

# Becoming an Incorporated Association

<https://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations>

## Advantages / Benefits

- The Club would become a legal entity, even if members change
- Can enter contracts in its own name
- Protects individual members from legal liability
- Potentially eligible to apply for a wider range of grants, etc.
- Potential to sponsor or subsidise people (e.g. kids, teenagers, etc.) to learn piping or attend events.

## Disadvantages / Negative

- Paperwork – including meetings, *Assoc. Act* reqts. (accounting, auditing & annual reporting), etc.
- Expenses / fees
  - Incorporate an association \$ 34.00 (model rules) / \$ 197.20 (own rules)
  - Lodge annual statement \$ 54.40 / annum
- Meetings – min. four per year
- Must be not-for-profit (not really a disadvantage)

## Steps in Becoming Incorporated

- Choose name
- Adopt Rules & Purpose (can use / modify Model Rules)
- Vote to incorporate the association
- Lodge application (online)
- Elect a minimum of five members (committee / office bearers) – roles to include:
  - President
  - Vice-president
  - Secretary
  - Treasurer
  - Ordinary member(s)
- Possible additional (honorary) roles (not required for or linked with becoming incorporated):
  - webmaster – currently Geoff Jones & Sarah Wade
  - newsletter editor – currently Geoff Jones (with input/reports from others)
  - social media (Facebook/Twitter) – currently Geoff Jones + others
  - gig/event organiser(s) – currently Geoff, Sarah, Pat, Matt & others
  - festival applications – as above
  - resident historian – suggest Pat Lyons?

## Memberships

- Needed to recoup expenses such as incorporation expenses, association fees (FAA) & insurance
- Suggest \$50 pp/pa membership fee
- Members would receive discount at paid CPC events - tbc
- Register of members
  - Opt-in to share contact details to other members
  - Need to ensure privacy – Privacy Policy in development
  - Potential online m/ship service, e.g. <https://membermojo.co.uk/> <https://webcollect.org.uk/> or <http://www.memberplanet.com/>
- Email newsletters would remain free to everyone (non-members / newsletter subscribers)

## Proposal

To build on the great work so far, including expanding our presence interstate, it is proposed that the CPC:

- becomes an incorporated association under the *Associations Incorporation Reform Act 2012* (the Act) as the 'Celtic Piping Club Inc.', and
- commences membership at \$50 pp/pa, with member benefits as described (tbd).

Becoming incorporated will, in addition to the advantages outlined above, establish official roles giving members opportunity to become formally involved. These roles will help to spread the work load and provide greater input and variety to Club activities.

Creating paid memberships will help realise potential income for the now regular expenses, and also to fund new ventures, e.g. guest artists, particularly international.

### Proposed Steps

1. Place a notice in the next newsletter (July 2016) about an 'inception' meeting to be held at the Goldfields Piping Weekend (proposed for the Sunday morning). NB: 21 days or more notice is required to be given. The notice would outline the incorporation proposal and requirements, calling for committee member nominations as noted above (5 minimum).
2. Hold the inception meeting on Sunday 21 August at the Goldfields Piping Weekend (Bristol House, Maryborough). This time and place is proposed as many/all of the main people usually attend.

Proposed agenda to include:

- A look back at the Club so far
  - Discuss the whys & wherefores to become incorporated & paid memberships
  - Choose/confirm the association name
  - Elect a committee (5+ members)
  - Authorise a person to incorporate the Club (usually the secretary)
  - Approve the proposed rules (the Model Rules or other)
3. Lodge the relevant documentation & set up paid memberships.