

APPENDIX I

BY LAW I

Code of Conduct

(1) CORE VALUES - WE CARE ABOUT

- our members and friends
- maintaining a positive social and dance experience
- continuous improvement and innovation
- community responsibility
- doing the right thing.

(2) MEMBERS RIGHTS AND RESPONSIBILITIES

VILLAGE ROCKERS INC is a social, not-for-profit club, based on dance.

You can maximise the benefits of club membership by not only involving yourself in club events but also contributing to its activities and its future.

Membership of VILLAGE ROCKERS INC carries **personal** and **collective** rights and responsibilities

(a) MEMBERS HAVE A RIGHT TO:

- (1) Be treated fairly, equally and with respect by the club, its committee and other members.
- (2) Learn and socialize in an environment free from all forms of harassment and discrimination.
- (3) Privacy and confidentiality concerning records, documents and any other communication that contains their personal information.
- (4) Be informed and actively involved in dance, club events and club outings.
- (5) Express opinions, contribute to discussion and debate, and participate in General Meetings of the club.

(b) MEMBERS HAVE A PERSONAL **AND** COLLECTIVE RESPONSIBILITY TO:

- (1) Treat other club members, and friends, fairly, equally and with respect.
- (2) To adopt and enact the guiding principles of our core values
- (3) Behave responsibly at all club and club supported events.
- (4) Not damage, steal or misuse club property.
- (5) Maintain the harmony and good name of our club and its members, within the club and outside in the community.
- (6) Bring issues regarding any club matters to the attention of the management committee.
- (7) Abide by and uphold our Rules, By-Laws and Code of Conduct.

(3) BREACHES OF VILLAGE ROCKERS INC CLUB CODE OF CONDUCT

- (a) Conflict brought about by any breach or breaches of the club's "Code of Conduct" by any club member/s will need to be resolved calmly, with honesty, dignity and confidentiality.
- (b) Where appropriate and when needed, the club, through its Management Committee reserves the right to make decisions and enforce fair and reasonable measures to resolve a dispute or act upon any flagrant disregard for the values of Village Rockers Inc by any member or members. Reasonable measures may include reprimand, suspension or cancellation of club membership.

BY LAW II

Privacy Policy

- (a) Personal information is obtained for the purpose of our Membership Register as required by the Incorporations act.
- (b) Your contact information is used to keep you informed of Village Rockers events
- (c) Your contact details are accessible by Committee Members only and ONLY for Village Rockers purposes.
- (d) Email addresses will be used for:
 - communication purposes such as advising of upcoming events,
 - notice of meetings
 - invitation to join Village Rockers Inc private social media
- (e) Your details will not be disclosed to other members or entities unless you give authority
- (f) Any medical information provided on the membership form is only for use in emergency situations if required
- (g) Photographs taken at events are often used in social media and or promotional material BUT NO NAMES will be used unless authority is given. Please advise the relevant person at the time if you do not wish to be included.
- (h) It is your responsibility to provide updated information if any of your details change.
- (i) You may request that your name to be removed from our contact lists at any stage.

BY LAW III

Membership Year

The current membership year is from 1st July to 30th June the following year.

BY LAW IV

Signatories

All signatories to the bank accounts must be independent of each other

- (a) Not in a personal relationship
- (b) Not in a business relationship
- (c) Not residing in the same residence

BY LAW V

Receipting of Money

- (1) All funds received in cash, other than (3), must be receipted, excluding direct deposits into the bank account which are deemed to be receipted by the bank.
- (2) The treasurer may enlist the assistance of another committee member to receipt monies for subsidiary activities such as selling of uniforms and merchandise.
 - a. The treasurer must regularly check such receipting for accuracy and promptness of depositing into the club bank account.
- (3) Bulk cash receipts (e.g. dance lessons/ club nights) must be counted by the Treasurer or Acting Treasurer and verified by one other member.

BY LAW VI

Paying of expenses

- (1) All payments are subject to the elements in Rule 46
- (2) Payment of expenses incurred (other than petty cash) must be authorised at a committee meeting.
- (3) Payment for known upcoming expenses may be pre-authorised at a committee meeting thus allowing for prompt payment
- (4) Reimbursement of appropriate expenses, with supporting documentation
 - a. Less than \$50 may be made by petty cash. *See By Law VI*
 - b. \$50 or over, must be made by electronic means which involve the authorisation of 2 signatories
- (5) Payments by cash (other than petty cash) – (required by many bands)
 - a. Authorisation by 2 signatories prior to making the payment
 - b. Obtaining of invoice or receipt by the band.

BY LAW VII

Petty Cash and Float funds

- (1) Cash may be maintained to be used for petty cash or floats for change at events
 - a. The amount of cash held must not exceed the amount agreed by the committee
 - b. For expedience, cash may be withheld from banking after events, to maintain these funds with appropriate notation made in the accounts and ratified at the next committee meeting

BY LAW VIII

Bank accounts held by Village Rockers Inc

- (1) Any bank accounts MUST be
 - a. kept in the name of the club
 - b. kept in a Queensland branch
 - c. Minimum of 2 signatories (one must be either the president, secretary or treasurer)
- (2) The committee is to maintain a provision account, separate to the general bank account, for the specific purpose of underwriting future events, amount to be passed at a general meeting.
- (3) Any funds maintained for sub-activities of the club must be held in a bank account, separate from the general funds.

BY LAW IX

Expenditure Cap

- 1) The current expenditure cap for the committee on a single item \$1,000.
- 2) Exemptions to this expenditure cap
 - a. Bands hired for club nights and other dance events
 - b. Hall hire for club nights and other dance events
 - c. Excluding merchandise

BY LAW X

Reporting and other Obligations of Village Rockers Inc.

For Obligations of an Incorporated association Refer to Queensland Government website at <http://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-not-for-profit-incorporated-associations>.

- (1) Common Seal (See Rule 45)**
 - a. A common Seal was obtained at the commencement of Village Rockers Inc.
 - b. Although this has never been used it should be securely held by the Secretary
- (2) Bank Accounts (See Rule 46)**
 - a. Must be kept in name of the association
 - b. Must be kept in a Queensland branch
 - c. Minimum of 2 signatories (one must be president, secretary or treasurer)
- (3) Insurance**
 - a. The club must maintain Public Liability Insurance
 - I. A Certificate of Currency (COC) is to be held by the secretary
 - II. A copy of the COC is to be forwarded by interested parties when requested
 - b. Members are to be informed of the currency and amount of public liability held
- (4) Licenses**
 - a. The committee must ensure that the club maintains any necessary licences required for the various club activities
- (5) Annual Financial Report**
 - a. On behalf of the management committee, the treasurer must, as soon as practical after the end date of each financial year, and prior to the AGM, ensure a financial statement for its last reportable financial year is prepared
 - b. The committee must ensure that the required verifications statement, or audit report of the annual financial statement is prepared
- (6) Annual return of association**
 - a. The secretary is responsible to submit the annual return as required by the Office of Fair Trading after the AGM (Form 12- Associations Incorporation Act)

BY LAW XI

Assets

- All assets both physical and intellectual remain the property of Village Rockers
- Are for the express use of Village Rockers Inc unless authorised by the committee
- Physical assets are to be labelled
 - Included in the asset register see By Law XII
 - For groups of bulk assets (e.g. Bar B Que tools) should have a list of what is included.

BY LAW XII

Registers to be maintained

- 1) Asset Register
Detailing asset, date of purchase, supplier, original cost, serial numbers storage location
 - a) retained with documents held by the secretary
 - b) must be transferred to the incoming committee
 - c) regularly reviewed by the committee to ensure accuracy
 - d) included with the end of year financial documents
- 2) Password/log in register
Detailing any passwords or log in details for computers, emails, software
 - a) retained with documents held by the secretary
 - b) must be transferred to the incoming committee
 - c) regularly reviewed by the committee to ensure accuracy
- 3) Decisions made register (recommended) - decisions of an ongoing nature, e.g. membership fees, lesson charge, membership year
Although minuted, a simple register for reference purposes outlining:
 - a) date, decision made
 - b) included in a hand over to the next committee

BY LAW XIII

Handling of Grievances - recommended procedure (In conjunction with 41 in the constitution)

- 1) Grievances are to be kept confidential between the parties, committee, and those authorised to facilitate the process
- 2) Grievance must be received in writing
- 3) Grievance to be given to each party involved within 7 days of receipt
- 4) Aggrieved party is to state what they believe to be appropriate to solve the grievance
- 5) Meetings with each party separately, and or together to discuss, as appropriate (may be by electronic means)
- 6) Research any accusations made as best able
- 7) Keep a written record of the process as it occurs.
- 8) Keep the parties informed of what is going on
- 9) Any meetings must be followed up within 2 days by a written account of what was discussed
 - a. Any misunderstandings must be advised within 2 days
 - b. Corrections of misunderstandings must be forwarded to relevant party within 2 days of
- 10) Keep the committee informed as to progress
- 11) Committee must agree to any proposed reconciliatory process.
- 12) Finalisation of reconciliation agreement is to be forwarded to all parties involved and committee
- 13) Confirmation that reconciliation agreement has been adhered to, is to be confirmed within 1 month after reconciliation.