

# BATFORCE

## RULES OF ASSOCIATION

### 1 Name

The incorporated association is Barwon Adolescent Task Force (BATFORCE)

### 2 Definitions

- (1) In these Rules, unless the contrary intention appears -  
“Act” means the Association Incorporation Act 1981;  
“BATFORCE Executive” means the committee of management of BATFORCE;  
“financial year” means the year ending on 30 June;  
“general meeting” means a general meeting of members convened in accordance with rule 12.  
“Regulations” means regulations under the Act;  
“Member” means an organisation which is a service provider to youth, includes community based non profit organisation or association, local government  
  
“Associate member” see Attachment A
- (2) In these Rules, a reference to the Secretary is a reference-  
a) if a person holds office under these Rules as Secretary of BATFORCE - to that person; and  
b) in any other case, to the Public Officer of BATFORCE.
- ### 3. Alteration of the rules
- These Rules and the statement of purposes of BATFORCE must not be altered except in accordance with the Act.
- ### 4. Membership, entry fees and subscription
- (1) Any person or organisation may apply for either membership, associate membership or student/low income membership of BATFORCE subject to written commitment to the Values and Objectives of BATFORCE, set out in Attachment B.
- (2) A person or organisation which applies and is approved for membership as provided in these Rules is eligible to be a member of BATFORCE on payment of the annual subscription payable under these Rules.
- (3) A person or organisation who was not a member of BATFORCE at the time of the incorporation of BATFORCE (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless -  
(a) the person or organisation applies for membership in accordance with sub-rule (3); and  
b) the admission as a member is approved by the committee
- (4) An application of a person for membership of the Association must -  
a) be made in writing in the form set out in Appendix 1;  
b) be lodged with the BATFORCE Secretary, at the BATFORCE Office.
- (5) As soon as practicable after the receipt of an application, the Secretary must refer the application to the BATFORCE Executive.

- (6) The BATFORCE Executive must determine whether to approve or reject the application subject to written commitment to the objectives of BATFORCE, set out in Attachment A.
- (7) If the BATFORCE Executive approves an application for membership, the Secretary must, as soon as practicable -
  - a) notify the applicant in writing of the approval for membership; and
  - b) request payment within 28 days after receipt of the notification of the sum payable according to the Schedule of fees as set out in Attachment B as the annual subscription.
- (8) The Secretary must, within 28 days after receipt of the amount referred to in sub-rule (2), enter the applicant's name in the register of members.
- (9) An applicant for membership becomes a member and is entitled to exercise the rights of membership when the person or organisation's name is entered in the register of members.
- (10) If the BATFORCE Executive rejects an application, the Secretary must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (11) A right, privilege, or obligation of a person or organisation by reason of membership of BATFORCE - If the BATFORCE Executive committee approves an application for membership,
  - a) is not capable of being transferred or transmitted to another person or organisation; and
  - b) terminates upon the cessation of membership whether by death or resignation or otherwise.
- (12) The annual subscription is the relevant amount set out in Appendix 4 and is payable in advance on or before July in each year.

## **5 Register of members**

- (1) The Secretary must keep and maintain a register of members at the BATFORCE Office containing -
  - (a) the name and address of each member; and
  - (b) in the case of a member organisation the contact name of the responsible person
  - (c) the date on which each member's name was entered in the register
- (2) The register is available for inspection free of charge by any member upon request.
- (3) A member may make a copy of entries in the register.

## **6 Ceasing membership**

- (1) A BATFORCE member which has paid all moneys due and payable by a member to BATFORCE may resign from BATFORCE by giving one month's notice in writing to the Secretary of the person or organisation's intention to resign.
- (2) After the expiry of the period referred to in sub-rule (1)-
  - 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**

- (1) Subject to these Rules, if the BATFORCE Executive is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct contrary to the Values and Objectives of BATFORCE the BATFORCE Executive may by resolution -
  - a) suspend that member from membership of BATFORCE for a specified

- c) period; or  
 expel that member from BATFORCE.
- (2) A resolution of the BATFORCE Executive under sub-rule (1) does not take effect unless -
- a) at a meeting held in accordance with sub-rule (3), the BATFORCE Executive confirms the resolution; and
  - b) if the member exercises a right of appeal to BATFORCE under this rule, the BATFORCE Executive confirms the resolution in accordance with this rule.
- (3) A meeting of the BATFORCE Executive to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days after notice has been given to a member in accordance with sub-rule (4)
- (4) For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice -
- a) setting out the resolution of the BATFORCE Executive and the grounds on which it was based: and
  - b) stating that the member, or his or her representative, may address the BATFORCE Executive 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; and
  - d) informing the member that her or she may do one or both of the following -
    - (i) attending that meeting;
    - (ii) give to the BATFORCE Executive 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 BATFORCE Executive confirms the resolution, the person or organisation may not later than 48 hours after that meeting, give the Secretary a notice to the effect that the person or organisation wishes to appeal against the resolution to a BATFORCE general meeting
- (5) At a meeting of the BATFORCE Executive to confirm or revoke a resolution passed under sub- rule (1), the BATFORCE Executive 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.
- (6) If at the meeting of the BATFORCE Executive, the BATFORCE Executive 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 against the resolution to a BATFORCE general meeting
- (7) If the Secretary receives a notice under sub-rule (6), he or she must notify the BATFORCE Executive and the BATFORCE Executive must convene a general meeting of BATFORCE to be held within 21 days after the date on which the Secretary received the notice.
- (8) At a general meeting of BATFORCE Executive convened under sub-rule (7) -
- a) no business other than the question of the appeal may be conducted; and
  - b) the BATFORCE Executive 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 the person or organisation's 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.

- (9) A resolution is confirm if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favor of the resolution, In any other case, the resolution is revoked.

## **8 Disputes and mediation**

- (1) 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 BATFORCE.
- (2) 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.
- (3) 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.
- (4) The mediator must be -
- a) a person chosen by agreement between the parties; or
  - b) in the absence of agreement -
    - (i) in the case of a dispute between a member and another member, a person appointed by the BATFORCE Executive, or
    - (ii) in the case of a dispute between a member and BATFORCE, a person who is a mediator appointed or employed by the Dispute Settlement Centre or Victoria (Department of Justice).
- (5) A member BATFORCE can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) 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.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seed to resolve the dispute in accordance with the Act otherwise at law.

## **9 Annual general meetings**

- (1) The BATFORCE Executive may determine the date, time and place of the annual general meeting of BATFORCE Executive.
- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.

- (3) The ordinary business of the annual general meeting shall be -
  - b) to confirm the minutes of the previous annual general meeting; and
  - b) to receive from the BATFORCE Executive reports upon the transactions of BATFORCE during the last preceding financial year; and
  - c) to elect officers of the BATFORCE Executive; and
  - d) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.
- (4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

## **10 Special general meetings**

- (1) In addition to the annual general meeting, any other general meeting may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The BATFORCE Executive may, whenever it thinks fit, convene a special general meeting of the Association.
- (4) 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.
- (5) The BATFORCE Executive must, on the request in writing of members representing not less than 50 per cent of the total number of members, convene a special general meeting of the Association.
- (6) The request for a special general 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 address of the Secretary.
- (7) If the BATFORCE Executive does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of 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.
- (8) If a special general meeting is convened by members in accordance with this rule, it must be convened by the BATFORCE Executive and all reasonable expenses incurred in convening the special general meeting must be refunded by the association to the persons incurring the expenses.

## **11 Special business**

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

## **12 Notice of general meeting**

- (1) The Secretary of the Association, at least 14 days before the date fixed for holding a 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.
- (2) Notice may be sent -
  - a) by prepaid post to the address appearing in the register of members; or
  - b) if the member requests, by facsimile transmission or electronic transmission.

- (3) Business other than that set out in the notice convening the meeting may be notified to the Chairperson on the day of the meeting, except in the case of a special resolution requiring a vote of members.
- (4) A member intending to bring any special resolution requiring a vote by members before a meeting may notify in writing, or by electronic transmission, the Secretary of that business one week prior to the meeting and it will be include in the agenda for that meeting.
- (5) Only members entitled to vote are able to bring a special resolution requiring a vote by members before a meeting.

### **13 Quorum at general meetings**

- (1) No item of business may be conducted at a general meeting unless a quorum of members and participants is present.
- (2) 25% of voting members and ten associate members personally present at a general meeting constitute a quorum for the conduct of the business of a general meeting.
- (3) No special resolution requiring a vote by members may be discussed at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- (4) 50% of members personally present being members entitled under these Rules to vote at a general meeting constitute a quorum for the discussion of a special resolution requiring a vote by members
- (5) If, within half an hour after the appointment time for commencement of a general meeting, a quorum is not present -
  - (i) in the case of a meeting convened upon the request of members - the meeting must be dissolved; and
  - (ii) 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.
- (4) 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 5) shall be a quorum.

### **14 Presiding at general meetings**

- (1) The Chairperson or in the Chairperson's absence, the deputy Chairperson, shall preside at each general meeting of the BATFORCE.
- (2) If the Chairperson and the deputy Chairperson are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson for that general meeting only.

### **15 Adjournment of meetings**

- (1) 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.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.

- (4) Except as provided in sub-rule(13), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

## **16. Voting at general meetings**

- (1) Upon any question arising at a general meeting of the Association, a member entitled to vote has one vote only.
- (2) All votes must be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a casting vote.
- (4) A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to BATFORCE have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

## **17 Poll at general meetings**

- (1) If at a 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.
- (2) 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.
- (3) Only members entitled to vote are able to demand a poll on any question or special resolution requiring a vote by members.

## **18 Manner of determining whether resolution carried**

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

- a) a declaration by the Chairperson that a resolution has been -
- (i) carried; or
  - (ii) carried unanimously; or
  - (iii) carried by a particular majority; or
  - (iv) lost; and

b) an entry to that effect in the BATFORCE record of minutes.

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

## **19 Proxies**

- (1) 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.
- (2) The notice appointing the proxy must be -
- a) for a meeting of the Association convened under rule 7(7), in the form set out in Appendix 2; or
  - b) in any other case, in the form set out in Appendix 3.

## **20 Committee of Management**

- (1) The affairs of the Association shall be managed by the committee of management.
- (2) The BATFORCE Executive -
  - a) shall control and manage the business and affairs of BATFORCE; and
  - b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by BATFORCE other than those powers and functions that are required by these Rules to be exercised by general meetings of members of BATFORCE; and
  - c) subject to these Rules, the Act and the Regulations, has the power to perform all such acts and things as appear to the BATFORCE Executive to be essential for the proper management of the business affairs of BATFORCE .
- (3) Subject to section 23 of the Act, the BATFORCE Executive shall consist of the office holders of BATFORCE .
- (4) The BATFORCE Executive shall not have more than 50% of its membership from any one member organisation.

## **21. Office Holders**

- (1) The office holders of the Association shall be -
  - a) the Chairperson
  - b) the deputy Chairperson
  - c) the Treasurer
  - d) the Secretary
- (2) 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 other offices referred to in sub - rule (1)
- (3) Each office holder of BATFORCE Executive shall hold office for a period of two years but is eligible for re - election.
- (4) Elections shall be held annually so that two positions on the BATFORCE Executive. at each annual general meeting are declared vacant.
- (5) Once elected the committee at its first meeting following the annual general meeting will elect office holders.
- (6) In the event of a casual vacancy in any office referred to in sub - rule (1), the BATFORCE Executive may appoint a member of BATFORCE to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of appointment term.
- (7) If the vacant position referred to in sub - rule (6) occurs in the first year of a two year term an election will be held at the annual general meeting next following the date of appointment, for the remainder of the two year term.

## **22 Election of office holders**

- (1) Nominations of candidates for election of members of the BATFORCE Executive must be -
  - a) made in writing, signed by two members of BATFORCE and accompanied by the written consent of the nominee (which may be endorsed on the form of nomination); and
  - b) delivered to the BATFORCE Secretary not less than seven days



before the date fixed for the holding of the annual general meeting

- (2) If insufficient nominations are received to fill all vacancies on the BATFORCE Executive, the Candidates nominated shall be deemed elected and further nominations may be received at the annual general meeting.
- (3) If the number of nominations is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (5) The ballot for the election members of the BATFORCE Executive must be conducted at the annual general meeting in such a manner as the BATFORCE Executive may direct.

### **23. Vacancies**

The office of an office holder of the BATFORCE Executive becomes vacant if the office holder -

- a) ceases to be a member of BATFORCE; 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

### **24. Meetings of the BATFORCE Executive.**

- (1) The BATFORCE Executive must meet at least three times in each year at such place and such times as the BATFORCE Executive may determine.
- (2) Special meetings of the BATFORCE Executive may be convened by the Chairperson or by any three members of the BATFORCE Executive.

### **25. Notice of BATFORCE Executive meetings**

- (1) Written notice of each BATFORCE Executive meeting must be given to each member of the BATFORCE Executive at least two business days before the date of the meeting.
- (2) Written notice must be given to members of the BATFORCE Executive 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.

### **26. Quorum for BATFORCE Executive meetings**

- (1) (1) Any three members of the BATFORCE Executive constitute a quorum for the conduct of the business of a meeting of the BATFORCE Executive.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half of hour of the time appointed for the meeting a quorum is not present -
  - (i) in the case of a special meeting - the meeting lapses;
  - (ii) in any other case - the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The committee may act notwithstanding any vacancy of the committee.

### **27. Presiding at BATFORCE Executive meetings**

At meetings of the BATFORCE Executive -

- (a) the Chairperson or, in the Chairperson's absence, the Vice-Chair presides; or;
- (b) if the Chairperson and the Vice-Chair are absent a quorum has not been reached..

## **29 Voting at committee meetings**

- (1) Questions arising at a meeting of the BATFORCE Executive, or at a meeting of any sub-committee appointed by the BATFORCE Executive, shall be determined on a show of hands or, if a member requests, by poll taken in such a manner as the person presiding at that meeting may determine.
- (2) Each member present at a meeting of the BATFORCE Executive, or at a meeting of any sub-committee appointed by the BATFORCE Executive (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.

## **30 Removal of BATFORCE Executive member**

- (1) The Association in general meeting may, by resolution, remove any member of the BATFORCE Executive 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.
- (2) A member who is the subject of a proposed resolution referred to in sub-rule (1) 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.
- (3) The Secretary or the Chairperson may give a copy of the representation to each member of the Association or, if they are not so given, the member may require that the be read out at the meeting.

## **31 Minutes of meetings**

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

## **32 Funds**

- (1) 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 to the Association with full details of all receipts and expenditure connected with the activities of the Association.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by the public officer of the Association and one member of the BATFORCE Executive .
- (3) The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the BATFORCE Executive determines.
- (4) The assets and income of the Association shall be applied solely in the furtherance of its objectives and no portion shall be distributed directly or indirectly to the members of the organisation except as a bona fide compensation for services or expenses incurred on behalf of the Association.

## **33 Seal**

- (1) The common seal of the Association must be kept in the custody of the Secretary of the Association.

- (2) The common seal must not be affixed to any instrument except by the authority of the BATFORCE Executive and the affixing of the common seal must be attested by the signatures of either two members of the BATFORCE Executive or, of one member of the BATFORCE Executive and of the public officer of the Association.

### **34 Notice to members**

Except for the requirement in rule 12, any notice that is required to be given to a member, by or 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, if the member has requested that the notice be given to him or her in this manner; or
- (d) electronic transmission, if the member has requested that the notice be given to him or her in this manner.

### **35 Winding up**

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association must be disposed of in accordance with the provision of the Act. The amount which remains after cancellation of the incorporation of the Association and the satisfaction of all debts and liabilities shall be handed over to an Association which has similar objectives and which is approved by the Commissioner of taxation as a public benefit institution of the purposes of any Commonwealth taxation Act.

### **36 Custody and inspection of books and records**

- (1) Except as otherwise provided in these Rules, the public officer of the Association must keep in his or her custody or under his or her control all books, documents and securities of the Association.
- (2) 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.
- (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

# BATFORCE MEMBERSHIP

## Membership Fee Structure

- Categories -
1. Committee of management
  2. Full membership
  3. Associate membership

Members	Associate Members
Full voting rights (1 vote per organisation) Copy of Way to Go book Copies of all publications BATForce network meetings Batdroppings Discounts on training events	No voting rights Reduced rate on Way To Go Book BATForce network meetings Batdroppings

Full Members & C.O.M	cost	Associate Members	cost
L.G.As		Individual community members	\$80
Youth and Community Organisations Earning up to \$100,000 Up to \$500,000 Over \$500,000	\$150 \$200 \$300	Students and Low income earners	\$30
Schools Under 100 students Under 300 students Under 500 students Over 500 students	\$100 \$150 \$200 \$300	Organisations	\$100
Committee of management Members from organizations serving on the committee for BATForce will receive full voting rights.	No fee	Government departments Police DHS	\$100 \$100

# APPLICATION FOR MEMBERSHIP

Name of Organisation .....

Address .....

Postal Address .....

Phone ..... Fax..... email.....

Name of Representative .....  
*(This person will be the BATFORCE contact for the organisation and also the person authorised on behalf of the organisation to vote on its behalf.)*

**In the event of admission to BATFORCE as a member**

.....(Name of Organisation)

**Agrees to be bound by the Rules of Association for the time being in force.**

Signature of Applicant .....

Position in Organisation .....

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NOMINATED BY THE FOLLOWING MEMBERS

Name of Organisation .....

Signature of Nominator .....

Position in Organisation .....

Name of Organisation .....

Signature of Nominator .....

Position in Organisation .....

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**Appendix 2**

## BATFORCE

## APPOINTMENT OF PROXY

I .....

Being the Representative of the following BATFORCE Member Organisation

.....

Appoint

.....

Being an employee of that organisation, as my proxy to vote for me on behalf of that organisation, at the meeting convened on the following date

Day..... Month..... Year.....

Signature of Representative .....



I .....

Being an employee of the following BATFORCE Member Organisation

.....

Agree to act as proxy for

.....

And to vote for that person and on behalf of the organisation, at the meeting convened on the following date

Day..... Month..... Year.....

Signature of Proxy .....



**Appendix 3**

**BATFORCE  
EXECUTIVE COMMITTEE  
NOMINATION**

Nominated Person

.....  
.....

Name of Organisation

.....  
.....

Address .....

Postal Address .....

Phone ..... Fax..... email.....

**I accept nomination to the BATFORCE Executive Committee and  
in the event of election to the BATFORCE Executive Committee  
I agree to be bound by the Rules of Association for the time being in force.**

Signature of Nominee  
.....



**NOMINATED BY THE FOLLOWING MEMBERS**

Name of Organisation .....

Signature of Nominator .....

Position in Organisation .....

Name of Organisation .....

Signature of Nominator .....

Position in Organisation .....