a) suspend that member from membership of the Association for a specified period; or
 - (b) expel that member from the Association.
- (ii) A resolution of the committee under sub-rule (7i) does not take effect unless-
 - (a) at a meeting held in accordance with sub-rule (7iii), the committee confirms the resolution; and
 - (b) if the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.
- (iii) A meeting of the committee to confirm or revoke a resolution passed under sub-rule (7i) 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 (7iv).
- (iv) For the purposes of giving notice in accordance with sub-rule (7iii), 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;
 - (d) informing the member that he or she may do one or both of the following-
 - attend that meeting
 - 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 Association in general meeting against the resolution.
- (v) At a meeting of the committee to confirm or revoke a resolution passed under sub-rule (7i), 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.
- (vi) 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 Association in general meeting against the resolution.
- (vii) If the Secretary receives a notice under sub-rule (7vi), he or she must notify the committee and the committee must convene a special general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.
- (viii) At a special general meeting of the Association convened under sub-rule (7vii)-
 - (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.
- (ix) 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*

- (i) 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 Association.
- (ii) 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.

- (iii) 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.
- (iv) The mediator must be-
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement –
 - in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
 - in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre or Victoria (Department of Justice).
- (v) A member of the Association can be a mediator.
- (vi) The mediator cannot be a member who is a party to the dispute.
- (vii) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (viii) 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.
- (ix) The mediator must not determine the dispute.
- (x) 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 otherwise at law.

9. Annual general meetings

- (i) The committee may determine the date, time and place of the annual general meeting of the Association.
- (ii) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (iii) 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 Association during the last preceding financial year;
 - (c) to elect officers of the Association and the ordinary member of the committee; and
 - (d) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.
- (iv) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

10. Special general meetings

- (i) In addition to the annual general meeting, special general meetings of the Association may be held whenever it sees fit, or as a result of a request by members as detailed in 10:
- (ii) The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (iii) 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.
- (iv) 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 Association.

The request for such a 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 Secretary.
- (v) 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 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.

- (vi) If a special general meeting is convened by members in accordance with this rule, it must be convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons incurring the expenses.
- (vii) Special business: All business that is conducted at a special general meeting, is deemed to be special business.
- (viii) Notice of special general meetings
 - (a) The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a special general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
 - (b) Notice may be sent-
 - by prepaid post to the address appearing in the register of members; or
 - by facsimile transmission or electronic transmission.
 - (c) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
 - (d) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.
- (ix) Quorum at special general meetings
 - (a) No item of business may be conducted at a special general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considered that item.
 - (b) 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 special general meeting.
 - (c) If, within half an hour after the appointed time for the commencement of a special general meeting, a quorum is not present-
 - in the case of a meeting convened upon the request of members- the meeting must be dissolved; and
 - 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.

- (d) 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.
- (x) Presiding at special general meetings
 - (a) The Chair, or in the Chair's absence, the Deputy Chair, shall reside as Chairperson at each special general meeting of the Association.
 - (b) If the Chair and the Deputy Chair are absent from a special general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.
- (xi) Adjournment of meetings
 - (a) 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.
 - (b) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
 - (c) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.
 - (d) Except as provided in sub-rule (10xii), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.
- (xii) Voting at special general meetings
 - (a) Upon any question arising at a special general meeting of the Association only members have one vote.
 - (b) All votes shall be given personally or by proxy, declared at the beginning of the meeting.
 - (c) 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.
 - (d) A member is not entitled to vote at a special general meeting unless all moneys due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.
- (xiii) Poll at special general meetings
 - (a) If at a special general 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.

- (b) 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.

(xiv) Manner of determining whether resolution carried

If a question arising at a special general meeting of the Association is determined on a show of hands –

- (a) a declaration by the Chairperson that a resolution has been-

- carried; or
- carried unanimously; or
- carried by a particular majority; or
- lost; and

- (b) an entry to that effect in the minute book of the Association-

is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

(xv) Proxies

- (a) Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (b) The notice appointing the proxy must be
 - for a meeting of the Association convened under rule 10: (vii), in the form set out in Appendix 3; or
 - in any other case, in the form set out in Appendix 4.

11. Committee of Management

- (i) The affairs of the Association shall be managed by the committee of management.
- (ii) The committee-
 - (a) shall control and manage the business and affairs of the Association; and
 - (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; 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 Association.
 - (d) provides a central point for consideration of rural education issues and initiatives and develop and approve, strategic and implementation plans on behalf of the organization.
- (iii) Executive Committee-
 - (a) The Executive Committee will be elected by the Committee of Management at the first meeting of the committee after the annual meeting
 - (b) The Executive Committee will comprise:
 - a. The chair of the committee of management
 - b. One other elected member of the committee of management
 - c. The co-opted members of the committee of management
 - d. The executive officer as ex officio
 - (c) The Executive Committee will support the Committee of Management and provide advice and recommendations through the following:
 - a. Establish the broad direction and vision of CEP
 - b. Plan the medium and long term future of CEP
 - c. Develop through participation and monitoring a successful and effective strategic plan
 - d. Develop, review and update policies of CEP
 - e. Focus on managing the financial sustainability of CEP
 - f. To lead the advocacy, communication and promotional strategies for CEP to stimulate interest in its work
- (iv) Subject to section 23 of the Act, the committee shall consist of-
 - (a) the officers of the Association; and
 - (b) seven ordinary members each of whom shall be elected at the annual general meeting of the Association in each year.
 - (c) the Executive Officer of the Association as Ex Officio with not voting rights.

- (d) the committee of management, at its first meeting after the annual meeting may co-opt up to two people with specific expertise and knowledge to enhance the work of CEP.
- (iv) Office holders
- (a) The officers of the Association shall be-
 - a Chair (invited position)
 - a Deputy Chair
 - a Treasurer; and
 - a Secretary.
 - (b) 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 except for the position of Chair mentioned in sub-clause (11iv e).
 - (c) Each officer of the Association except for the position of Chair shall hold office for a period of two years and may continue in office up to and including the annual general meeting to which the position was elected. and is eligible for re-election.
 - (d) In the event of a casual vacancy in any office, 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 to which the position was elected.
 - (e) The position of Chair shall be an invited position for a period of 2 years. The Chair shall hold office until the annual general meeting next after the expiry date of their election and may be invited to be chair for a further two years on the agreement of members present at the Annual General Meeting. The selection of the Chair will be made by the members of the Committee of Management, by a two thirds majority, at least three months prior to the Annual General Meeting. The selection will be endorsed at the Annual General Meeting.
- (v) Ordinary members of the committee
- (a) Subject to these Rules, each ordinary member of the committee shall hold office for two years and may continue in this position up to and including the annual general meeting to which they were elected and is eligible for re-election.
 - (b) 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 Association 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.

(vi) Election of officers and ordinary committee members

- (a) Nominations of candidates for election as officers of the Association or as ordinary members of the Committee:
- shall be made in writing, signed by two members of the Association and accompanied by the written consent, and a brief resume, of the candidate which may be endorsed on the form of nomination; and
 - shall be delivered to the secretary of the Association, or his / her nominee, not less than 7 days before the date fixed for the holding of the annual general meeting.
- (b) A candidate may only be nominated for one office, or as an ordinary member of the committee, prior to the annual general meeting.
- (c) 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.
- (d) 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.
- (e) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (f) 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 and the public officer will be the returning officer of the elections.
- (g) If insufficient nominations are received to fill all vacancies on the committee by the closing date for nominations, the committee may co-opt further members to the committee at, or after, the annual general meeting.

(vii) Voting at Elections:

- Only "full members" of the Association have one vote each.
- All votes shall be given confidentially and in person, or by proxy declared at the beginning of the meeting.

(viii) Vacancies

The office of an Officer of the Association, or of an ordinary member of the committee, becomes vacant if the officer or member-

- (a) ceases to be a member of the Association; 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.

- (viii) Meetings of the committee
 - (a) The committee must meet at least 3 times in each year at such place and such times as the committee may determine.
 - (b) Special meetings of the committee may be convened by the Chair or by any 4 members of the committee.
- (ix) Notice of committee meetings
 - (a) 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.
 - (b) 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.
- (x) Quorum for committee meetings
 - (a) Any 5 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.
 - (b) No business may be conducted unless a quorum is present.
 - (c) If within half of hour of the time appointed for the meeting a quorum is not present-
 - in the case of a special meeting- the meeting lapses;
 - in any other case the meeting shall stand adjourned to the same place and the same time and day in the following week.
 - (d) The committee may act notwithstanding any vacancy on the committee.
- (xi) Presiding at committee meetings
 - At meetings of the committee-
 - (a) the Chair or, in the Chair absence, the Deputy-Chair presides; or
 - (b) if the Chair and the Deputy Chair are absent, or are unable to preside, the members present must choose one of their number to preside.
- (xii) Voting at committee meetings
 - (a) 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.
 - (b) 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), 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.
- (xiii) Removal of committee member
 - (a) The Association in special 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.

- (b) A member who is the subject of a proposed resolution referred to in sub-rule (a) may make representations in writing to the Secretary or Chair of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (c) The Secretary or the Chair 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.

(xiv) Minutes of meetings

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

12. Funds

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

13. Seal

- (i) The common seal of the Association must be kept in the custody of the Secretary or Executive Officer.
- (ii) 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 Association.

14. Notice to members

- (i). Except for the requirement in rule 10(x), any notice that is required to be given to a member, by on behalf of the Association, 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.
- (ii) Notwithstanding anything contained in these Rules only members of the Association shall be entitled to one vote at any meetings of the Association, and such members shall have the right to have one delegate (appointed in writing) to represent the member's interests.
- (iii) Notwithstanding anything contained in these Rules all members shall qualify for election as officers and committee members of the Association, and may nominate any person whatsoever for the position of President.
- (iv) The Association shall if it deems necessary employ or contract for the services of Assistant Secretary, Executive Officer or any other person.

15. Non Profit

The assets and income of the Association shall be applied solely for the furtherance of its above mentioned objects and no portion shall be directly or indirectly to the members of the organization except as bona fide compensation for services rendered or expenses incurred on behalf of the organization.

16. Dissolution

In the event of the Association being dissolved, the amount which remains after such dissolution and satisfaction of all debts and liabilities shall be paid and applied by the committee in accordance with their powers to any fund, institution or authority which, itself, is exempt from income tax.

17. Custody and inspection of books and records

- (i) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody, or under his or her control all books, documents and securities of the Association.
- (ii) All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.

A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

18. Country Education Project Inc Scholarship Fund

(i) Aim:

To provide scholarships to rural education personnel and organizations that enhance the education provision provided within such communities.

To achieve this aim the Fund will support the following activities:

- Allocate scholarships in acknowledging best practice by individuals, groups of individuals, or organizations who provide quality learning within rural communities
- support individuals; groups of individuals; or organizations to further develop their skills, knowledge and understanding of rural education through allocation of scholarships
- support the development of learning programs that enhance the learning provision within rural communities through the allocation of scholarships

(ii) Management of Scholarship Fund:

A Scholarship Fund committee will manage the affairs of the Fund, including the nature, criteria and number of scholarships and issuing of awards.

(iii) Funds of the Scholarship Fund:

A separate Scholarship Fund bank account will be established to specifically provide for the receipt from the public for the purpose of providing education scholarships.

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments require two signatures from either:

- a) The executive officer of CEP Inc, and
- b) one of the Scholarship Fund Committee.

The Scholarship Fund will undergo a separate audit process in conjunction with the CEP Inc annual audit requirements.

(iv) The Scholarship Fund committee will comprise:

- a) the chair of CEP Inc
- b) two other members with relevant expertise within either philanthropy, rural education or rural community development.
- c) The Executive Officer of CEP Inc will be ex officio for the Scholarship Fund Committee with no voting rights.
- d) The Scholarship Fund Committee has the power to co-opt benefactors where it is deemed to be necessary for a specific and time defined period – such appointments need to be endorsed by the CEP Inc Committee of Management.

- (v) Election of Scholarship Fund Committee members:
 - a) the chair of CEP Inc, who will chair the Scholarship Fund Committee
 - b) CEP Inc will nominate the other two committee members on an annual basis at the annual meeting of CEP Inc.
 - c) in the event of a member of the Scholarship Fund Committee resigning, CEP Inc committee of management will nominate a replacement at a general meeting of the CEP Inc committee of management.
 - d) the elected members need to have experience and knowledge of:
 - o philanthropy
 - o rural Australia
 - o rural education provision

- (v) Meetings of Scholarship Fund Committee:
 - a) All meetings of the Scholarship Fund Committee will be chaired by the Chair of CEP Inc.
 - b) A minimum of three meetings of the Scholarship Fund Committee will be held annually
 - c) Each member of the Scholarship Fund Committee must be in attendance for a quorum.
 - d) Meetings of the Scholarship Fund Committee can be held either face to face or by communication link ups.
 - e) Decisions of the Scholarship Fund Committee will be made through a collaborative approach.
 - f) In the case of a vote being required, the decision will be made on a majority vote basis.

- (vi) Dissolution of Scholarship Fund:

In the event of the Scholarship Fund being dissolved, the amount which remains after such dissolution and satisfaction of all debts and liabilities shall be paid and applied by the committee in accordance with their powers to any other Designated Gift Recipient Scholarship fund.

APPENDIX 1
COUNTRY EDUCATION PROJECT (INC.)

Statement of Purpose

1. To act as a central forum of exchange and a leading voice of country areas on issues of rural education.
2. To act for the collective benefit of rural areas by making statements about rural education issues, being an active body from which rural communities can work, sharing and disseminating information, and collecting and evaluating data related to rural education.
3. To promote positive perceptions of rural education by identifying, fostering and publicizing its values and encouraging innovation.
4. To act as an advocate for all rural education in Victoria by acting as a forum for debate and source of discussion and supporting the issues in other forums.
5. To provide linkages across and between rural areas, from rural educators to other Departments and education or training sectors, and to politically influential people or groups.
6. To facilitate appropriate research and analysis of identified rural education issues.
7. To develop and provide support material, and to publish any such material whether it be wholly or partly developed by the Association or by some other person or body outside the Association.
8. To raise and expend such funds as are deemed by the Association to be necessary in furthering the objects of the Association and without in any way limiting the scope of this clause, to apply for and obtain grants to assist in financing the objects of the Association.
9. To engage in such other ancillary activities, including the employment of paid, and or voluntary personnel, that is or may, become necessary for the furtherance of the Associations objectives.

APPENDIX 2
APPLICATION FOR MEMBERSHIP OF
COUNTRY EDUCATION PROJECT (INC.)

I, _____, of _____
(name and occupation) (address)

desire to become a
members of the Country Education Project Inc

In the event of my admission as a member, I agree to be bound by the rules of the Association for the time being in force.

Signature of Applicant: _____ Date _____

I, _____,
(name)

a member of the Association,

nominate the applicant, who is personally known to me, for membership of the Association.

Signature of Proposer _____ Date _____

I, _____,
, a (name)

member of the Association, second

the nomination of the applicant, who is personally know to me, for membership of the Association.

Signature of Seconder _____ Date _____

APPENDIX 3
FORM OF APPOINTMENT OF PROXY FOR MEETING OF
ASSOCIATION CONVENED UNDER RULE 7(7)

I,

(name)

of

(address)

being a member of

(name of Incorporated Association)

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 Association 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 4
FORM OF APPOINTMENT OF PROXY

I,

(name)

of

(address)

being a member of

(name of Incorporated Association)

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 Association to be held on-

(date of meeting)

and at any adjournment of that meeting.

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

Signed

Date

*Delete if not applicable

APPENDIX 5

<i>Fee</i>	<i>Amount</i>
	<i>(not including GST)</i>
Entrance fee	Individual School \$ 99.00
Annual subscription fee	Clusters \$ 99.00 per school
	Individual Schools \$ 99.00
	Individual Member \$ 45.00
	Associate Member \$ 66.00
