

Federation of Victorian Film Societies Inc



INFORMATION SHEET 11 - (30th March 2024)

SUPPLEMENTARY RULES

There are many situations where it is recommended that an organisation's rules be enhanced by Supplementary Rules. The most obvious is where an organisation is incorporated with Consumer Affairs Victoria using Model Rules which are so generic that they become unclear how they should be applied to a film society. But the same could apply to most societies even if they have their own constitution.

Supplementary Rules are essentially, operating procedures which give guidance to the film society committee, and interpret the constitution or rules in a film society context. They should not be in conflict with the rules of the society. They do not need to be submitted to the CAV (Consumer Affairs Victoria) for approval (assuming the society is incorporated, but submission to the FVFS for approval is recommended.

Supplementary Rules may be amended from time to time at an AGM, following the usual procedures for Special Resolutions.

An example set of Supplementary Rules written for the situation where the society has adopted CAV Model Rules, is attached as Appendix A. The same could be adopted for a society which is not incorporated, but the bracketed references would become irrelevant.

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APPENDIX A: **Supplementary Rules**

(These rules have been prepared on the assumption that the film society has adopted the CAV Model Rules. If that is not the case the references quoted in brackets could be deleted)

These Supplementary Rules are to be read in conjunction with the CAV (Consumer Affairs Victoria) Model Rules and together constitute the operating rules of the Film Society.

Supplementary Rules can be changed only at a General Meeting of the film society after the appropriate procedures for dealing with special resolutions are applied, as prescribed in the Model Rules.

(The film society should delete whichever is not appropriate)

1. A completed application form constitutes a formal application to become a member of the film society. (Ref CAV Model rule 9)
2. At each meeting of the committee a list of new membership applications received since the last meeting is to be presented to the committee for ratification. And the fact is to be recorded in the minutes. (Ref CAV Model rules 10 and 11)
3. The society annual membership ticket is sufficient to advise the applicant of their successful application to join the society, and constitutes a receipt of payment. (Ref CAV Model rule 10)
4. The membership year of the film society is *(eg Jan – Dec)*
(The Film society is to complete, in line with that defined in the CAV Model Rules – as appropriate)..... [Note that this does not have to coincide with the society's financial year, or the membership year for joining the FVFS]
5. A member is still regarded as a member until 12 months after membership is due, but their rights (admission to screenings, right to vote and newsletter) are suspended until membership payment has been made. (Ref CAV Model rule 12). After 12 months they are taken to have resigned. (CAV Model rule 17)
6. The film society recognises Full members, Concession members and Life members only. (Ref CAV Model rule 14)
7. Nominations for election to all positions on the committee must be called for in sufficient time for nominations to be received at least 7 days prior to the meeting at which the elections are to be held (Ref CAV Model rule 51)
8. At the AGM the meeting decides:-
 - a. The fees for the forthcoming year and when they are due.(Ref CAV Model rule 12)
 - b. The office bearers for the next year. (Ref CAV Model rule 51)
 - c. The number of general committee needed and who they are. (Ref CAV Model rule 53)

9. The Treasurer is permitted to use EFT (Electronic funds transfer) for payments on behalf of the society for any amount previously approved by the committee for payment.
10. The Treasurer may expend funds on behalf of the society (including by EFT) up to a previously agreed limit without requiring prior approval from the committee for each item for which funds are expended. (Ref CAV Model rule 69 (3)).
11. 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 CAV Model rule 69 (6)).
12. Members of the society shall pay for membership with the society on a period basis which shall not be less than three months.
13. If any person, whether a member or non-member, is charged for admission to a screening, that screening will be considered not to be non-theatrical and the society would waive its right to apply the ACOFS DVD rights agreement for cut-price DVD rights charges.

[Note: References in brackets refer to paragraphs of the Consumer Affairs Victoria Model rules as at April 2024]