



By-law 5: Member Resignation Procedure

Version History:

| Number | Description | Date Approved by Board |
|--------|-------------------------------------|------------------------|
| V6 | Created by enhancing early versions | 18 March 2026 |

Hi Noon Ski Club Ltd (company) operates under its constitution, by-laws and policies, which provide the Board of Directors (the Board) with the powers and processes for managing and directing the activities of the company to achieve its purposes. With a membership base of 110 members, these instruments set out the rights, responsibilities and entitlements of members. This by-law provides a unified process for managing member resignations and membership transfers.

1. Constitutional Basis

Under Clause 17 of the Hi Noon Ski Club Ltd Constitution (2021), a person immediately stops being a member if they:

- die;
- are wound up, dissolved or deregistered (for an incorporated member);
- resign by writing to the Secretary;
- are expelled under clause 19; or
- fail to respond within six (6) months to a written request from the Secretary to confirm they wish to remain a member.

2. General Principles

Memberships become available from time to time and prospective members may register interest in advance. For the purposes of this by-law, a membership transfer requires both a resigning member and a prospective member.

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

Once paid, the ASub is non-refundable. Its financial value is reduced by bookings during the year. Any remaining value at the time of transfer may be transferred to a prospective member.

A resigning member is responsible for:

- negotiating financial compensation with a prospective member, including any residual ASub value;



- nominating the effective date of transfer; and
- communicating this information to the Membership Secretary.

A membership transfer requires two payments from the prospective member:

1. a negotiated payment to the resigning member; and
2. a non-refundable joining fee payable to the Club.

The Membership Secretary is available to provide guidance throughout the process.

3. Membership Transfer Procedure

3.1 Notification of Intent to Resign

The resigning member must notify the Membership Secretary in writing of their intention to resign. Email to hinoonmemsec@gmail.com is preferred.

3.2 Identifying Prospective Members

The Membership Secretary may connect resigning members with prospective members if a waiting list exists. Notice of membership availability may also be added to the Club website with the resigning member's details.

A resigning member may also find a prospective member independently. Prospective members must be over eighteen (18) years of age.

3.3 Information for Prospective Members

The resigning member must provide the prospective member with relevant information about the Club, including the Constitution, Guidelines and Club history. Prospective members may also be directed to the Club website.

3.4 Interview

Once the price and transfer date have been agreed, the prospective member will be interviewed by a Board member or Club representative. Interviews allow the prospective member to ask questions and provide the Board with an opportunity to outline the Club's ethos, guidelines and operating procedures.

3.5 Application Form

The prospective member must submit a signed Application Form to the Membership Secretary. The form consists of:

- an **Information Section** (name, address and other particulars required by the Board); and
- an **Application Section** committing to the Constitution and By-laws of the Club.



3.6 Board Consideration

The Board will consider all information provided, including the interviewing Board member's recommendation. A two-thirds majority approval vote is required for the application to be successful.

The Board may refuse membership where it has reason to believe the prospective member may refuse or neglect to comply with the operations of the Club or its Constitution or By-laws.

3.7 Joining Fee

Following Board approval, the prospective member must pay a non-refundable joining fee to the Club. This fee is reviewed annually and may be adjusted at Board discretion.

Payment details:

Westpac Bank

Account Name: *Membership Transfer Funds*

BSB: **032-713**

Account: **544688**

Reference: *(surname of new member) – newmember*

Once the joining fee is received in full, the Membership Secretary will advise the resigning member to proceed.

3.8 Formal Resignation

The resigning member must formally write to the Membership Secretary confirming:

- their resignation;
- that the transaction with the prospective member has been completed;
- the date and value of the exchange (for Club records).

The resigning member must return their car park key to:

Membership Secretary

Hi Noon Ski Club Ltd

PO Box 7180

Yarralumla ACT 2600

The Membership Secretary will issue a car park key to the new member.

3.9 Subscription Value and Future Payments

An incoming member may use any remaining value of the ASub after joining and will pay for accommodation in the normal manner once the ASub is exhausted. At the start of a new Membership Year, the member will pay the ASub as a normal member.

3.10 Family Transfers

Where a financial member resigns with the intention of proposing a family member as a prospective member, steps **3.5 to 3.10** apply in full.



4. In Case of Death or Power of Attorney

If a member dies, their membership may be gifted to another party. Where a Power of Attorney exists, the Board will liaise with the relevant authority or agent (e.g., Executor of the Estate or the appointed attorney).

The Board will act on written advice from the Executor or Power of Attorney regarding whether a beneficiary or prospective member is to receive the membership. The person must complete the Club's vetting process. If deemed satisfactory, the Board will accept the person as a new member and waive the joining fee.

However, if compensation is paid to the Estate for the membership, the joining fee waiver does **not** apply, and the prospective member must pay the joining fee.

The Board will consider each Estate matter on its merits and treat cases individually.

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