

BY-LAW 5: Member Resignation

The company constitution, by-laws and operating rules provide the Board of Directors (Directors) with the powers and process to manage and direct the activities of the company to achieve its objectives.

Hi Noon Ski Club Ltd (company) has a membership base of 110 members. The instruments by which the company operates are in place to deal with the rights, responsibilities, and entitlements of its membership. By-laws support the constitution by providing a more detailed process for the directors to follow and the membership to be aware of and abide by.

Hi Noon Ski Club Ltd Constitution (2021)

17. When a person stops being a member

A person immediately stops being a member if they:

- (a) die
- (b) are wound up or otherwise dissolved or deregistered (for an incorporated member)
- (c) resign, by writing to the secretary
- (d) are expelled under clause 19, or
- (e) have not responded within six months to a written request from the secretary that they confirm in writing that they want to remain a member.

A. Procedure

Members are deemed financial if they have fully paid the Annual Subscription and any outstanding charges or fees. A member must be fully financial before resigning unless there has been prior agreement with the Board.

Once paid, the Annual Subscription paid is deemed a non-refundable subscription and cannot be transferred to a prospective member; it will remain with the Club. The resigning member will be solely responsible for negotiating with a prospective member for a satisfactory exchange for their membership and the date of any such transaction.

The steps for membership change are outlined below. The Membership Secretary is available to provide guidance at any time during this process.

1. The member notifies the Membership Secretary in writing of their intention to resign their membership.
2. The Board, through the Membership Secretary, may be able to connect resigning members with prospective members should there be a waiting list for those interested in memberships. Notice of membership availability may be added to the club website with

the resigning member's details.

3. The resigning member will:
 - a) find a prospective member either via the Hi Noon Ski Club waiting list or by their own means. Prospective members must be over the age of eighteen (18) years;
 - b) provide the prospective member with relevant information about the Club including the Constitution, Guidelines, and history of the Club. Prospective members can be directed to the Club's website www.hinoonskiclub.asn.au. Financial reports, AGM matters, Club By-laws and policies, Club Newsletters, booking rules/rates may be provided separately, if requested, as they are in the secure member section. The resigning member must not provide the member password to the prospective member;
 - c) show, or arrange to show, prospective members through the lodge;
 - d) negotiate an agreeable exchange with the prospective member.
4. Once agreement between the two parties has been reached in principle, the prospective member will be interviewed by a Board member or Club representative. Interviews give the prospective member a chance to ask questions about the Club and the lodge and provide the Board the opportunity to outline the Club's ethos, guidelines, and general operating system.
5. The prospective member will submit a signed Member Form to the Membership Secretary. The Form will consist of two sections, being an Information Section with name, address and such other particulars as may be required by the Board and an Application Section committing to conform to the Rules and By-laws of the Club.
6. The Board considers the information provided including the interviewing Director's recommendation as to the prospective members suitability. A two-thirds majority approval vote by the Board is required. The Board shall have power to refuse membership to any prospective member where the Board has reason to believe that the prospective member may refuse or neglect to comply with the operations of the Club or provisions of the Rules or By-laws of the Club.
7. Following approval in principle by the Board, the prospective member will be required to pay a nonrefundable membership joining fee to the Club. This fee is reviewed annually and may be adjusted at Board discretion, from time to time.

This fee is to be paid electronically into the Hi Noon Ski Club Ltd bank account (Capital Works):

Westpac Bank

BSB: 032-713

ACCOUNT: 544653

Reference: (surname of new member) - new member

8. Following receipt in full of the nonrefundable membership joining fee into the Hi Noon Ski Club bank account, the Membership Secretary will advise the resigning member to proceed.
9. The resigning member will then formally write to the Board resigning their membership, confirming the transaction between themselves and the prospective member has been completed and provide the date and exchange details.
10. The resigning member must return their car park key to the Membership Secretary at Hi Noon Ski Club Ltd, PO Box 7227, Tathra, NSW 2550.
11. The Membership Secretary will send a car park key to the new member.
12. An incoming member will not be required to pay the Annual Subscription on joining but will pay as they go for any accommodation used until the start of the next Membership Year (currently 1 November). At the start of the new Membership Year, that member will pay the Annual Subscription as a normal member.
13. Where a financial member seeks to resign with the intention of proposing a family member as a prospective member, the same steps No.5-13 are required from the prospective family member.

B. In Case of Death or Power of Attorney

In the case of a member death or being advised of the existence of a Power of Attorney, the Board will liaise directly with the relevant authority/agent, e.g. Executor of the Will/Estate or the agent holding a member's Power of Attorney.

The Board will take advice, received in writing from either the Executor or Power of Attorney, if a beneficiary/prospective member (the person) will be gifted the Hi Noon Ski Club Ltd membership. The person is to undergo the Club's normal induction process. If deemed satisfactory the Board will accept the person as a new member and waive the membership joining fee to the Club.

Should a fee be paid to the Estate for the membership by the beneficiary/prospective member (the person), the Club's non-refundable membership joining fee will be required to be paid to the Club by the incoming member.

The Board will view any Estate settlement on its merits and treat on a case-by-case basis.