

City of Wollongong Brass Band

Incorporated



By-Law No. 5

Register of Committee Members



President: William Short

Secretary: Lindsay Dunstan

Date: 23 March 2018

Date: 23 March 2018

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## Part 1 – Introduction

- 1.1 This By-Law shall ensure that the **BAND** and its members conduct its business in relation to maintenance of the **BAND** Register of Committee Members in accordance with sections 29, 31 and 50 of the NSW Associations Incorporation Act 2009.
- 1.2 The **BAND** Constitution shall apply if appropriate provision is not otherwise made within this By-Law.
- 1.3 Amendments to this By-Law shall be in accordance with the provisions of *Part 10* of the **BAND** Constitution.
- 1.4 Nothing in this By-Law shall permit the **BAND** and its members to do anything, or omit to do anything which is not in accordance with the **BAND** Constitution, Australian law, regulation or policy.

## Part 2 – The Register

- 2.1 The **BAND** Register of Committee Members must contain the following particulars of each Committee Member;
  - (a) details of the Committee Member's;
    - (i) name,
    - (b) date of birth,
    - (c) contact telephone number,
    - (d) e-mail address,
    - (e) residential address, and,
    - (f) postal address if different to the residential address.
  - (b) the position held by the Committee Member, and,
  - (c) the date on which the Committee Member takes office,
  - (d) the date on which the Committee Member vacates office,
  - (e) any changes to a Committee Members position and the date of change,
  - (f) such other particulars as may be prescribed by the Regulations.
- 2.2 At the conclusion of the **BAND** Annual General Meeting (*Constitution Rule 5.6*), the Secretary must advise each new Committee Member of their requirement to provide the particulars under *Clause 2.1* of this By-Law.
- 2.3 New Committee members must ensure that the required particulars (*Clause 2.1*) are provided to the Secretary for inclusion in the Register of Committee Members within two (2) weeks of taking office.

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- 2.4 The Secretary must ensure that any changes in the Committee’s particulars under **Clause 2.1** are included in the register within one (1) month after the change occurs.
- 2.5 The Committee must immediately advise the Secretary of any subsequent changes to their particulars and the Secretary shall update the Register within two (2) weeks of receiving a notification.
- 2.6 The **BAND** Executive shall be informed and undertake an appropriate follow-up if a notification of change in circumstances has not been received by the Secretary by the next committee meeting following the Committee becoming aware of a change in circumstances,.
- 2.7 The Register of Committee Members shall be kept with all other registers and original **BAND** records in accordance with the **BAND Constitution Rule 8.4**.
- 2.8 A Notice listing the Committee Members of the **BAND**, together with their roles and a contact telephone number shall be posted in the hall within one month after the election of offices at the **BAND** Annual General Meeting.
- 2.9 Inspection of the Register of Committee Members shall be in accordance with **Constitution Rule 8.5**.
- 2.10 Disputes arising from the Register of Committee Members shall be dealt with in accordance with the **BAND** Dispute Resolution Process.

### Part 3 - Definitions

|                               |                                                                                                                                                                              |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>BAND</b>                   | City of Wollongong Brass Band Incorporated which is the registered association in accordance with the Associations Act, 2009.                                                |
| Association                   | Is a definition from the Associations Act, 2009, and means an association registered under the Associations Act, 2009. There is no reference to the Band Association of NSW. |
| Clause                        | A particular and separate paragraph, point, rule, subsection.                                                                                                                |
| Committee                     | In relation to an association, means the governing body of the association, however described.                                                                               |
| Committee Member              | A member of the Committee.                                                                                                                                                   |
| Register of Committee Members | In relation to an association, means the register of committee members kept by the association for the purposes of section 29 of the Associations Incorporation Act, 2009.   |

### Part 4 – Appendix

Form for Notification of Committee Member details for the Register.

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## Notification of Details for the Register of Committee Members

The Secretary has advised me, as a new Committee Member, of my requirement to provide particulars in accordance with sections 29, 31 and 50 of the NSW Associations Incorporation Act 2009 at the conclusion of the City of Wollongong Brass Band Annual General Meeting held on ...../...../.....

I have commenced my Committee position of.....  
at the conclusion of the above meeting and I am providing my personal details for the Register of Committee Members as follows:

(i) Name:

(ii) Date of Birth:

(iii) Contact Telephone Numbers:

Mobile :

Home:

Work:

(iv) E-mail Address:

(v) Residential Address:

(vi) Postal Address (if different to the residential address):

I am aware that:

- (a) I must immediately advise the Secretary of any subsequent changes to my particulars and the Secretary shall update the Register of Committee Members within two (2) weeks of receiving my notification.
- (b) I must return this completed form to the Secretary at least one (1) week before the next scheduled committee meeting which follows the Annual General Meeting.

Signed: ..... Dated: .....

Print name: .....

Office Use

Date Member on which the above Committee Member ceased to be a Member of the Committee .....

Secretary..... Dated:.....

President: William Short

Secretary: Lindsay Dunstan

Date: 23 March 2018

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