



Membership Form 2018

About Puckapunyal and District Neighborhood Centre

The PDNC is a not for profit centre and receives funding from the Department of Human Services, the Department of Defence and other special funding grants for the coordination of services, programs and activities for the Puckapunyal and surrounding community. Currently there are over 270 military families living on the base.

The PDNC was first opened in 1987. The Centre has established a program of Occasional Child Care and has regular Community morning teas, a Lego Club, Op Shop, Rhyme Time, Toy Library, Men's Shed, Mums, Bubs & Bumps and craft groups if there is interest. There are also several fitness and well being programs for the community including Swimming lessons, Ladies Bootcamp, Yoga, Zumba, Youth Club for teenagers and Tumble Tots. The PDNC also runs the Donovan Joynt (DJ's) for the Youth in the community. The PDNC is always working on putting together more programs and activities for the community.

The Centre is capable of running women's programs, jobs skills programs, craft courses and adult education and is also available for the use of community groups and for special functions.

The Centre also runs several community events each year. They include a Halloween Party, Easter celebrations, Mothers and Fathers Day events, fundraising for Charity events and the Christmas Party.

PDNC relies on volunteers members to run these activities and a successful organisation is dependent on volunteer numbers.

Cost:

There is a family membership fee of \$15.00 per year to join the PDNC. All new members can apply to join at any time after the 16th January 2018. All memberships will cease on the 8th January 2019. Membership after the 01 July 2018, is reduced to \$7.00 per family. It is a requirement that anyone wishing to participate in a PDNC program or activity is a PDNC member.

Membership Details

First Name: _____ Surname: _____

Partners Name: _____

Address: _____

Suburb: _____ Post Code: _____

Date of Birth: _____ Gender: Male/Female (Please Circle)

Defence Family: Y/N

Telephone: (Home) _____ (Work) _____

(MOBILE) _____

Email: _____

Emergency Contact Information

Name: _____

Relationship: _____

Telephone: (Home) _____ (Work) _____

(Mobile) _____

Child/ren's Name:

Photography

The PDNC does take photos at its organised community events, activities and during some programs. This is only done for publicity and promotion purposes, such as our Facebook Page, Website and Newsletter. If you do not wish to have your photograph taken please let us know at the time so that we can ensure your privacy.

Agreement

I _____ agree to support the PDNC and will agree to comply with the Model Rules and Policies determined by the Committee of Management (CofM) of the PDNC.

I also agree to my name being added to a volunteer register, and understand that I may be contacted by the Centre Coordinator or a Committee Member should volunteers be required for an event or activity.

Signature _____ Date _____

Admin Use

Card Given Y/N

Data Recorded Y/N

Member Number _____

The Model Rules for the Puckapunyal and District Neighborhood Centre

The PDNC is an Incorporated Association. Under section 23 of the *Associations Incorporation Reform Act 2012*, the PDNC has adopted in full the Model Rules which are taken to constitute the terms of a contract between the Association and its members. You may request a copy of the Model Rules at any time; however here are some of the things you should know:

The Association has power to do all things incidental or conducive to achieve its purposes.

- (2) The Association may—
 - (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

Application for membership

- (1) To apply to become a member of the Association, a person must submit a written application to a committee member stating that the person—
 - (a) wishes to become a member of the Association; and
 - (b) supports the purposes of the Association; and
 - (c) agrees to comply with these Rules.
- (2) The application—
 - (a) must be signed by the applicant; and
 - (b) may be accompanied by the joining fee.

Note

The joining fee is the fee (if any) determined by the Association under rule 12(3).

The PDNC has developed the membership application to achieve these requirements.

General rights of members

- (1) A member of the Association who is entitled to vote has the right—
 - (a) to receive notice of general meetings and of proposed special resolutions; and
 - (b) to submit items of business for consideration at a general meeting; and
 - (c) to attend and be heard at general meetings; and
 - (d) to vote at a general meeting; and
 - (e) to have access to the minutes of general meetings; and
 - (f) to inspect the register of members.

Composition of Committee

The Committee consists of—

- (a) a President; and
- (b) a Vice-President; and
- (c) a Secretary; and
- (d) a Treasurer; and
- (e) ordinary members (if any) elected under rule 53.

Who is eligible to be a Committee member

A member is eligible to be elected or appointed as a committee member if the member—

- (a) is 18 years or over; and
- (b) is entitled to vote at a general meeting

Meetings of Committee

- (1) The Committee must meet at least 4 times in each year at the dates, times and places determined by the Committee.
- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
- (3) Special committee meetings may be convened by the President or by any 4 members of the Committee.

Source of funds

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

The Policies and Procedures for the Puckapunyal and District Neighborhood Centre

In addition to the Model Rules, the PDNC has developed several other **policies**. These are regarding:

- 1. Business Management Policy
- 2. Anaphlaxis Management and a NO NUT Products Policy
- 3. Sun Smart Policy
- 4. Photography Policy
- 5. Access and use of the Centre Policy
- 6. Equity and Diversity Policy
- 7. Privacy Policy (in accordance with Privacy Act 1988)
- 8. Complaints and Grievances Policy (in accordance with Model Rules)

In addition to the Policies, the PDNC must adhere to **procedures** for the management of the following:

1. Volunteer Register
2. Emergency Evacuation and Fire Orders
3. Work Health and Safety procedures and compliance
4. Monitor/Volunteer working with children procedures and police checks
5. First Aid compliance
6. Government reporting and compliance

Note: There are also policies regarding Little Footsteps and the enrollment form for this service has been written in accordance with Victorian Government regulations and templates.

LFS is governed by DEECD and as such is bound by the NO JAB NO PLAY Legislation. Children MUST be up to date with Vaccinations to be enrolled in this service. More Information at www.health.vic.gov.au/immunisations

PLEASE NOTE The PDNC Building and other Programs run by the PDNC ARE NOT bound by the No Jab No Play Legislation.

If you wish to have a copy of any of the policies and procedures please approach the Centre Coordinator. The PDNC is happy to discuss any concerns you may have during operating hours or you can send us enquiries through our Face Book site or website.