

FVFS Supplementary Rules

As approved at the FVFS AGM on 14 March 2026.

Supplementary Rules should be read in conjunction with the Consumer Affairs Model Rules for Incorporated Associations (Associations Incorporations Reform Regulation 2023). Together they constitute the rules and procedures of the Federation of Victorian Film Societies inc. (FVFS).

Supplementary Rules can be changed only at a General Meeting of the FVFS in accordance with the appropriate procedures for Special Resolutions as prescribed in the CAV Model Rules (Rules 39 and 77)

1. Affiliated Organisations and Members of the FVFS

Any organisation which is accepted by the FVFS because it is directly interested in the objects of the FVFS and it has activities, aims and rules which are consistent with the requirements of the FVFS may apply to become affiliated with the FVFS under any of the categories:-

- a) Film Society
- b) NPV Film Festival (where NPV = Not-for Profit, Volunteer-run) or
- c) NPV Cinema

Every affiliated organisation must be represented at the FVFS by at least one delegate but may nominate up to four delegates (as per the table below). Where an organisation does not appoint any delegate the president of that organisation is taken to be the only delegate.

Every delegate is defined as a **Member** of the FVFS (These are the “Members” as referred to in the CAV Model Rules).

The maximum number of delegates that may be appointed by an organisation is as follows:

- Film societies with up to 50 members – One delegate
- Film societies with 51 to 100 members – Two delegates
- Film societies with 101 to 500 members – Three delegates
- Film societies with over 500 members – Four delegates
- NPV Film Festival and Cinema organisations – One delegate

The number of members of an organisation is taken as the maximum number of financial members of that organisation in the preceding calendar year. A new organisation may use the anticipated number of members.

The appointment of a delegate to the FVFS ceases immediately if the respective organisation advises the FVFS as such, the organisation resigns or otherwise ceases to be affiliated with the FVFS. If the fees payable by an organisation are in default then their delegates are temporarily suspended.

Each delegate (ie FVFS Member) has one vote at FVFS General Meetings.

Honorary Individual Member is an individual who has been proposed by a member of the Committee as being worthy of that honour, and is approved for such membership

by the Committee. The appointment of an Honorary Individual Member shall terminate at the next AGM, but they are then eligible for re-appointment. There shall be no more than five Honorary Individual Members at any time.

Honorary Life Member: is an individual who has been proposed by the Committee as being worthy of the honour and is approved by ordinary resolution at an AGM of the FVFS.

An Honorary Member is not eligible to vote at a General Meeting and does not count towards a quorum.

An Honorary Member may be appointed to the Committee as a General member but not to an official position. On that committee the Honorary Member is not eligible to vote and is not counted towards a quorum.

2. Nominations for Committee.

All nominations of members for appointment to the Committee must be in writing and submitted to the secretary to arrive not later than noon on the 14th day preceding the AGM. Nomination by email is acceptable.

Each nomination shall be endorsed by the secretary of the organisation they represent, and accepted by the nominee. This may be achieved by email.

Advice of all such nominations must be given to the secretary of all affiliated organisations and their delegates as soon as practicable after the close of nominations.

Where no nominations for a position have been received prior to the AGM the Chairman may call for nominations at the meeting.

3. Quorums

A quorum at a General Meeting is 10% of members (ie delegates) entitled to vote at a given time (Ref. Model Rule 36) providing that at least 10% of all affiliated organisations are represented.

A quorum of the committee is a simple majority of the current members of the committee eligible to vote. (Ref. Model rule 63)

4. Proxies

Ref. clause 34 of the Model Rules. A Member may appoint another member as their proxy to speak and vote on their behalf at a General Meeting other than a disciplinary meeting. Written advice of the proxy must be delivered to the Secretary to arrive at least 24 hours before the meeting is due to start. This includes email.

All proxies must be indicated in the meeting minutes.

Proxies are not permitted at committee meetings.

5. Finances

Ref. clause 41 3 (c) of the Model Rules. The treasurer's report to the AGM should include a financial report which has been certified by the treasurer and at least one other member of the committee.

The treasurer may use EFT (Electronic Funds Transfer) for payments on behalf of the FVFS for any amount previously approved by the Committee for payment.

The treasurer may expend funds on behalf of the FVFS (including by electric funds transfer) up to \$100 without requiring prior approval from the Committee for each item for which funds are expended. (Ref. Model rule 69 (3)).

The treasurer may maintain a cash float provided that all money paid to or from the float is accurately recorded at the time of the transaction. (Ref. Model rule 69 (6)).

6. Due Date

The "due date" for affiliation renewals shall be taken as 1st January each year, unless otherwise decided at the previous AGM.

7. Annual Subscription

Clause 12 of the CAV Model Rules require that the AGM sets the procedure for setting the annual subscription and joining fee. The annual subscription may be changed by the Executive Committee prior to AGM approval after consultation with members, but those changes must be approved at the next AGM. Should the changes not be approved at the AGM, the Executive Committee would then need to take action to reverse the changes so made as soon as practicable.

8. Non-Political and Non-Sectarian

The FVFS is a non-political and non-sectarian organisation.

9. Size of Committee

The Committee should make a recommendation to each AGM as to the size of the Committee required for the next year (ie until the next AGM). The AGM would then be in a position to decide how many committee members are to be appointed, in accordance with clause 53 (1) of the CAV Model Rules.

END OF SUPPLEMENTARY RULES