

Point Cook Malayalee Association Inc.

Rules and Regulations for Members

1. Eligibility

Membership in the Point Cook Malayalee Association Inc. ("the Association") is open to any individual who:

1. Supports the purposes and objectives of the Association;
2. Resides in Point Cook, Victoria; and
3. Agrees to abide by these Rules and Regulations, the Association's Constitution, and any policies adopted by the Committee.

Proof of residence (e.g., driver's licence, utility bill, or other acceptable documentation) may be requested at the time of membership application or renewal.

The Committee reserves the right to accept or decline membership applications in accordance with the Association's Constitution.

2. Member Responsibilities

All members are expected to:

1. Act in the best interests of the Association and uphold its values of unity, respect, and community spirit.
2. Abide by the Association's Constitution, resolutions, and policies.
3. Pay all membership fees or subscriptions within the time specified by the Committee.
4. Participate actively in community, cultural, and volunteer initiatives where possible.
5. Conduct themselves respectfully and lawfully at all Association events, meetings, and online platforms.

3. Code of Conduct

Members must:

1. Treat all fellow members, guests, and community partners with dignity, fairness, and respect.
2. Refrain from discrimination, harassment, intimidation, or any conduct that could harm the reputation or integrity of the Association.
3. Avoid conflicts of interest in all Association matters.
4. Use social media and digital platforms responsibly, ensuring that posts, comments, or discussions referring to the Association maintain a positive and respectful tone.
5. Not use the Association's name, logo, or resources for personal, political, or commercial gain without prior written consent from the Committee.
6. Support a safe and inclusive environment for all members, particularly during events involving families and children.

4. Privacy and Data Protection

1. The Association respects and protects the privacy of its members.
2. Personal information collected (such as name, contact details, and proof of residence) will only be used for legitimate Association purposes, including communication, event coordination, and

membership management.

3. The Association will not share, sell, or disclose members' personal information to third parties without consent, except where required by law.

4. Members are encouraged to contact the Secretary for any inquiries or requests regarding their personal data.

5. Communication and Media Policy

1. Official communication from the Association will be made through the official email address, website, or social media channels managed by the Committee.

2. Members must seek prior approval before issuing any public statements or media communications on behalf of the Association.

3. Members are encouraged to promote the Association positively in the community and on social media, consistent with the values of respect and unity.

6. Disciplinary Action

A member may face disciplinary action, including suspension or expulsion, if they:

1. Breach these Rules or the Association's Constitution;

2. Engage in conduct prejudicial to the interests, harmony, or reputation of the Association; or

3. Fail to uphold the values or purposes of the Association.

All disciplinary matters will be handled in accordance with Part 3, Division 2 of the Association's Rules, ensuring procedural fairness and the right to be heard.

7. Membership Renewal and Termination

1. Membership is subject to annual renewal.

2. Members who move out of Point Cook must notify the Secretary within 30 days.

3. The Committee may, at its discretion, allow such members to continue as associate (non-voting) members.

4. Membership automatically ceases upon resignation, death, or expulsion in accordance with the Rules.

5. Members wishing to resign must provide written notice to the Secretary.

6. A member may choose to withdraw from the Association at any time during their membership term; however, no refund of membership fees will be issued.

7. Renewal for the following year after withdrawal will be subject to the Committee's discretion.

8. Dispute Resolution

1. Any dispute arising between members, or between a member and the Committee, shall be handled respectfully and in good faith.

2. Members should first attempt to resolve disputes informally through discussion or mediation.

3. If unresolved, disputes will be managed in accordance with the Dispute Resolution Procedure set out in the Association's Constitution.

9. Amendments

These Rules and Regulations may be amended or updated by the Committee as necessary, provided that any changes are consistent with the Constitution and the laws governing incorporated associations in Victoria.

Members will be notified of any updates via official communication channels.

10. Acceptance of Membership

By applying for or renewing membership, each individual confirms that they:

- Have read and understood these Rules and Regulations;
- Agree to abide by them and the Association's Constitution; and
- Consent to the collection and use of personal information as outlined above.