



# CLUB GUIDE FOR APEXIANS

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*Apex Australia - Building Better Communities*

[Apex.org.au](http://Apex.org.au)



# The Club Manual

This Manual has evolved over a number of decades and is built on the experience and wisdom of a great number of Apexians.

The first iteration of this style of Manual was made by Colin Waugh, Queensland State Board Member in 1993.

In 1996 a standard manual was made for every club in Australia.

The efforts of Colin Waugh, Ian Pedley (SANT President 1997/98), former Executive Director Andrew Phillips, Leanne Songer, Training Chairman 1999/2000 and Past National President Chris Morahan are acknowledged and thanked. Many more people have over the years contributed to the wealth of knowledge within Apex, and although you cannot be named individually, our thanks are extended to you as well.

If there are any errors in this Manual, it is certainly not the fault of any of the people named above. Last year's Communications Director, Mark O'Donnell, would like to publicly claim responsibility for all errors herein. Please forward suggested corrections to Mark at [modod@me.com](mailto:modod@me.com).

All elements of this Manual are available on our website, in the club resource section.

If you notice any improvements that can be made to this manual (and there will always be improvements), please forward them to [communications@apex.org.au](mailto:communications@apex.org.au) and we will definitely endeavour to include them.

Regards,

Jim McNall

National President

Apex Australia 2015/16



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# Helpful Hints for New Leaders

Congratulations. Leading your Club will provide ample opportunities to do great things for Apex and your community, but it will have moments when all is not easy. It requires a deft hand, lots of interpersonal skills and plenty of patience. Be prepared to meet a wide variety of challenges and use these simple principles to guide you :-

## **PLAN**

Brainstorm with the other members of your Club and establish goals for the coming year. For example, your Club may be trying to implement new projects or fundraising activities. The first step is to organise a planning meeting to evaluate the needs and develop a plan.

## **RECRUIT**

Appoint sub-committees or task forces to work closely with you and the other Club Officers. Appointments should be to those who are enthusiastic about the goals and are highly regarded by other members. However, don't forget to use this to train the future leaders!

## **CONSULT**

Ask for advice and opinions from the members. Rather than introduce a "new member" programme by an authoritative decree, ask present members why the problem exists and what can be done about it. The outcome: "the new member" programme is bound to be successful because it is owned by your peers. One way or another, they will arrive at the same conclusion you would have, had you used the authoritative decree method.

## **ASK FOR HELP**

Humility often engenders a willingness to go the extra mile, so if you need help, simply ask for it. Put out a call for help to other members who have served in leadership positions. How did they handle a similar situation? How can they help you?

## **AFFIRM**

Congratulate. Praise. Smile. It is important to recognise the work of others, especially in public.

## **COACH**

If the group is unable to come to an agreement, encourage them to step back and deal with the issues one at a time and offer support as compromises are made.

## **LISTEN**

For example: A member upset at the slow pace of a project wants to resign. Listen and ask the member to describe how the slow pace makes them feel. Ask the member about options they have considered and offer your support. Your active listening is a motivator. Remember the old saying, "If you come to me with a problem without having a suggested solution, then you are part of that problem." Let the members own the resolution by being a part of the solution!

## **LEAD BY EXAMPLE**

Model characteristics of someone you regard as the "ideal member". If you want to encourage participation in all events and activities, be the first to sign up whenever help is needed.

## **TRACK**

Stay abreast of the work of sub-committees through informal and formal means. Ask sub committee's to provide copies of correspondence and to present progress reports to the entire Club.



## **ARRANGE FEEDBACK**

Do not be quick to offer comments and criticism. If a recommendation has been made during a meeting that is disagreeable to some, or even a majority of the members, ask for input from other members.

## **EVALUATE**

Resist the temptation to judge the work of others, however, foster a spirit of positive evaluation among the members. For example, after praising the efforts of a sub-committee who just arranged a programme, invite members to mention ideas they would like to see included in the future. Then encourage those members to meet with the sub-committee to talk about the event.

## **TRY TO HAVE AS MUCH FUN AS POSSIBLE IN YOUR ROLE**

It may not be the first time you have done it, but try to learn from your previous experiences and the experiences of others.

Never forget that your National Office, your Regional Communicator, your National Board and countless local committed and experienced Apexians may well provide you with the resources to find a solution to a challenge that you are having difficulties with.



# WHAT IS APEX ALL ABOUT?

## **To make the ideal of service the basis of all enterprise**

- To be of service to the community and seek support of community groups to assist Apex in its service activities
- To be of service to disadvantaged groups and individuals
- From time to time, to be involved as groups of Clubs in larger schemes or projects

## **To develop by example, a more intelligent and aggressive citizenship**

- To care and be seen to care for all individuals in society
- To be active leaders in the community
- To be involved in activities which assist Apexians to grow as individuals
- To establish meaningful relations with other organisations so that Apex is aware of the needs of the community
- To act in the community over issues and problems affecting the Australian community at local, regional and national levels
- To encourage pride in Australia and our heritage

## **Youth**

- Apexians should commit themselves to personal contact and dialogue with the young members of the community
- To strive to reduce the hardship faced by the unemployed, particularly the young
- To work to ensure the maximum possible opportunity for Australians to fully develop their potential
- To actively support existing youth organisations

## **To provide a means of forming enduring friendships, rendering altruistic service and building better communities**

- To assist families in our communities
- To provide opportunities, wherever possible, for family involvement generally
- To provide through service work, a meaningful process of personal involvement and a sense of achievement for all Apex members.

## **Membership**

- To make Apex membership available and attractive to young women and men in Australia.
- To provide programs offering a range of experience likely to encourage a greater commitment of Apexians to their membership of Apex.

## **To promote International understanding and friendship**

- To promote in the Australian community an increased international understanding.
- To be involved with organisations in order to be better informed of international affairs.
- To seek and provide opportunities for overseas service, international friendship and overseas travel.
- To encourage Australians to seek a better appreciation of the cultural diversity of Australia.



# **The Ideals of the Association of Apex Clubs**

**To make the ideal of Service the basis of all enterprise.**

**To develop by example a more intelligent and aggressive citizenship.**

**To provide a means of forming enduring friendships, rendering  
altruistic Service and building better communities.**

**To promote international understanding and friendship.**

## **Invocation**

**“For Good Food, For good Fellowship**

**And the privilege to serve, We give thanks ”**

### **The Apex Song**

We who are Apexian members,  
With ideals Apex engenders,  
Every one of us remembers,  
Service is our Aim.  
In Fellowship we're meeting,  
In Friendship we're greeting,  
And more and more we gain a store  
Of beneficial knowledge at each meeting.  
We represent at all our sessions  
Various interests and professions,  
And we learn some helpful lessons  
At our Apex Club.



# Club President Guide

## INTRODUCTION

Now that you have been elected to the position of President of your Club, how do you feel? Are you euphoric, fearful, enthusiastic, or reluctant? Has the common saying "You'll be sorry" got you worried? Forget all about this. It does not matter how you feel, as long as you are determined that your year will be a success, both personally and for your Club.

The one thing that will make you happy at the end of your term will be the success that you have achieved. You must make the extra effort to serve your Club. Avoid just following the steps of your predecessors. Use your initiative to implement new programs aimed at improving the performance and image of your Club.

There will be times when you will feel frustrated and wonder why you chose to do this job. There will be other times when you will be so full of joy and happiness at your success you will wish the job would last forever. Just remember that this job only lasts for twelve months. Make of it what you can in this time. To succeed you need to plan your activities. This booklet has been prepared to assist you toward having a successful year. Take the time to read it carefully. Put it aside for a couple of weeks, then read it again. This second time some of the points should start to make more sense.

Remember the old cliches – *"You only get out of something what you are prepared to put into it"* and *"Fail to Plan - Plan to Fail"*. Good luck and have an enjoyable year.

## SET YOUR AIMS

Before you start your year it is important to set some aims for the year. What do you hope to achieve this year as President? Choose one or two aspects of your Club that you feel need changing or improvement. Identify those aspects of the Club that don't need changing and that you'll just need to follow. Write down your aims for the year. Don't make these aims too difficult or you will find they won't be achieved. Not reaching your aims will only make you more frustrated and you will only feel bad at the close of the year when they have not been achieved.

Let the Club know your aims for the year and explain to them how, with their help these goals will be achieved. Review the aims on a regular basis to see how they are going and determine if they will be achieved.

The section on Goal Setting in this manual will provide you with some help on setting goals, determining how to achieve them and the periodic review processes.

## LEADING THE CLUB

You are the leader of your Club for the next twelve months. Many members of the Club will look to you for guidance and as a motivator when times are tough. If you don't show enthusiasm, even when times are tough then how can you expect your members to feel enthused?

Don't be afraid of failure. If you fail, take a step back and look at what went wrong. Look at how, if the project were done again starting today, you would do it differently to ensure that it doesn't fail again. There will be times when you will fail but your aim should be at all times to ensure that this does not happen. Remember the *"Grow, Learn, Make Friends, Have Fun"* aspect of Apex?

There will be times when you will not agree with what the National Board has decided is the appropriate action. Even if you do not agree you must be seen to support this point of view to your Club's members. Always ensure that Club members are aware of the activities that are being planned in your Region. Encourage them to attend as many functions at other clubs in your Region as possible so that they will realise the great fellowship that these events can offer.

You must make the effort to attend all possible social functions and service projects that your Club has planned. If you don't attend these functions then the members will start to wonder why they should bother to attend. The





ultimate result will be that socials and service work will be poorly attended and the Club members will become unhappy. Failures then arise.

Communicate with members between meetings, especially those on your board. If you have projects or functions coming up talk to the person organising the function to see how it is going and to see if there are any areas they need help with. Avoid making your phone calls seem like you are checking up on them and that you don't trust them - make them sound like you are thinking of their best interests and want to make their job as smooth as possible.

## PROCRASTINATION

*"Why do it today when I can put it off till tomorrow!!"*

Procrastination is one of our biggest sins - putting things off until the last minute. Most times procrastination is done because of the fear of making a mistake or of not being able to attain your own or others imagined high standards. The job must be done sometime. Putting the job or decision off only makes matters worse, may make you look weak and indecisive in the eyes of your fellow Club members and will ultimately reduce the time that you have to do the job and less chance of doing it right.

## THINK OF YOUR MEMBERS

Each member brings to the Club their own ideas, strengths, weaknesses and feelings. Some members will have strong points that you need to recognise and harness to the betterment of the Club. Some members will have shortcomings, so these need to be recognised and you should avoid getting upset when these members let you down. These members have more than likely performed the job to the best of their ability.

Apex is a volunteer organisation. Each member will commit to the Club what time they have available. Each member will have different priority levels when it comes to Apex. It is important to recognise this fact and allow time in your planning to realise that in many instances members may not be available at the drop of a hat to assist with projects. Proper planning and ample notice to the members of planned activities will provide the greatest response from the members.

Praise for the efforts of the Club and its individual members is an important aspect that needs to be considered and of course used with due consideration. Praise for a member's effort is important, as it provides encouragement for them to continue. Praising someone for their efforts is something that can be made in public. It makes the person feel a bit more fulfilled as others in the Club are aware of their efforts. But avoid praising the same person regularly, even if they are doing a great job. Too much praise heaped on one individual will make the others in the Club feel inferior and may lessen their drive to perform.

The opposite exists when you need to critique someone's performance - this must never be done in public - it will be sure-fire way to lose the members support. Always discuss someone's poorer performances in private. How you approach the subject with the member will vary from individual to individual because we all take criticism in different ways. The aim of the discussion must be that at the end both parties can walk away happy the discussion is over and can easily get on to the next project without lingering resentments.

## Immediate Action Tasks

Before you take office at the Club's handover meeting there are several things you should do to ensure your year is a success.

**1. Read a copy of the Apex Manual** - it's online at [apex.org.au](http://apex.org.au), in the 'secure area'. Your club log in is your club name, and your password is club\*\*\*\*, where \*\*\*\* is your club number. If it's a 3 digit number the first number in your password is 0.

It won't take all that long and you will be surprised at the amount of useful information that it contains.

**2. Discuss the Handover meeting with your outgoing President.** It is an important event for them,



but equally it is important for you. Understand what is going to happen on the night, so you can ensure the handover ceremony runs smoothly. Offer to assist with organising the night.

**3. Meet with your incoming Secretary and discuss the coming year.** Agree on procedures that will ensure that the year goes smoothly, that all correspondence is handled quickly and efficiently. The Secretary is your extra right hand and will be one of your most valuable tools to ensuring the year goes without a hitch.

**4. Meet with the current Treasurer** and your incoming Treasurer to discuss budget planning for your year. Many Clubs fail to prepare budgets for the year and often find themselves without sufficient funds to complete the year. Your incoming Treasurer will have a session on budgeting as part of their training.

**5. Consider which members of the Club will be on the board** and allocate them appropriate portfolios. Don't be railroaded into giving your best friend the portfolio they want if you don't feel they are the most qualified to do the job. After you have selected your board, meet with them and outline your goals for their portfolio. Your success as a President will largely depend on the performance of these board members. Your Secretary and Treasurer could be used as a sounding board for your ideas.

**6. Decide on your main aims for your year.**

**7. Plan your year.** Create an Apex Calendar in your Calendar software. Note any planned events your club usually has, and any deadlines or events to be run at a Regional or National level. Share these events with your club members as early as you can.

**8. Ensure that you are familiar with the rules of meeting procedure**, it will be a terrific help in your year as President but also in any volunteer or management roles you may hold in the future.

**9. Take the opportunity to read the Secretary's and Treasurer's sections of this book**, (also available online) so that you are familiar with some of their duties. This will help you to better understand their duties, especially if you have never undertaken these duties yourself. Encourage the incoming Secretary and Treasurer to read this President's manual section also.

**10. Try to get along to the meetings of other Clubs.** Watch to see what they do and decide if any of their meeting procedures may help to improve the way your Club runs. Implement these when the opportunity arises.

## Club Meetings

Regular Club meetings are handled differently by Clubs. Some Club meetings adhere strictly to recommended meeting procedures. Other Clubs seem to disregard any formal meeting procedure, yet in many cases both types of Club can be successful. Often, the Club meeting is a combination of both types.

Planning of the Club meeting is important as it will ensure that the required business is transacted, members enjoy themselves and there is ample time for guest speakers or for fellowship. It is therefore important that you meet with your Secretary before the meeting to discuss the incoming correspondence and decide **before** the meeting what business needs to be dealt with at the meeting or what business can be left until the next Board Meeting.

A prepared agenda for the Chairman will ensure that the meeting flows smoothly. In many instances the agenda that will be prepared for normal meetings will be almost the same for every meeting so it is a good idea to prepare a suitable agenda at the start of the year with the Secretary, type this up and have it laminated. (Sample copy is in the online secure area) This is then available at each meeting for the Chairman to use. Items that should be covered in the agenda include:-

Call to order and Welcome members to the meeting

Ideals of the Association of Apex Clubs

Invocation by all Club members



Introduction of Visiting Apexians, Guests etc

Welcome the Guests and visiting Apexians

Membership Report

Other Director's Reports

Secretary's Report

Treasurer's Report

President's Report

Guest Speaker (properly introduced before hand and thanked at the end)

Visiting Apex Officials

General Business

Raffle

Fines Session

Meeting Critique

Remember that too many meetings the same will result in boring and dull meetings. The result will be that attendance drops off and decline will set in. Many clubs alternate between a formal meeting followed by a social or non-formal meeting. You should leave scope in every planned meeting to allow some variation and to provide some stimulus. Some points to consider with Club Meetings are:-

1. Encourage your directors to keep their reports short and not to talk for too long. Your Club has a newsletter that is emailed before each meeting. Encourage the Directors to put their reports in the newsletter so that all members have some time to plan and provide an answer as to their availability etc. You should also include a report in the Club Newsletter, leading by example.
2. Guest Speakers are an important part of the meeting and you should do your best to ensure that Guest Speakers are available on a regular basis. Avoid having speakers at every meeting, as more often than not, no business will get done. Once every third meeting would be a reasonable frequency.
3. When guest speakers do attend make certain that you introduce yourself before the meeting and make the guest welcome. Ensure that they have a nametag so that others in the Club will know who they are and ensure that someone in the Club is given the responsibility of making certain the guest is not left alone. Small courtesies like these will ensure that guest speakers continue to make themselves available for your meetings.
4. The most important aspect to ensuring that your meeting is a success and does not get bogged down is in the quality of the Chairmanship. Who chairs the meeting will vary with each individual Club. Some Clubs rotate the chairman at each meeting so that all Apexians get the opportunity to learn this important role. In others the Club President chairs each meeting. Included in this manual are guidance notes on Chairmanship and Meeting Procedure.
5. The Chairman should be familiar with the rules of meeting procedure (found in the General section of this manual). These have been designed to provide assistance at times when the meeting is getting bogged down with procedural motions etc. It is important that you as President are familiar with the rules of meeting procedure because you will often be called upon to arbitrate.
6. When a visiting Apexian is present at the meeting make certain that the Chairman recognises them and they are given the opportunity to address the meeting if they desire. In most cases they will advise you before the meeting of their intention to visit your Club. If this is the case, then they more than likely do wish to address the meeting. If you know of some issue that your Club has to discuss with the visiting Apexian, RC or board member, then advise them of these beforehand. This will give them the opportunity to prepare and will ensure that the most satisfactory answer can be given to the Club. Apex officials put a lot of extra time into their roles and this small



common courtesy goes a long way to making their job easier and more enjoyable. Remember that they are Apex Club members, doing their job in a voluntary capacity just as you are.

7. Consider using name place tags at the meetings. Each meeting ensure that members rotate their seating positions so that experienced members sit with newer members and can help pass along the appropriate information. This technique may prove useful if you have a troublesome group of members prone to disrupting the meetings.
8. Ensure that the Sgt. at Arms is fully aware of all their duties. Their duties do not just stop at the fining of members of the Club as a revenue raiser. Part of their duties are to ensure that meetings run smoothly and that members do not disrupt the proceedings. Consider the allocation of a permanent Sgt. at the start of the year and at each meeting allocate a Corporal to assist them.
9. Have several emergency ideas ready for use in the event that the guest speaker does not attend the meeting, or planned events finish early. Simple things such as round the table public speaking are simple ideas that can be held in readiness for emergencies.
10. Ensure that the Club has some form of raffle at each meeting. Normally it is the duty of the Social Chairman to organise the Club's raffles, however, no matter who is made responsible, try to have a raffle at each meeting. These do not need to be aimed solely at raising money, they should be fun and light hearted.
11. Understand the role of the Meeting Critic. Their role is not to just say how good the meeting was. Their role is to constructively critique the way in which the meeting procedure was handled. They should make suggestions that they feels will help improve the way the meeting runs.

## **Your Report to the Club**

At each meeting you should present a report to the Club. This report will include reminders to the Club members on activities that the Club has planned and any activities forthcoming regarding the Region or Nation. If a Board Meeting has been held since the last Club meeting you should also report on decisions made.

One of your other jobs is to "mop up" after the directors have presented their reports and fill in any missing details. Therefore you should make certain that your report is the last one on the agenda.

## **Board Meetings**

Board Meetings are a gathering of the members of the board of the Club to discuss matters that relate to the Club. The frequency that board meetings are held will depend on the amount of business that needs to be taken care of. Many Club boards meet on a monthly basis. Other Clubs meet less often, but remember that there is a minimum requirement under Incorporation on how many times the board must meet.

When (what day) you hold your board meetings is entirely up to you as President, but it is suggested that board meetings should be held just prior to Club Meetings (say within one week).

You should aim to keep the length of the board meeting as short as possible. Like the Club meeting, if they go too long the board members may well find excuses not to attend future meetings. They can be held remotely, either via phone or email, but they should still have a set goal and agenda.

Some useful things to think about to help in planning for board meetings:-

1. Prepare an agenda before the meeting - know what needs to be covered during the board meeting.
2. Meet or phone your Secretary before the board meeting and go through all of the incoming correspondence so that you are aware of what will be raised. Ensure that any relevant correspondence relating to specific portfolios is sent to the appropriate board member before the meeting so that they can come to the meeting prepared -and can make a recommendation on action to take.
3. Encourage the board members to keep their reports as short as possible and to the point.



4. Make certain that the newsletter editor includes a summary report of the board meeting in the next edition so that all members of the Club are aware of what is going on.
5. Encourage non-board members of the Club to sit in on meetings of the board. Make certain that when non-board members attend they are welcomed. Remember that non-board members do not have a vote but can be included in discussion about matters before the board.
6. If non-board members do attend, ask one of them if they would consider giving a brief summary of their impressions of the Board Meeting at the next Club meeting.

## **Closed Meetings**

Generally when there is a problem with one or two members of the Club the easiest way is to handle the problem outside of Club meeting times. However when the problem involves the great majority of the members of the Club one way to resolve the problem is to hold a closed meeting. A closed meeting is held with the active members of the Club only and does not include any guest, partners or others.

At a closed meeting, you, as President should chair the meeting. Your first duty should be to define the problem as you see it so that all members of the Club are aware of the problem and can focus on what needs to be done to resolve any conflict.

Some points to consider with closed meetings:-

Encourage all members to have their say with regard to the problem and their suggestions to remedy the problem.

Take care to prevent one or two members of the Club trying to run the meeting and force their point of view.

Take care to ensure that the time in which speakers present their views is strictly controlled and that verbal slinging matches do not occur.

Make certain that at the end of the meeting a resolution to the problem has been reached. As President it is your job to ensure that any action plans formulated by the Club meeting are carried out either by yourself or by the person appointed by the Club.

The main aim of the meeting must be to resolve the conflict or problem, without increasing any rifts that might exist or creating new ones. Everyone must go away from closed meetings happy that the problem has been resolved and with everyone "still on speaking terms". As Chairman of this meeting this ultimately rests with you.

## **Handover/Changeover Meeting**

The Handover meeting (sometimes called the Changeover Dinner) is one of the most important events in your year as Club President. A small amount of prior planning will ensure that the night is a great success. Some points to consider when planning your Handover Meeting are:-

Plan the date early so that all Club members are aware of the night and can ensure that they keep their calendar free. Setting the venue at this stage is not necessary. Remember that the Handover meeting should be held in the months of July or August.

Include the next incoming President in planning for the night. Remember it is also an important occasion for them.

Consider who you would like to conduct the handover event. If you desire to have a visiting Apex official conduct the handover of Presidents then ensure that you get your invitation to the official as early as possible - the earlier the better. Our National Board members would love to attend, but will need plenty of notice, and it is likely your club will need to contribute to their travel costs. If your handover or other meeting will coincide with a special event, eg 500th, 700th dinner etc, then ensure that the official is aware of this as it may help sway their decision to attend your meeting.



Consider inviting the local member, State and Federal representatives. Like our Association officials, these people lead very busy lives, so give as much notice as possible. The main aim should be to get the date to them. When they accept, the venue and start time can be advised later.

Arrange the venue, menu, entertainment etc and remember to confirm with the caterers the expected numbers for the dinner.

Arrange invites to all those who you'd like to attend (with RSVP date suitable to advise to the caterers):- club members & partners (this invite put into the newsletter should cover them all at once!), Club Senior Active Members, Club Life Members, Club past members, Club prospective members, other Apex clubs in your region, your RC and other Officials, other service clubs in your town plus any others.

Consider retiring members and what presentations you will be making to them on their retirement. Some Clubs present engraved pewter mugs to their members - and don't forget their partners either. Each Club has its own ideas. (see the Apex Supplies website for suggestions [www.apexsupplyhouse.com.au](http://www.apexsupplyhouse.com.au))

A nice gesture is to present the retiring Apexian's partner with a small gift, as a gesture of their support over the years their partner was in Apex. If you plan to incorporate the presentation to a retiring member with Life Membership on this same night, then consider how this will be done to ensure that the focus is not all on this member and removed from the others who are retiring.

Consider small awards for recognition of those still active members. These awards include 100% attendance and years of service. These small lapel badges are available through Apex Supplies. (orders can be made direct from their web site at [www.apexsupplyhouse.com.au](http://www.apexsupplyhouse.com.au)).

If your club has annual awards, arrange with the outgoing President to have them suitably engraved so they're ready to present to the recipient

Order from Apex Supplies the new President's badge and outgoing President's badge - allow time for them to be made and delivered to you in plenty of time - the order form is at our website, under the Club Guides Heading.

Many Clubs have toasts through the evening program. These often include toasts to the Association of Apex Clubs, the local Club etc. Consider who to assign to these duties and advise the person as soon as possible. There is nothing worse than walking into a dinner and being advised you are to propose a toast. Often if a parliamentary leader is proposing the toast they may request some information. Ensure that this information is forwarded promptly.

Toasts normally require a response. Assign these duties before hand, and ensure that those responding keep their responses short.

Try to keep the costs of the evening as low as possible. Remember that most Apexians have families and charging them too much for the evening may keep them away - if they have children they may also be up for baby sitting fees. Also keep in mind that invited officials and any parliamentarians should not be expected to pay for their meal.

Annual Reports should be prepared before the Handover Dinner and be available at the meeting. Consider how long it will take to have the report typed and printed, then set your close off date for all directors of the Club to complete their reports and get them to you. It will probably be necessary for you to remind the directors on several occasions about their reports.

Ensure that the Club's banners are on display. Any awards that the Club possesses should also be on display - your Club made the effort to win them - so why not flaunt them. Make certain that you have the Club's Charter certificate on display too. The official conducting of the handover will generally include this as part of the handover ceremony.

Raffles and fines sessions will help to break up the evening and should be considered an essential part of the evening. Encourage all members of the Club to make donations of prizes for the raffles. Consider who you give



the job of Sgt. to - a good Sgt. can make the night, a bad one can be a disaster.

Finally you should ensure that the handover dinner keeps moving along. Don't let the dinner drag on, the members may become restless.

## **Annual General Meeting**

The Annual General Meeting (AGM) should not be confused with the Handover Meeting. The Annual General Meeting of the Club is a requirement of the Incorporations Act (refer to your State Legislation - each State Department has excellent information online as to your legal requirements). The AGM is a formal meeting, while the Handover Dinner is essentially a semi-formal social function. The items to be covered at the Annual General Meeting are:-

- To adopt and accept the reports of the director's of the Club.
- To adopt and accept the financial statements ("Annual Report") of the previous Club year. The financial report of the Club must be audited before it can be adopted, so in many instances this will be the determining factor in the timing of the Annual General Meeting.
- To ratify the election of the President, Secretary and Treasurer and the appointment of the new Club board.
- To Appoint a Public Officer (if required by State Legislation). This is often the President or Secretary of the Club.

Notice of the Annual General Meeting of the Club must be given to all members of the Club. This is normally achieved by advising of the meeting via the Club's Newsletter. It is possible that the Annual General Meeting and the Changeover Dinner can be held at the same time. However it is more usual that they are held as separate events, in light of the need to conduct business at the AGM like the passing of the audited financial statements for the previous year.

## **Annual Report**

At the end of each Apex year a club needs to compile their own Annual Report. The Club's Newsletter Editor, usually prepares this with assistance from the Club Secretary or other members, as necessary. As the name suggests, the Annual Report is a document which summarises the club's events, activities and community involvement over the previous 12 months. Each Annual Report should include :-

- List of Club members for the year
- List of Club's Life & Senior Active members
- List of Club Directors for the year
- List of previous Club Presidents
- Report from the Club President
- Reports from all Club Directors
- Copy of the Club's audited financial reports
- Commissariat Report (Club Meeting attendance)
- Club's Service Hours Records
- The Ideals of our Association

## **Association Responsibilities**

As the leader of your Club for the coming year you have certain obligations towards the Association. These duties include:-





## **Incoming Correspondence**

You should review all incoming correspondence that comes from the National Office, National Board or your Regional Communicator. This information often contains information relevant to the successful functioning of the Association as a whole. Information that will come in will include calls to conventions & convention agendas, information to help your club conduct itself and decisions made at National Board meetings etc.

Even if the correspondence does not directly relate to the activities of your Club you should review all incoming correspondence. There will be times when you will be called upon as Club leader to answer questions relating to the operation of the Association. Some of the correspondence that you have read may well help to answer these questions.

## **Regional Meetings**

Your Regional Communicator (RC) may from time to time call Regional Meetings. As Club President you are the Club's official representative at Regional level.

The RC should provide notice of the planned Regional meeting and forward an agenda of the meeting to each Club to allow time for Clubs to formulate their opinion on the agenda. Often these meetings will be via teleconference or electronic means.

Where possible you should raise agenda items with the Club, or if not possible at least raise them with the Club board so that decisions can be formulated.

At the Regional meeting it will be your responsibility to put forward the thoughts of your Club and to vote accordingly. You will also be asked to report on the current status and activities of your Club. You should report to the Club on the topics raised at the meeting and advise of any resolutions passed or obligations to be undertaken by the Club.

## **Club Report to National Office**

The National Office compiles this report when requested (approximately quarterly) by the National Board. The office combines the information contained in reports from each Club and prepares a report for the National Board. The report consists of a 'facts and figures' rundown of the status and recent activities of each Club.

If your Secretary is organised, then you will probably never see the Report come in or go out, as they will have attended to its completion themselves. However you need to check it yourself.

## **Near the End of Your Term**

Toward the end of your term there is one important thing that needs to be completed, the election by your Club of your replacement and those of the Secretary and treasurer.

Advice should be given to all Club members of the intention to hold the elections and of the proposed date. The notice should be included in the Club's Newsletter, along with a nomination form. You should give serious thought to including notices of the executive elections in the first Newsletter after the Christmas break so prospective candidates have plenty of time to think about the positions. The nomination form should include a place for the proposer and seconder of the nomination, as well as the nominee's signature indicating their willingness to participate. It is suggested that each candidate supply a statement of their proposed objectives for the ensuing year.

On the night of the elections appoint scrutineers if there is more than one nomination for any position. If there is more than one nomination for President you should consider giving each candidate the opportunity to address the Club on what they hope to achieve as Club President. Remember that if you do this, you should ask the other candidates to leave the room while the candidate addresses the meeting.

Voting on elections is preferential and by secret ballot. Ballot papers should be destroyed after the announcement of the election results.





When the elections are over the current Club Secretary should order new badges from Apex Supplies, for the incoming President and the Past President's badge for you. It is strongly recommended that this be done immediately, so you are not left in the lurch come Changeover time.

The Club Secretary should also ensure National Office is advised of your new executive's details, with a preferred mode of contact for them.

Finding candidates for the positions can either be really easy, or it can be down right difficult. In many cases you will find that you will have to talk the idea over with the members of the Club whom you feel have the ability to take on the job and start planting the seed. Sometimes you may find that the member is interested in taking on the position, but lacks some knowledge. These members may be more receptive to taking on the job if they know that some more experienced members of the Club have taken on the jobs of Secretary or Treasurer and will be there to help them through the year.

After the new President has been elected get together with them and discuss your current year. Let them know what has been happening and any ideas you might have that will help them prepare for their year as Club leader. Don't be offended if they want to 'make a few changes'. Discuss their ideas openly and help them work out how they can be 'made to happen'.

## **Induction of New Members**

One of the greatest rewards that you will experience as President will be in the induction of new members into your Club. This ceremony is an important part of any member's life in Apex. It marks their beginning as an Apexian and will be something that they will remember for a long time. It is therefore important that you do an induction ceremony that they will want to remember.

In the Document section in our website there is a Guide to Inducting a New Member, with a couple of sample induction ceremonies that can be performed. Both have their good and bad points and are meant as a guide to what can, and should be done during the induction ceremony. The final format that you use is entirely up to yourself, and it should be something that you will be comfortable with.

Some aspects that need to be remembered when inducting a new member are:-

Plan ahead. Order your New Member Form from National Office, allowing enough time to receive your New Members Pack and Badge.

Tell the member to be inducted the basics of what will be happening during the induction ceremony. Also tell them at about what time in the meeting you plan to conduct the induction. It will put them at ease and make the ceremony go a bit easier.

The ceremony should be conducted with some dignity, as it is a very important part of Apex.

The new member needs to be reminded of the obligations that go with being a member of an Apex Club. They need to be asked if they are prepared to undertake and fulfil these commitments.

You should ask the member being inducted to recite the ideals of Apex, after they have been given their induction certificate.

Make certain you welcome the new member as a part of your Club at the conclusion of the induction ceremony.

Other than these basic suggestions, what is included in the induction ceremony is entirely up to you. It is suggested that the inclusion of some material about the history of Apex and your Club may also be appropriate.

If a Life Member or National official is present at the meeting where a new member is to be inducted, then it is normally common courtesy to ask this official to induct the new member.

Like other Apex activities and ceremonies it is considered common courtesy to advise the official before they enter the room that you would like them to conduct the induction. You know they will be attending, so call them the day before.



Don't feel obligated just because you have a visiting official to ask them to perform the induction. This may be the only chance you get this year to perform this important ceremony so take the opportunity to at least perform one induction yourself.

If you decide to take this tact then make certain you advise the visiting official your reasons for doing the induction yourself - then they won't feel snubbed or passed over.

## **Delegation of Authority**

Your enthusiasm may see you trying to take on every leadership role that the Club needs filled during the year. Consider the effect this may have on the future of the Club! If you take on every Chairman's role on every committee then:-

Other members may not get the opportunity they need to develop their skills. Remember many members see Apex as a valuable training ground and providing the opportunity to take on leadership roles is one way to provide value to their membership.

Members who feel they have the skill to take on a particular role may have their enthusiasm dampened.

The time you have available to give to the community through Apex may well be stretched beyond your ability to meet every commitment and you may risk not meeting your all-important commitment as President.

So it makes sense that wherever practicable and wise, you should delegate tasks to other members of the Club who show some aptitude and/or willingness toward the task. Don't delegate every task, some are your own responsibility that should not be delegated. You need to strike a balance between delegation of some tasks and asserting the Leadership role expected by your Club.

When you delegate, you should make sure to:-

Honor the delegation and make sure you do not undermine the authority of the delegate at any time (or risk losing the person concerned).

Make sure the delegate reports periodically to Club Board Meetings so everyone keeps informed about progress and can contribute if appropriate.

Provide whatever praise, encouragement, guidance and help are needed to get the job done.

Avoid criticism wherever possible, but if you must criticise, do it constructively and privately.

Indicate what new responsibility you would like a member to handle and why

You will need to give a brief overview of the new responsibility, including its general functions.

Indicate why the member has been asked to take on this responsibility. Reasons may include that they are:-

The most experienced or the most capable in the Club.

A member who shows potential in this area.

A member who is capable of bigger and better things.

A member who would be able to use the new skills in other areas.

Describe the new responsibility in detail. Outlining specific tasks and necessary commitments

Have a detailed list of the tasks - written down. The member should be given as full a picture as possible of how you see the responsibility and what will be expected of them. At the same time you should not be too prescriptive - leave room for their creativity and individual way of doing things.

Ask for questions and suggestions

If you have previously developed a favorable climate, the member will be open and frank in their questions and suggestions.



Listen to the Member's comments and respond immediately

Listen without trying to "sell" your own point of view. The objective here is to respond by indicating that you understand the member's feelings about the new responsibility.

Ask the Member for a commitment and offer your help

You should specifically ask the member to accept this responsibility. If they want time to think over their decision, a date should be set for their answer.

If they accept you should offer to help them in handling the new responsibility.

Express your confidence in the Member's ability to successfully handle the new responsibility

You should indicate your confidence that the member will successfully handle the new responsibility. You must also be supportive, ie willing to provide all the help and support they need to do the job properly.



# Club Secretary's Guide

## INTRODUCTION

### YOU ARE THE KEY LINK IN THE CLUB

Whether you realise it or not, you are the hub of your Club. In a well organised, well run Club you will find an efficient Secretary. Make no mistake, you are in for a busy but rewarding year.

You will find that your duties can be divided into three main categories:-

Planning;

Communication;

Recording;

To be a good Club Secretary, you need to be an efficient Club administrator. The smooth functioning of your Club rests largely at your feet.

### PLANNING

You are the President's other right hand. You must meet and communicate with your President on a regular basis regarding correspondence received, forthcoming events, deadlines, Board and Club meetings, meeting agendas etc. Set yourself a time to do this - it should be regular, preferably weekly, otherwise fortnightly. But don't let it build up or it will be too much for both of you, or the correspondence will not receive the attention it may be require. Regular email contact plus phone contact at least once a week is suggested.

### COMMUNICATION

You are the central communicator on and for the Board. Regular communication with Board members will facilitate efficient operation. Set up a system that ensures that Board members receive emails pertinent to their portfolio at the earliest possible opportunity. This will ensure that they have sufficient time to research any matter and be able to make a proper recommendation on a course of action. To be forewarned is to be forearmed.

You should circulate the minutes (including an action list) of Club and Board meetings within a week of the meetings. Minutes serve to remind members of the tasks that they need to pursue and other issues that arose from the meeting. Likewise agendas should be circulated prior to meetings, to give notice to members of any special discussions that may take place.

You are the link with Apex beyond your Club level. You should ensure that those items relating to the Association are dealt with promptly and that the relevant information is passed on to the President or Club Members.

### RECORDER

You are the main record keeper for the Club. Ensure that minutes of the meetings are recorded accurately and kept backed up correctly. Your records should be kept in a neat and logical method.

## PREPARING FOR YOUR YEAR

Before you start your year you should complete several tasks that will help you to perform in the most efficient manner possible. Suggested tasks are:-

- Meet with the incoming President and discuss how you will communicate on matters of importance, correspondence etc;
- Discuss with the incoming President the procedures that they wish to adopt regarding Club and Board meeting agendas;
- Spend time with the current Secretary going through their procedures regarding minutes, correspondence, supplies etc;



- Determine from your predecessor the current procedures regarding correspondence collection. Make certain that you obtain the key to the letterbox and the password to your email accounts.
- Discuss with the incoming President the calendar of events for the coming year. Share calendars with the President, board and Club members.
- Advise your local council and any other civic groups you have contact with, of the new Club Executive. Advise the National Office of the new Club Executive and the remainder of the incoming Club Board and their portfolios. Provide phone and email addresses and preferred means of contact.
- Advise the relevant Government Department of the change of Public Officer. Check online for the requirements of incorporation in your State. Many Clubs automatically require their Secretary to also be their Public Officer.

## SUCCESSION

One of your roles will be to ensure that your position is filled next year and that the transition is orderly.

A common error made by Club Secretaries is to over emphasise the amount of work involved in the position. This can discourage potential successors! As with any job, it can seem like a lot of work at the beginning, but as time goes by you quickly learn the most efficient ways of doing the job.

You can encourage potential successors by carrying out your duties with efficiency and flair and making the job seem easy and interesting. Make this one of your goals during the year. And above all, don't lose your sense of humor!

When it comes time to hand over, ensure that your successor is fully briefed on all current matters before the Club and that all records and property of the Club are passed on.

## EMAILS

One of the important jobs that you will need to do is to file all of the Club's incoming and outgoing correspondence. There are many ways to file the information that you will handle as Secretary. Whichever way you choose to file, the important thing is to be able to easily locate any information that you may be called upon to produce.

Many clubs create their own email address, using a free email server. This ensures that the mail is never lost and can be passed on to your successor. Save emails in logical folders and sub folders so that others can locate them when needed. You should also ensure that the passwords are regularly updated, try to strike a balance between keeping this information secure and ensuring the necessary people have access to it.

Some suggested folders are:-

Association Circulars and Mail

Incoming Board Matters

Completed Board and Club Minutes

Apex Supply House

Odds and Ends

Immediate Action

If you pass on correspondence to a director then consider retaining a separate folder for yourself. You should ensure that any correspondence sent outwards by other Club members is copied to yourself.

Before handing on your role some culling of previous year's emails will be necessary. Minutes of Board and Club Meetings must be kept. Other than that you should keep correspondence and documentation that can have some relevance in future years. In general you should do the culling with your President, especially if you are not certain what to keep or discard.



# MINUTE TAKING & RECORDING

## GENERAL NOTES ON MINUTE RECORDING

Minutes of Club and Board Meetings are an important, *if not the most important part of a Club*. The minutes of meetings are a history of the activities and decisions of the Club. They can become the basis of the Club's history.

Minutes must be complete, yet concise, accurate, expressing only facts (not the writers opinions) and set out in such a way that ready reference can be made at any time to any item discussed in the past.

The minutes should clearly indicate:-

The particular nature of the meeting - Club, Board, Annual General Meeting etc;

The date, time, and place the meeting was held;

The name of the Chairman;

Where the number attending the meeting is small, the names of all of those in attendance. At larger meetings names are not necessary (except the Chairman's), but the number of people present should be recorded;

The business of the meeting set down in chronological order, starting with the appointment of Chairman (where necessary), followed by the confirmation of the minutes of the preceding meeting and then a record of each item dealt with at the meeting.

You may want to consider using a tape recorder or smart phone to record the meeting. These can be particularly useful for longer meetings. However note that you may then need to allow time to 'relive' the meeting when it comes time to type the minutes.

Consider using a minutes recording template at the meeting to assist. A sample of such a proforma is included in this manual.

Points to note when preparing minutes after or during the meeting:-

Precise wording should be used to list any decisions made - the minutes need to list the facts, not be descriptive;

Motions and amendments should be stated clearly and must include an indication as to whether they were carried or lost;

The names of the mover and seconder to each motion and amendment needs to be recorded;

Numbers for and against need not be recorded unless the rules of the meeting state that certain motions need to be carried by a prescribed majority (eg three quarter majority);

When contentious matters have been raised and discussed and it is considered that differing points of view should be 'minuted', it is essential that the recording should be strictly accurate and objective;

For ready reference each item in the minutes should contain a separate item number.

As discussion proceeds during the meeting you should take notes or make points that will help you to prepare the minutes of the meeting as accurately as possible. You may not require your entire note taking statements, but the minutes are likely to be more accurate if you do use notes, rather than relying on your memory alone.

Store the recorded minutes to allow for permanent storage. An online free server, such as yahoo or google will provide plenty of storage ofr your minutes.

## ACCEPTING THE MINUTES

The first item of business at the next meeting is to accept or confirm the minutes of the previous meeting. These may be read aloud or, if they have been circulated to members between meetings they may be taken as read.

Wherever possible avoid reading the minutes out at the next meeting. It can be time wasting and more often than not members tend not to listen to the minutes as they are read. Reading the minutes is a very boring start to a meeting. The minutes should be circulated to the members before the meeting via email. This gives members the



chance to review the minutes at their leisure and to ensure that all matters have been actioned as necessary.

Business arising from the previous minutes should be the next item on the agenda. You will usually report to the meeting on actions and resolutions that came from the previous meeting.

Any amendments to the minutes should be recorded, and then the motion "That the minutes of Club meeting XXX (as amended) be accepted as a true and accurate record" should be moved. It should be moved by someone who was in attendance at that meeting, but it can be seconded by anyone.

Once the minutes have been accepted, the Chairman of the meeting at which the minutes have been accepted should sign and date the minutes to indicate their acceptance.

If any business covered in the minutes is reopened at subsequent meetings, the original minutes must not be altered. Methods of 'correcting' motions in previously accepted minutes are:-

If an error in the minutes is discovered, then another motion can be moved to correct the relevant part of the minutes;

If a motion proves unworkable, or a mistake has been made, then a motion of rescission should be moved to negate the previous (unworkable) motion;

If new information has come to light, then a motion of recommittal should be moved to enable discussion of the motion once again. This enables the matter to be revisited and a vote to be taken once again on the original motion.

A sample set of minutes has been included for reference at the end of the Secretary's section. This shows one way to record the minutes, there are many ways that this can be done.

## **CORRESPONDENCE**

### **RECEIVING EMAILS**

You should update your club email as soon as you take on the role. Ensure you receive copies of stored emails. Make sure that your emails are checked regularly, and forwarded onto to other club members prior to meetings if required.

### **CLEARING THE MAIL BOX**

If you have a physical mailbox clear it on a regular basis and ensure that all correspondence is read and actioned as necessary.

You should try to make sure that the mailbox is cleared a day or two before the meeting and that you sort this correspondence out.

Avoid picking the mail up on the way to the meeting, or printing out your emails prior to leaving work. This correspondence will not get dealt with correctly, as you don't have time to read and consider it properly. It also means that the appropriate Director does not get time to consider it. This practice also creates a poor impression at your meeting, as you stumble to open the envelopes or read emails. A well organised Secretary will enable your meetings to flow smoothly and quickly.

### **SORTING RECEIVED MAIL**

At a set time prior to your meeting sort through all correspondence received. If necessary, forward some to the relevant directors as soon as possible so that they can action the information or requests before the meeting and come prepared to make a recommendation to the Club or Board meeting.

You should get together with the President after you have sorted all of the correspondence and advise them of any items in the correspondence that require their attention. You should sort out with the President which items of correspondence must be discussed at the next Club meeting and those that can be held over until the next Board meeting.



## **REPORTING THE INCOMING CORRESPONDENCE**

Avoid, wherever possible, standing up and reading out every piece of correspondence to the Club meeting. If you do read out all of the correspondence then this is a sure-fire way to make the meeting drag on and waste time. You may choose to read out only a summary of the items that you have earmarked for discussion at the meeting.

It is suggested that you circulate a summary of the correspondence at the meeting, or prior via email, providing information on the basics of the letter, from who it was received and to who follow up action was assigned.

## **OUTGOING CORRESPONDENCE**

All correspondence on official club business should be prepared on official letterhead with the Apex Logo. Templates are available online.

Wherever possible all communications made verbally, such as by phone, should be followed up by a written email confirming details of the conversation. This provides written confirmation and some form of record.

Always ensure that if other members write emails or letters on club business they cc you in on their correspondence. All outgoing correspondence should be listed for consideration by the club at your meetings.

## **ACCEPTANCE. OF CORRESPONDENCE**

The Club or Board meeting should accept all incoming and outgoing correspondence. This may be resolution, or by a formal motion. A typical motion to move is *"That the inwards correspondence be accepted and the outwards endorsed."*

## **WRITTEN COMMUNICATION**

Writing is one form of communication and as such the primary objective is to make your ideas so clear to the reader that they can not be mistaken. The process involved in writing official documents is exactly the same as that which you use when writing to a friend - it is only the format and style that you change. Your objective - to get the message across - is always the same.

The best way of ensuring that your message is understood is to consider WHY you are writing and WHO will be reading it.

### **WHY ARE YOU WRITING?**

- To check or clarify
- To give information
- To ask for information
- To persuade or influence
- To initiate action
- To remind
- To placate
- To complain
- To instruct
- To explain
- To record

### **WHO WILL BE READING IT?**

What will be their attitude - their perceptions, assumptions, prejudices?





What is their attitude to Apex?

What sort of interest do they have in the topic?

What information do they have?

What information do they want/need?

## **SEVEN STEPS TO EFFECTIVE COMMUNICATION**

### *Decide What to Say*

Before you sit down to type, make sure you are clear in your mind as to what you want to say to the recipient. Remember the 5 W's. Who, What, When, Where and Why (or How). It needs to be clear and concise. Put yourself in the reader's position.

### *Put the Information in Sequence*

Note down the information you want or need to provide and order it logically.

### *Allow a Paragraph for Each Issue*

If there are a number of points that you want to make, devote a paragraph to each topic.

### *Think About your Subject Line*

A well crafted subject line will help grab your reader's attention even before they have opened your email..

### *Use Simple Words and short sentences*

Many people use unnecessarily complex words. If you use appropriate (yet easily understood) words there will be less risk of your message being mistaken. Short sentences will help the reader to understand your message. Keep it simple, short and to the point. But not too short.

### *Use Punctuation to Help Understanding*

Punctuation is essential to understanding ordinary speech. Similarly, it is important to use punctuation to make your written sentences readily understandable. Be careful however, of burdening your sentences with unnecessary or "incorrect" punctuation!

### *End by Pointing the Way Ahead*

This means telling your reader clearly what will happen next or what they are expected to do. Do not leave the reader asking what needs to be done. Have you addressed all of the five W's mentioned earlier?

### *Take the Time to Check*

Don't hit 'send' without checking that your email is clear and concise. And polite.

## **KEEPING IN TOUCH WITH THE ASSOCIATION**

Apex Australia issues a regular email newsletter. Make sure your club is subscribed, make sure you receive the newsletter personally. It will be important to share it with all members of your club to ensure everyone is kept abreast of the activities in our wider Association.

On Facebook Apex maintains a open, public site and a closed Members Only forum. Ask to join both. Update the public page with any good news your club has to share.

Towards the middle of each calendar year your club will receive notification of the National AGM or Convention. There will be important issues proposed at our Convention which will require your clubs consideration. Insufficient votes returned may invalidate the result and waste a lot of people's time and effort in preparation, so DO ensure you return the ballot form promptly.

The ballot is your chance to decide what National focus your Club wants to participate in for the following year.



## MEMBER'S BADGES

You will be required to order replacement badges for your Club members. This includes badges for the incoming and outgoing Presidents. Badges are to be ordered from Apex National Supply House using the official order form, available from our website. Ensure that you write legibly and that you have spelt the names and other details correctly.

### Do you have these items?

Access to the current Apex National Supply House catalogue, order form and Badge order form;

Guest Badges or stickers;

New Members Kits. You should always have at least one New Members Kit in stock and replace it whenever you induct a new member;

Club Bannerettes or Club mementos that could be given to Guest Speakers so they remember their evening at the Club;

Certificates of Appreciation, Debating and Public Speaking score sheets and other items that are useful at Club Meetings;

Club Rules and Standing Orders;

Association Constitution, By-Laws and Best Practices.

## CONTACT NUMBERS

The Apex web site also lists the contact details for the Association officers. Visit [apex.org.au](http://apex.org.au) for up to date contact information.

## EXAMPLE CORRESPONDENCE AND MINUTES.

The following few pages show examples of various types of correspondence that may help you get started. For further help you can also refer to correspondence from previous years held in your Club's records.

These sample letters have been written to assist you in replying to letters that your Club may receive. Samples of letters have been included for both negative and positive replies. These are by no means the only responses that can be used. *They are guides only.*

### SAMPLE LETTER 1

SUBJECT: Request for funds - Painting of Scout Hall

Attn Mr F Smith

Birdsville Boy Scouts

Dear Fred,

Your recent letter requesting a donation to assist with the painting of the Scout Hall was considered at our Club Meeting last Monday. The Club is impressed by the good work you and your committee are doing for the kids in our town.

However, all our funds are fully committed to other projects and the Club is unable to assist at this time.

The Club will be reviewing its budget for next year in August. Your request will be considered at that time and if funds are available we will be in touch.



Yours faithfully,  
Jim Brown  
Club Secretary

### **SAMPLE LETTER 2**

SUBJECT: Request for funds - Painting of Scout Hall

Mr F Smith  
Birdsville Boy Scouts

Dear Fred,

Your recent letter requesting a donation to assist with the painting of the Scout Hall was considered at our Club Meeting last Monday. The Club is impressed by the good work you and your committee are doing for the kids in our town.

However, all our funds are fully committed to other projects and the Club is unable to assist at this time. Instead, we would be able to assist with manpower to do all the painting provided that you are able to supply the paint that is required.

If this is of help to you, please telephone me on 7892 1234 any night this week to arrange further details.

Yours faithfully,

Jane Brown  
Secretary

### **SAMPLE LETTER 3**

SUBJECT: Request for funds - Painting of Scout Hall

Mrs S Smith  
Birdsville Boy Scouts

Dear Shirley,

Your recent letter requesting a donation to assist with the painting of the Scout Hall was considered at our Club Meeting last Monday. The Club is impressed by the good work you and your committee are doing for the kids in our town.

We are therefore very happy to donate all the paint you need for the job. (Your letter states this will cost no more than \$1000). We are also able to supply some manpower to work with your committee to do the painting if this is required.

If this is of help to you, please telephone me on 7982 1234 any night this week to arrange further details.

Yours faithfully,



Jim Brown  
Club Secretary

## Getting the most from social media

Hint: it's about quality not quantity.

Clubs should use social media to build good relationships with supporters, friends, members and the wider public, rather than just to ask for donations and members.

Social media should be about building online communities that transcend into offline ones. Only after people feel connected and inspired will they follow through with some tangible kind of support..

Don't forget that social media (Facebook for most of us) is not a broadcast channel, it's there to allow people to talk to each other. That might be clubs talking to your members and supporters or it might be people talking to one another. It is two-way communication and potentially very immediate way to communicate, so focus your posts on engaging with people and getting them to talk about it.

Elements of online and offline interactions should be embedded in one another to carry that relationship between the two environments. For example, tagging people in photos taken from events is a good use of your social media page, with their permission of course. It can also be used to personally invite your strongest supporters to events. They will usually share their experience from the event through their own social media channels.

The ALS Association's Ice Bucket Challenge is one example of a fundraising campaign that successfully blurred the distinction between online and offline channels.

The campaign is not without its critics, but it has raised unprecedented awareness and funds for motor neuron disease, which affects a relatively small number of people.

To complete the challenge, nominated participants have to donate to the cause and/or film themselves having a bucket of iced water poured on their heads, before daring others to do the same via social media.

It has so far raised more than \$79 million.

The challenge worked because it was simple, fun to participate in and fun to watch, and it allowed 'ordinary' people to interact with celebrities.

It also "allowed people to proudly display their altruism, something at the heart of Apex.

Just remember that social media is a platform for discussion and community and so your club should craft your approaches and content accordingly.

Aim for quality not quantity.



# TEMPLATE MINUTES

APEX CLUB OF \_\_\_\_\_ INC

MINUTES OF MEETING No \_\_\_\_\_

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

Venue: \_\_\_\_\_

Time Started: \_\_\_\_\_

Attendance: \_\_\_\_\_

Apologies: \_\_\_\_\_

Guests: \_\_\_\_\_

## Secretary's Report

Minutes of Previous Meeting:

### MOTION:

"That the minutes of club meeting number \_\_\_\_\_ be accepted as a true and accurate record."

Moved:

Seconded:

Carried/Lost

Business arising from the Minutes:

### Inwards Correspondence:

### Outwards Correspondence:

### MOTION:

"That the inwards correspondence be accepted and the outwards endorsed."

Moved:

Seconded:

Carried/Lost

Business arising from the Correspondence:

### Guest Speaker:

Name: Topic:

Introduced By: Vote of Thanks:

Treasurers Report:

General Account Balance: \$



Service Account Balance:       \$

Other Account Balances:       \$

Accounts for Payment:

MOTION:

“That the account balances be accepted and the accounts passed for payment.”

Moved:                      Seconded:                      Carried/Lost

### **Director’s Reports**

Service:

Social:

Newsletter Editor:

Youth & Apex Action:

International Relations:

Public relations and Publicity:

President:

Sergeant At Arms:

Raffle Winner:

Critic:

Meeting Closed:



# SAMPLE MINUTES

**Minutes of Meeting Number 392 of Apex Club of Nowhere Inc  
held on 1st April 2005 at the Nowhere Bowls Club**

**Chairman:** S Schmidt

**Present:** A Shore, J Coho, S Heep, Denny Crane, Danny Crane, J Espenson, , B Horowitz, P Lewiston, T Wilson, D Bauer, B Chase

**Apologies:** E Poole

**Guests:** Regional Communicator - J McNall

Chairman Shirley called the meeting to order at 7.05 PM, and welcomed all members and guests to the meeting.

**The Ideals of Apex and the Invocation were recited by all present.**

## **1. Secretary's Report** (Alan Shore)

Motion 1: "That the minutes of meeting number 391 be accepted as true and correct."

Moved: Alan Shore                      Seconded: Denny Crane                      CARRIED

There was no business arising from the minutes.

The secretary tabled the correspondence inward.

Motion 2: "That inwards correspondence be accepted."

Moved: J Espenson                      Seconded: B Horowitz                      CARRIED

Action required by correspondence held over to next Board meeting.

## **2. Treasurers Report** (Jeffrey Coho)

General Account              \$2,341.00

Service Account              \$1,231.09

Social Account \$789.23

Motion 3: "That the account balances be accepted."

Moved: Jeffrey Coho                      Seconded: Brad Chase                      CARRIED

Annual dues were now required, and deadline was 21st April.

## **3. Service Report** (Danny Crane)

Service work to build children's beach house scheduled for 15th May - numbers required by 5th April so can plan catering.

## **4. Social Report** (Bethany Horowitz)



Next Social - 21st April - Luna Park visit - list being circulated looking for starters to allow for catering.  
Social after this would be 15th May - after service work - BBQ.

## **5. International Relations** (Paul Lewiston)

Report received from Bursary Child - to be included in next Club Newsletter.

## **6. Public Relations** (Shirley Schmidt)

Article on Club's efforts with beach house was published in local paper last week - follow up article to appear after next service work - interest had been expressed by local residents, looking to help with project.

## **7. RC Jim McNall**

National Convention 23rd & 24th June - Blacktown, NSW

National Convention Motions need to be discussed

## **8. Newsletter Editor** (Brad Chase)

Next Deadline for reports is 9th April - thank you to Shirley for filling in whilst on holidays

## **9. President** (Shirley)

Reminder about next Board Meeting - 5th April Denny's residence - 7.30 PM.

Reminder about next service work and forthcoming socials.

Welcomed Denise Bauer to meeting for third time.

Induction President Shirley called on RC Jim to induct Denise into the Club.

Sgt. at Arms (Tara Wilson)

## **10. General Business**

Motion 4: "That the Apex Club of Nowhere advise other Clubs in the Region of the proposed service work to be held on the 15th May and invite them to attend this work".

Moved: Tara Wilson    Seconded: Jeffrey Coho    CARRIED

## **11. Critique** (Jerry)

Well run meeting - suggested that directors should all be including reports in the club Newsletter.

Chairman closed meeting at 9.30 PM.





# Club Treasurer's Guide

## TREASURER'S DUTIES

- Prepare a club budget for the next Apex year and set club membership fees.
- Present reports to the Club and Board regarding the financial position of all accounts.
- Keep an eye on the balances of accounts to ensure that you are not exceeding your budgeted expenditure.
- Ensure your accounts have enough funds at the times required for the direct debit of payments for Fees.
- Ensure authority for participation in Direct Debiting for National fees is in force and correct bank account details are notified.
- Ensure that a Apex Supply House is paid at the time of ordering.
- Be prepared to advise the Club on directions that should be taken with regard to financial matters.
- Make suggestions regarding changes to the standing orders of your Club, which will make the financial operations of the Club more effective.
- Ensure that payments and deposits are made from or into the correct accounts.
- Issue receipts immediately you receive money. Ideally you should write a receipt and hand to the person at the time of receiving payment. When receiving cash ideally you should have the person giving you the cash count it and be present when you check the amount, then issue the receipt immediately. This is for your protection. Make sure you write a receipt for everything to be banked.
- Ensure the correct procedures are followed in handling petty cash and cash floats and their re-banking.
- Bank all monies promptly.
- Check that the receipts issued since last banking total the amount to be banked.
- Present accounts for approval by Board after verifying their accuracy.
- Pay all accounts promptly.
- All payments should either be made by bank transfer or cheque. Do not pay any bills with cash if you can at all help it. Apart from this being a legal requirement it provides protection for you.
- As Treasurer you should not receipt monies from yourself or authorise payments to yourself. When receipting your membership fees you should have the President sign the receipt, when reimbursing yourself it should be authorised by 2 other members of your Club.
- Ensure that you enter the details of a cheque on the cheque butt at the time of issue. Don't leave it because you are rushed. This is when mistakes are likely to occur. Bank charges to fix the problem are substantial. Record - who to, why and how much. When making a payment online you should ensure enough details are recorded on the payment to ensure it is clear who and why the payment was made.
- Three signatures are required on all accounts, usually the President, Secretary, Treasurer. Two must sign all cheques or authorise any online payment.
- Arrange with your bank to receive statements online. It is usually not enough to simply access the list of file transactions online, you may have to apply specifically for access to your statements online. The distinction (for most banks) is that your list of transactions online will not provide a running balance, where the account



statements do. If your bank does not issue statements online ensure the secretary passes on hard copies of the statements as soon as they are received.

- You should reconcile your books before (or after) every meeting.
- Record details of all receipts, deposits and payments in the appropriate cash analysis book or spreadsheet and prepare the Annual Financial Report.
- If using cheques ensure you are always aware of the current balance (net of any unpresented cheques). This ensures you don't overdraw the account.

## REQUIREMENTS FOR YOUR JOB

1. Discuss the operation of the Club accounts and books with the current Treasurer and President.
2. Cheque books, receipt books and deposit books are required for each account. Receipt books for General and Service accounts are available from Apex National Supply House or from your local general stationer.
3. Separate Cash Analysis books or spreadsheets are required for General and Service accounts. Where a Club operates more than one form of General or Service account these may be operated in different parts of the same cash analysis system.
4. Correct signatories for all accounts. Any two of the executive of the Club, namely the President, Secretary and Treasurer are normally authorised to sign cheques on behalf of the Club. New signatories must be arranged by obtaining the appropriate forms from the bank, completing and returning when signed. Your bank officers will be more than happy to assist you with this task, you will usually have to attend the bank in person to change signatures.
5. Access to (and knowledge of) spreadsheet software will be a help, but is not essential. You *will need* a commitment to meticulous accuracy. The time taken to ensure that all entries in your computer accounts or cash books, deposit books, receipt books and cheque books are correct, is more than repaid in time saved trying to find errors when books do not reconcile.
6. A current list of Club members and their details.

## TYPES OF ACCOUNTS OPERATED

Apex Clubs generally operate a minimum of two accounts, the General and Service Accounts. Some Clubs may have special (regular) functions that they operate and therefore choose to operate a separate account for these activities.

### GENERAL ACCOUNT

The General Account is for the running of the Club. It includes items such as Dinner Fees, Club Supplies, social functions, secretarial expenses and Dinner Notice costs. Funding may derive from such things as Club events which have usual profit margins eg: membership fees, raffles, fines catering etc. Where monies are raised from the public for the General Account it must be clearly stated and advertised at the time of the event that the funds being raised are being used for the Club's own administration.

### SERVICE ACCOUNT

This account holds funds that have been raised from the community in the name of charity. This money is being held in trust and must be accounted for at all times.

### SPECIAL PURPOSE ACCOUNTS

If your Club runs any special functions or continuing fund raising project eg local shows, trade shows etc, it is



advisable to operate a separate account to record the transactions.

## **GENERAL RULES REGARDING ACCOUNTS**

1. Where funds are raised from the public for a specific purpose, then the funds raised must be used only for that purpose.
2. Where funds are raised, in the name of Apex in such a manner as to lead the public to believe that the funds are being used for general Apex charitable work, then such funds may only be used for service or charitable work and may not be subjected to any deduction (percentage or otherwise) to cover unspecified administration costs.
3. These funds raised (items 1 & 2) may have deducted from them any definite and ascertainable expenses arising as a result of the work undertaken to raise the funds, including realistic depreciation and maintenance of the Club property.
4. Funds raised for specific charities or as defined in items 1 & 2 above, may not be used for payment of the Association Fees.
5. Funds raised by a Club or individual Apexian in any of the following ways may be used to pay your Club Association Fees:-
  - Where the Club conducts a business based on normal business principles with usual margins of profit such as a canteen.
  - Where funds are raised through the physical efforts of Club members which is the only reason for the resultant fund, e.g. bottle drives, waste paper drives, sale of firewood (where there is no donation of materials or service by members or the public), sale of grain grown by Club members (where there is no donation of use of land, seed or services by members or the public), or similar activities.
6. That apart from the payment of that part of the Association Fees authorised to be paid from the Club General or Service Funds, money raised in the manner set out in 5 above may only be used for general charitable purposes or as authorised by the Department of Consumer Affairs of the State concerned.
7. It is permissible to recoup from service funds the loss made on a project intended to raise service funds.
8. Funds from an individual or organisation, company etc may not be applied to other than charitable purposes unless :-
  - The individual, organisation or company has been advised in advance in writing of the purpose for which the funds are required and
  - The organisation has consented in writing to their being used for that purpose.
9. No Donations & Legacies to a Club shall be used for any purpose other than charitable unless:-
  - They have been donated for some definite non-charitable purpose, or
  - They have been donated by a person to whom the Club has made it clear that some or all would be used for administrative or other non-charitable purposes.
10. Under no circumstances whatsoever may any funds other than those raised from members themselves be used to offset or recoup a loss resulting from any form of social activities for Club members.

## **DIRECT DEBITING**

The current rules of Apex provide that each Club shall pay the total annual National fees by way of four direct debits. These direct debits to a Club's bank accounts occur on the 31st July, 31st October, 31st January and 30th April in each Apex year. Each debit should be one quarter of the annual fee, but the first payment may vary if calculations of fees, clubs and members has not been completed.

Where a Club does not participate in direct debiting, they may pay their National fees by cheque, after



arrangement with the National Treasurer. Clubs that choose to pay their fees by cheque may incur an administrative surcharge of no more than \$50, to reflect the costs to the Association of processing payments by this method.

The Association Board will only debit the National Fees and never any other amounts from your accounts. Your Club will be notified of the amounts to be debited well in advance, giving your Club the chance to query the amount due or to seek a temporary suspension of the drawdown if necessary or to seek relief from the fees.

A Club that has not paid its National Fee may be regarded as unfinancial and is not permitted to participate in voting at conventions **and their members are not covered by Apex Insurance.**

## WHY DO WE HAVE A DIRECT DEBIT SYSTEM?

The Direct Debiting System :-

Makes it easier for Clubs to manage payment of the fee by spreading the overall amount over 4 smaller installments.

Provides a steady income flow to the National Boards to meet expenses as they occur.

Reduces the workload on the National Office (and consequently reduces the cost to your Club) since they have fewer Clubs to follow up due to late payment of fees.

The advantages to your Club of Direct Debiting your State and National Fees are :-

**Simplicity.** You don't ever need to write out another cheque for the fees.

**Cost Savings.** Your Club need only be notified once of what your fees will be. Letters do not need to be sent out to remind your Club to pay upcoming fees. You do not need to post quarterly cheques.

The advantages to the Association are identical, but multiplied many times.

It should always be noted that the only amounts that can be deducted from a Club's accounts are those which have been authorised via the budget process.

## DIFFICULTIES IN MAKING PAYMENTS

As Treasurer of your Club, one of your principle duties is to ensure that all of the Club's bills are paid on time. Payment of National Fees are included in that responsibility, so you should always ensure there are sufficient funds in the General and Service accounts to meet the fees at the time they are due.

If you become aware that your Club will incur difficulty in meeting a payment of the National Fee, you should make contact with your RC, the National Office or a Director to discuss the problem. An equitable arrangement will always be negotiated, provided your Club acts in good faith and before a debt in arrears is incurred. Don't leave it until the National Treasurer has made an unsuccessful attempt to make the direct debit deduction to discuss the problem. That will cost your club and the Association unnecessary money (and precious time). There is a process to assist clubs to obtain 'fee relief'. Ask for details of what is required to apply.

**We cannot reiterate enough, if you feel your club will have difficulty in paying your fees in full and on time, contact your RC, the Office or the Board. With enough notice you will be assured that insurance cover and any other assistance Apex National can offer will be extended to your Club.**

## EXAMPLE INVOICES

On the following 2 pages are an example of the Fee Advice and Fee Invoice you will receive from National. The Fee Advice is issued once a year, providing details of the invoices planned for the coming 12 months. This is provided to assist you to plan your coming year, it does not require payment.

The Fee Invoice is issued 4 times a year and is required to be paid. If you have signed up for a direct debit, no action is required by you, except to ensure your account has sufficient money in it. If you have not signed up for direct debit you will need to make payment, by cheque or transfer, prior to the due date marked on each invoice.



Sample Fee Advice - The important parts are shaded, showing how much and when fees are payable.

## **APEX AUSTRALIA FEE ADVICE 2014/15**



To: TAMAR Inc

Issued on July 2, 2014  
Club #395

14 Active Members (as per last advised report)

### **CLUB FEES FOR THE YEAR**

**NATIONAL FEES:** **\$2,629.25**

This is your annual fee. *DO NOT pay upon receipt of this advice.* Separate tax invoices will be issued.

The fee shall be paid by 4 separate quarterly instalments.

<b>Quarter 1</b> Payable on 31/7/14	<b>Quarter 2</b> Payable on 31/10/14	<b>Quarter 3</b> Payable on 31/1/15	<b>Quarter 4</b> Payable on 30/4/15
<b>\$657.31</b>	<b>\$657.31</b>	<b>\$657.31</b>	<b>\$657.31</b>

**These fees include GST.**

If your club expects to have any issues with meeting the quarterly fees please contact your RC, alternatively Mark on [modod@mac.com](mailto:modod@mac.com) or 0413 943 352.

Club member numbers have been taken from the latest information available. If your club numbers are different or you have provided a Health Check which is not reflected in this advice it is due to my error and no one else's. Please contact me (details above) with the correct information and we will adjust this advice.

Regards,

Mark O'Donnell  
Finance Director 2013/14.



SAMPLE TAX INVOICE - This is issued 4 times a year to notify you of each fee payment. It should confirm the details already provided by the Fee Advice, issued at the start of each Apex year.

Association of Apex Clubs of Australia  
31-33 Denison Street  
Newcastle West  
NSW 2302



A.B.N.: 52 057 197 350

Date: 1/07/2014

Invoice #: 00000740

TOOWOOMBA INC  
PO BOX 159  
TOOWOOMBA QLD 4350

TOOWOOMBA INC  
PO BOX 159  
TOOWOOMBA QLD 4350

Description	Amount	Code
National Fee - Draw down 1 2014/2015	\$801.20	GST

Email:- admin@apex.org.au	Terms: Net EOM after	Freight:	\$0.00
		GST:	\$72.84
Bank Account Details		Total Inc GST:	\$801.20
BSB: - 032-099		Amount Applied:	\$0.00
Account:- 00-1500		Balance Due:	\$801.20



As Club Treasurer you will need to be aware of the impending direct debits from your Club accounts every three months. You need to keep a copy of the Fee Advice Statement for your information and ensure that the accounts have enough funds in them at the time of the scheduled direct debits.

If you ever need another copy of this Statement, need to know the payment status of your Club's fees, or any other assistance with your Club's fees, then please contact the National Treasurer or the Office.

## THE GST AND APEX CLUBS

GST is paid on almost every purchase you make within Australia. It is a tax on consumption, adding 10% to most purchases. The intention of the GST system is that the consumer bears the cost of the GST, and businesses or organisations bear the liability to collect and pay the GST to our government.

If your Club turns over more than \$150,000 each tax year, **you will be required to register for the GST**, charge on every item you supply which are considered 'taxable supplies', and remit the GST collected to the ATO.

If you are registered for GST, you will generally be able to claim a credit on any GST included in the cost of goods and services you have purchased.

For a club which is registered, the difference between the GST payable on supplies (as charged to customers/consumers) and GST included in the purchase price of acquisitions (input tax credits) is the amount the club owes to or is owed by the ATO. Where the club's input tax credits are greater than the amount of GST payable, the club will be entitled to a refund.

## DOES OUR APEX CLUB HAVE TO BE REGISTERED FOR THE GST ?

Clubs that have an annual turnover of \$150,000 or more must be registered. If your Club's annual turnover is below \$150,000 registration is optional. Businesses must register if they have a turnover above \$75,000.

THE ASSOCIATION STRONGLY RECOMMENDS THAT CLUBS **DO NOT REGISTER** FOR THE GST UNLESS THEY HAVE TO. IF A CLUB IS REGISTERED, THE RECORD KEEPING AND REPORTING REQUIREMENTS ARE ONEROUS.

The Association also strongly recommends that if your Club has to register, based on the best possible professional advice obtained, your club should take steps immediately to appoint a qualified person to assist you with the requirements of the GST.

Note that possessing an ABN is separate to registering for the GST system. All legal entities (which your club is) are required to register for an ABN, and you will be required to provide that ABN to many of your suppliers. Having an ABN is separate to registering for the GST.

## WHAT DO WE DO IF WE HAVE TO OR WANTED TO REGISTER FOR THE GST ?

Firstly, get local, professional advice. If that advice indicates you should register for the GST, apply online at [www.business.gov.au](http://www.business.gov.au). The retain that local, professional advice and listen to them.

## WHAT ARE THE IMPLICATIONS OF REGISTERING FOR THE GST ?

The implications of registration are onerous and include:-

- (i) The Club's records will have to adequately record GST paid and received.
- (ii) GST has to be included in the price of any goods or services supplied (taxable supplies). This would also include any membership fees charged by the Club. GST will also be payable on any grants that are received by the Club. For example, if a local council gives the club a grant to rebuild a playground, the Club must remit 1/11th of that grant to the ATO.

The club will have to issue "tax invoices" for goods & services it supplies (Refer to the example of a tax invoice on the previous page.



All Clubs will incur GST in the price of things they acquire in their usual course of activities. Clubs registered for the GST will be able to claim back from the ATO the GST they have paid on these goods and services (input tax credits).

A quarterly Business Activity Statement has to be completed declaring the amounts of GST collected and deducting any amounts of GST paid (input tax credits) and lodged with the Australian Taxation Office, together with any funds (GST) owing.

### **WHAT HAPPENS IF WE DON'T REGISTER for the GST ?**

If a club does not register:-

*They do not have to charge GST on goods or services they supply.*

The Club cannot claim "input tax credits" on goods or services it purchases ie: the Club is the consumer and will most likely have to pay 10% more for goods and services it now uses.

*The Club does not have to issue tax invoices.*

*The Club does not have to complete quarterly Business Activity Statements.*

**NOTE : - Serious implications arise for clubs that should have registered but do not!**

### **WHAT HAPPENS IF WE HAVE A MAJOR PROJECT ? CAN WE CLAIM BACK THE GST ON THE INPUTS ?**

If the Club wants to complete a major project, or one of its supplier's demands that it is registered for GST purposes (for example a local Council), it is possible for the Club to register for only one year. (Once registered the Club must remain registered for the entire year.) However, during that year the Club would be required to comply with all the regulations applying to registered GST providers including to lodge (and pay any GST due) the quarterly Business Activity Statement, quarterly for that year.

If the Club has a major project and it falls within the permissible activities of the Apex Australia Charitable Fund, it may be possible to run the project through that Fund. The National Association will then do all the accounting for the GST, including issuing tax invoices and completing the Business Activity Statement. If this applies to you, email the National Office or Finance Director in the first instance. Your office and board are there to help reduce the costs and compliance burdens on your club getting stuff done, so don't be afraid to ask for assistance.

### **WHERE DO I GET HELP?**

The Tax Office Web Site: [www.ato.gov.au](http://www.ato.gov.au) or 13 (In my experience the Tax Office provides excellent, fast and accurate advice for almost any question you will have).

Local Professionals and Apexians

The Association – call the National Office during office hours or email [admin@apex.org.au](mailto:admin@apex.org.au)

REGISTRATION DEPENDS ON THE CIRCUMSTANCES OF YOUR CLUB. OVERALL THE ASSOCIATION STRONGLY RECOMMENDS THAT CLUBS DO NOT REGISTER FOR THE GST IF THEY DON'T HAVE TO. HOWEVER, IF THERE ARE ANY UNUSUAL CIRCUMSTANCES FOR YOUR CLUB, PLEASE DISCUSS THEM WITH YOUR LOCAL TAX PROFESSIONALS OR THE NATIONAL OFFICE.

### **WILL OUR APEX CLUB HAVE TO APPLY FOR AN ABN?**

If you don't already have one, yes you will. Clubs that have *any dealings with businesses* will need an ABN. Note: if a club intends to apply for any grants, an ABN will almost certainly be requested.

THE ASSOCIATION STRONGLY RECOMMENDS THAT CLUBS DO APPLY FOR AN ABN.





## PREPARING YOUR CLUB'S BUDGET

Many Clubs fail to prepare budgets for the coming year. The basic purposes of the budget are to provide the Club board with a guide as to the financial activities of the Club and to help determine what they will be able to achieve during the year without running out of funds.

Budgets should ideally be set for both your General and Service Accounts. In many instances it is difficult to set a budget for the Service Account because of the difficulties associated with determining income or expenses and it can be considered understandable why some Clubs do not prepare budgets for this account.

However the General Account must have a budget prepared before the year starts. The general account is the administration funds for the Club. Income sources for the General Account are very often far more limited than the Service account and it is important to know how the Club will fare in the coming year

Before preparing your budget (either account) you need to obtain facts that will be used to derive the budget. These include :-

Consulting the incoming directors to determine their plans for the year - what projects are they planning to do that will cost money?

Consult the current treasurer to determine the current trend of actual figures against their budget.

Know or obtain the costs involved with items :-

Post Box Rental

National Fees

Club Newsletter Costs (are they posted or emailed)

Subscriptions, such as Mailchimp or Web Hosting

Socials Planned

Apex National Supply House

Dinner fees for coming year (any increase?)

Approximate attendance at Club Meetings, How many planned at home?

How many "freebies" are expected this coming year (Guest speakers, Visitors)

Special awards for the year (Senior Actives, Life Members etc)

Bank Charges, Government Duties etc

Once you have collected all the relevant information you should sit down with the current Treasurer and the incoming President and prepare the budget. As a guide, use last year's budget and actual figures achieved to help you in determining the proposed budget.

The following example of a finished budget may assist you in preparing your own Club's budget for this year.



## SAMPLE GENERAL ACCOUNT BUDGET

EXPENDITURE		INCOME	
Meals (14 people x 16 meetings @ \$18)	\$4032	Dinner Levy (14 people x 16 meetings x \$20)	4480
National Fee	\$2145	Fines	320
New Badges	\$38	Fundraising	1500
PO Box Rental	\$77	Advertising	500
Web Hosting	\$145	Misc	100
Guests at Dinner	\$90		
Trophies and Awards	\$280		
Miscellaneous	\$50		
	\$6857		6900

Excess of Income over Expenditure = \$43. If everything runs to plan then you should cover club fees easily and not have to charge individual member fees. That is a big 'if'. As Treasurer your job is to closely monitor the progress of your accounts through the year and ensure you remain on track. Many Clubs subsidise their membership fees by various schemes (complying with the appropriate rules relating to raising funds for the General Account) by raising money for their General Account (refer section on General/Service funds).

Now try the following draft budget exercise to see how it can be done.

### BUDGET EXERCISE

Your task is to prepare the Club's General Account Budget based on the following information:-

The Apex Club of Nuriootpa Inc meets twice a month at the Great Northern Hotel with the exception of Christmas holidays and it is anticipated there will be 6 social nights over the year, meaning they will have 16 meetings over the next 12 months. The hotel charges \$15.00 per head for meals and the average dinner attendance is 14 members.

The current membership is 18 but 3 will retire at 30th June this year. National annual fees for the coming year have been advised as \$2,7480.

The club Promotions Officer estimates it will cost \$10 per month to access your email server and maintain the website. per issue in photocopying costs. The club runs a raffle for the General Account at the Barossa Valley Picnic Races and usually makes \$1500 profit.

The membership director anticipates that the club will attract 4 new members during the next twelve months. The club needs to obtain club shirts for new members as well as new shirts for current members. The cost of these from Apex National Supply House will be \$25 each. The club normally supplies new members with a complimentary shirt.

The Secretary has advised that they will require the following amounts to be budgeted for :- Post Office box rental \$75 and sundry stationery \$50.

The President has requested the following be included or implemented during their term :-

Handover Dinner including presentation and trophies \$500

Club Socials \$1000

Aim to make \$2 profit from dinner meals

Registration Cost for National Convention of \$300

Petrol costs to National Convention of \$120. The current Club Treasurer has advised the following :-



Proceeds from club meeting raffles is expected to be \$20 per dinner meeting (following the pattern over the last 9 months)

Advertisements placed on the Club Notice Board at the pub raise \$520 annually. Fines at club meetings come to \$300 for the year usually

Bank charges are \$15

There are normally 10 guests during the year for which the club pays for and of course the club pays 1 meal for each new member.

Use the following grid to draft this. There is a suggested "answer" online. How did you go?

[illegible]



## **RECEIPTING INCOME AND RECORDING PAYMENTS**

All income that comes into the account must be issued with a formal receipt. Apex receipt books are available from Apex National Supply House and should be used when you are handing cash. If you receive money directly to your bank account a formal receipt should still be issued. This should be typed. Templates (which are easy to re-use) are available in the resources section of our website.

One receipt book should be used for each account operated. Remember not to sign receipts for monies that you personally have paid to the account - get someone else to check the money and sign the receipt.

All payments paid out must be by either bank transfer or cheque. Both forms of payment should be authorised or signed by 2 people. You should also maintain a data file recording (in date order) all payments made by the club. This should record who the payment was made to, why it was made and when it was authorised. If your Club receives a request for funds, a copy of this request should be kept with the payments register. This makes the auditor's job easier and helps keep the records straight.

Payments must either be approved by the Club Board or at a Club Meeting. Record all details and payments in date order. Occasionally, [say every week or fortnight], you should check to determine that the books balance and no discrepancies have occurred. The more often you carry out this process then the easier it will be to find errors and correct them. This will make the later process, reconciliation easier.

## **PREPARING AND KEEPING YOUR RECORDS - ELECTRONIC**

Remember:

The book keeping method chosen should be as simple as possible consistent with your legal requirements

The level of detail recorded should not extend past that required by legal requirements or your members real needs. Overcomplication equals extra work.

We have simple and easy to use spreadsheet based templates available for download from our website. They are available in 2 formats, Excel and Numbers. They are fairly easy to use for people with a moderate knowledge of spreadsheets. Although keeping electronic records will make your life an awful lot easier, it may also lead to extra problems if your data is not entered correctly every time. Be careful. If you need help, ask for it early.

## **PREPARING AND KEEPING YOUR RECORDS - MANUAL**

It is fairly easy to maintain written records of your club accounts. Learn up before you start setting your accounts out. Usually the first person to ask assistance of will be your current (or last year's Treasurer).

Your Cash books that you keep will be the final records of all financial transactions of your Club. They require meticulous accuracy. Many treasurers hesitate at the thought of keeping cash books, however providing you set the parameters correctly at the start and enter details regularly, you should find it relatively easy to complete your task.

For each account that you operate you will require a cash analysis book. Receipts and deposits into the account need to be dissected into various categories according to what the receipt or payment was for. The purpose of this is to allow you at any time to report on the amounts received or paid, for any one item eg: the expenses to date for the Club Website.

The cash analysis book comes with multiple columns into which you enter the details. You will find that books containing between 10 and 14 columns will be adequate for the Club's needs. To keep continual records of the Club's financial activities, rule off the book at the end of each Apex Year and then just continue on recording, starting on the next new page. This will also enable you to see what the present treasurer has done and (assuming accurate recording) enable you to follow on likewise.

There is no hard and fast rule how to draw up the cashbooks and the column headings used will vary from Club to Club and account to account. However, in each type of transaction (receipt or payment) several columns will



be required as essential.

In the Receipts section of the cashbook you will require :-

Date Column  
Receipt Number  
From who received  
Amount Received  
Banking Column  
Type of Income ie: membership fee, fines

In the Payments section of the cashbook you will require :-

Date Column  
Cheque Number/Transfer Date  
Payment Details - who paid to  
Amount of the Payment  
Type of Payment ie: Fees, Apex National Supply House

Practice Cash Analysis Exercises are available (in PDF format) from our website

## RECONCILIATION OF THE ACCOUNTS

The amount on money in your bank account when you view your account online may not be the same as the amount of money your club actually has. There are 3 main reasons for this, you may have written cheques which are not presented yet, you may have received cash which has not been banked yet, or you may have made a commitment to pay a donation and have not transferred it yet.

You will need to regularly carry out a reconciliation of your account to ensure you have an accurate idea of how much cash you do have available.

So it is necessary to reconcile your CashBook calculation or online bank balance taking into consideration deposits not yet made or payments not yet complete.

The general procedure for reconciling your accounts is to :-

Check deposits listed on your statement with the deposits recorded in your Cash Book or spreadsheet. If there are any missing they are outstanding deposits. If you have cash in your possession which requires banking this falls into the same category.

Check the withdrawals (payments) in your cashbook or spreadsheet against those that are listed on the bank statement. Again, using a pencil, tick off those payments in your records and on the bank statement that agree. Cheques that have been drawn, but that do not appear on the bank statement are referred to as outstanding payments.

Check the bank statement for any bank charges, or interest payments that have been made, and which are not recorded in the cashbook/spreadsheet. Enter these amounts in the appropriate section of your records and then tick the entries in both the cash book and bank statement.

Determine the balance from your cashbook and amend the online bank balance if necessary.

The checking off of all the entries in your records to the Bank statements, as outlined above, should have corrected any discrepancies in your actual cash balance. The totals of deposits and cheques drawn allow you to produce the "Balance Available" sections.

A worked example of a reconciliation report is provided online.



## REPORTING TO THE CLUB

### REPORTS TO CLUB OR BOARD MEETINGS

Your reports to meetings of your Club and Board should be such that they advise the members of transactions which have occurred since the previous meeting, the (reconciled) balances of the accounts and any other matters which you might need to discuss. In some instances the Club may choose only to receive the balances of the accounts at regular Club meetings and leave the full transaction report to the Club Board meetings. The format of reporting is entirely up to the individual Club.

A report to your Club Meeting or Board may take the following form, (or condensed) to give the necessary information.

Balance as per last bank statement, 11/01/XX    \$6,310.11

*Add Cash not yet banked*

#43	12/01	Fines DM 585	\$16
-----	-------	--------------	------

#44	12/01	Raffle DM 585	\$47
-----	-------	---------------	------

*Deduct payments not yet completed*

	12/01	Dinner Costs	\$154
--	-------	--------------	-------

Chq # 476	07/01	Scout Hall	\$300
-----------	-------	------------	-------

<b>Balance as as 14/01</b>			<b>\$5,919.11</b>
----------------------------	--	--	-------------------

NOTE: A report should be presented for each account operated by the Club.

If your Club has been involved in any special functions since the last meeting then you should also report on the financial results of this activity. You should include details of the items sold, quantities remaining, the gross takings and expected profits or losses from the event.

Ideally you should try to type up your report and include it in your Club E-News or have enough copies of your report that you can circulate it to everyone at the meeting. This provides sufficient time for those present to review the details and will ultimately make your job of reporting and having your report adopted, easier.

If not possible to have copies for all the members, at least make certain that the Club Secretary receives a copy for inclusion in the minutes of the meeting. You and the President should sign them.

Where there are accounts for payment, these will need to be detailed so that they can be approved. The minutes must record who the account was from and the amount that was owed.

### REPORTING AGAINST BUDGET

It is important for the Club Board to be aware of how the Club's finances are going as compared against the budget developed at the start of the Club year. You should therefore provide information to the Board that will assist them to ensure that the balance of the year runs smoothly and that the Club does not find itself in financial difficulties.

The easiest way is to provide each Board member with a copy of the budget set at the start of the year. Along side each of the categories in the budget you should provide a figure indicating the expense (or income) to date allocated to that category of the budget. This is relatively easy to do using a spreadsheet program.

### SPECIAL EVENTS

We have already briefly discussed the presentation of reports to the Club on special events that have taken place involving the Club and its members. This report involves advising the Club on the profitability or otherwise of the event. One aspect of special events that is often overlooked is preparing a budget for the event.



Budgets should also be prepared when preparing for functions to be run by the Club. For example, in selling food or drinks as a fund raising effort, how do you determine the price to charge to ensure you make a profit? Even a simple social should be the subject of a budget to determine how much it is going to cost the members.

In large events or where public funds will be involved budgets for special events should be considered essential. Once formulated this budget should be presented to the Club Board for approval. It may be considered a nuisance to prepare a special budget, but it will provide clearer details of the events to ensure that losses do not occur.

## **CASH FLOATS**

Many Clubs will require a cash float at various times of the year to provide change for a particular function. The method of handling these is as follows :-

Prepare a cheque/withdrawal form for the amount required.

When returning the float it must be deducted from any takings from the function and a separate receipt issued.

Rebank the float as a separate deposit or show the amount separately in your records.

NOTE: If practical have another Club member be responsible for collecting/checking the cash at the function, then you write out the appropriate receipt or receipts.

## **REFERENCE INFORMATION YOU NEED TO KEEP**

### **REGISTER OF MEMBERS**

Keep an up to date list of members. You need this as a quick reference for such things as who still owes their annual subs. You can also add columns for other activities like socials, etc. This provides a simple permanent record of monies still outstanding from Club members.

### **PAYMENTS TO NATIONAL**

All payments of fees that are made to the National should be made via direct debiting. Direct Debiting was covered in a previous section for more information.

There may be other occasions where payments need to be made to the National Administration. These will include items such as Life Membership Applications, purchases of Association goods etc.

If at any time you find that your Club is in a position where it may not be able to meet its commitments to the Association then you should contact the person concerned. This will be the National Treasurer or our Administration Officer. In most cases they will be able to work out some arrangements regarding payment. Don't just ignore the problem.

### **REGISTER OF ASSETS**

It is in your Clubs interests to keep a register of assets. This should record all property owned by the Club. This register stops the problem of property being lost within the Club. It should be advised to our Insurance Broker (see Insurance Section).

You should also maintain a register of cash and Foundation investments. This can then be presented at the end of the financial year as follows:



## **APEX CLUB OF SOMEWHERE SPECIAL INC.**

Schedule of Assets held as at 30th June 20XX

### **INVESTMENTS**

Term deposit Westpac Bank     \$2,000.00

Investment - Apex Foundation   \$5,000.00

### **EQUIPMENT**

As per Register of Assets       \$5,000.00

**TOTAL**                                 \$12,000.00

## **ANNUAL FINANCIAL REPORT**

At the end of the Apex year (30th June), you will need to prepare your club's annual financial report. This financial report is a summary of all financial transactions for the year (from 1st July to 30th June) and a report should be completed for each club bank account separately. The report, once your financial reports have been audited, should then be included with all other reports in your club's annual report. Note, copies of the club annual report are usually handed out to all members at handover and should also be distributed to the Association at National Office. An example of an annual financial report is available online.

## **MINOR ART UNIONS/LOTTERIES**

As rules differ from State to State it is recommended that you obtain a booklet available in your State such as "Minor Art Unions Your Questions Answered" which will cover all aspects of ticket sales, records etc that relate to holding a Minor Art Union or Lottery. These information booklets can be obtained by contacting the State Government Information service in your state.

A minor art union is usually one where the gross proceeds (ie: the total value of the ticket sales) do not exceed \$5000, but does not include bingo, lucky envelopes, small private raffles or a Calcutta sweep. By far the most popular form of minor art union is the raffle. Others include sweeps, silver circles, chocolate wheels and footy doubles.

If you will be running a raffle or other fund raiser where tickets are being sold to the public then you must be registered and have a permit or license from the State Government to conduct the minor art union. Normally you receive a minor art union permit for the period that the art union will run, with a maximum of 4 months. Minor Art union or Lottery licenses can be issued for periods of one to three years, these typically being issued to Associations. These allow for multiple art unions to be run over the period of the license.

The Art Union permits and licenses can be obtained from your relevant State Government Department.

You are required to record and maintain certain documentation regarding each minor art union run. This includes items such as copies of the advertisements run, correspondence, banking records, records of receipts etc. records of the art unions run and sales of tickets etc and must be recorded in the manner expected by your relevant State Government Department.

An excellent summary of the legislative requirements in every state can be found here:

<https://www.ato.gov.au/Non-profit/State-and-territory/In-detail/Fundraising-requirements/State-and-territory-government-requirements---Fundraising/>





## AUDITING OF THE ACCOUNTS

All Clubs are required to have their annual financial accounts audited according to our rules. Under the terms of the Associations Incorporation Act as it applies in each State, an auditor will usually be required to audit the accounts and this person may not be a member of the Club.

Your auditor will want to check things such as :-

- Receipts against deposits to ensure that the amounts agree and to confirm the incoming funds. They will also want to use the receipts to confirm the banking deposit amounts.
- That the payments which have been made have been approved by the Club and as such are recorded in the minutes, either at Club or Board level.
- The accounts received for payment support the value of payments that have been made.
- The operation of the Club accounts is in accordance with the requirements of the Association, Corporate Affairs, Dept of Justice, or any other body you are required to submit annual reports to. Note that some States require your Club to submit returns and others do not. Where art unions have been conducted a record is kept of the tickets issued to confirm receipts.
- That the names of the bank accounts agree with the incorporated name of the Club.

In most cases your auditor will be acting in a voluntary capacity and it therefore is your responsibility to ensure that you make the job as easy as possible.

### **DON'T EXPECT THE AUDITOR TO DO YOUR JOB, OR DO EXPECT TO PAY THEM FOR THE TIME THEY SPEND TO DO SO**

To do this you should :-

1. Ensure that you have entered all amounts accurately in your Account Records
2. Have balanced your books with Bank statements
3. Have checked the minutes to ensure that all accounts have been approved
4. Have accounts for each Club account separated and included with any remittance advice/invoices.
5. Have bank statements for each month for all accounts
6. Ask the Secretary for items on their file, which will assist the auditor to verify donations and any other transactions (receipts, letters thanking the Club for donations etc, letters sent to the recipient of the donation)
7. Ensure you leave notes to show why you did what you did e.g. dissecting the sundry column

### **WHAT TO TAKE TO THE AUDITOR**

For each account that the Club operates, you should take :-

Receipt Books	Cheque Books	Bank Statements
Original Invoices	Records of Deposits	Your Spreadsheet/Cash Books
Minute Book	Original Invoices	

Make sure they are neatly presented in folders suitably named, or if printed they are in a logical order.

### **DON'T GIVE THE AUDITOR A PILE OF LITTLE BITS OF PAPER IN A BOX.**

If you are using a new auditor, you should provide them with copies of the Association Constitution together with your own Club rules, so that they can ensure that your Club is operating within the required guidelines.



After the accounts have been audited these audited accounts must be presented to the Annual General Meeting of the Club. The Annual General Meeting of the Club is a requirement of the Incorporations Act (refer to your State Legislation).

You may be required to submit to the Government Department a statement of the income and expenditure for the year and a statement of the assets and liabilities at the close of the year. The auditor will usually be required to certify the statements that you submit.

## **HANDING OVER TO YOUR SUCCESSOR**

Start to plan the handover of information to the incoming Treasurer shortly after the incoming one has been appointed. Once the incoming Treasurer has been appointed try to involve them in your activities so that they are familiar with the duties required.

Have sufficient cheque, receipt and deposit books available to begin the new fiscal year on 1st July.

Ensure that signatories on accounts have been changed or will be changed at the appropriate time. Forms to change the signatories can be obtained from the bank that handles your accounts. Under Federal Law each signatory is required to provide "100 points" to provide evidence that they are an eligible person to operate a bank account. The types of evidence vary, depending on the banking group. You will usually be required to present yourself to the bank branch in person and produce the necessary evidence to achieve 100 points.

Ensure that the books have been audited and returned. Often the auditing will be carried out in the new Apex year, so you should continue to follow this matter up yourself and not leave it to the incoming treasurer. It is your responsibility to present the audited accounts to your Club's Annual General Meeting.

Assist the incoming President and Treasurer in the preparation of their budget.



# FINANCIAL REPORTING REQUIREMENTS

The following table will help you determine what legally needs to go in your report for your AGM, especially the financial information you are required to present to your members.

There are additional reporting requirements to government departments, this summary is directed solely at what you need to do for your members.

Note that our Association Rules require each club to have their accounts audited, so if your club has an exemption for government reporting purposes you will still need to have your accounts audited under our rules.

Don't forget that your AGM (if required in most states) does not have to happen at the same time as your club's changeover.

The law, state by state:

## **NSW**

At each Annual General Meeting of a Tier 1 association, the association's committee must cause:

- (a) the association's financial statements for the previous financial year, and
  - (b) the auditor's report for those statements,
- to be submitted to the meeting.

At each Annual General Meeting of a Tier 2 association, the association's committee must cause the association's financial statements for the previous financial year to be submitted to the meeting.

Most clubs will be Tier 2 associations.

## **NT**

At each Annual General Meeting of an incorporated association the following documents must be presented by the committee for the consideration of the meeting:

- (a) the audited statement of the association's accounts for the most recently ended financial year of the association;
- (b) a copy of the auditor's report to the association in relation to the association's accounts for that financial year;
- (c) a report signed by two members of the committee stating —
  - (i) the name of each member of the committee of the association during the most recently ended financial year of the association and, if different, at the date of the report; and
  - (ii) the principal activities of the association during the most recently ended financial year and any significant change in the nature of those activities that occurred during that financial year; and
  - (iii) the net profit or loss of the association for the most recently ended financial year.

## **QLD**

For level 1 and some level 2 associations the members of the management committee must ensure the association, within six months after the end date of each financial year —

- (a) prepares a financial statement for its last reportable financial year; and
- (b) has the financial statement audited by —
  - (i) for a level 1 incorporated association — an auditor or an accountant; or



(ii) for a level 2 or level 3 incorporated association mentioned in subsection (1)(b) or (c) — an auditor, an accountant, or an approved person; and

(c) presents the financial statement and the signed report on the audit (audit report) to the association's Annual General Meeting for adoption.

For other level 2 incorporated associations that are not required to have an audit conducted under the Collections Act 1966, the Gaming Machine Act 1991 or under any law for any other purpose the members of the management committee must ensure the association, within 6 months after the end date of each financial year

(a) prepares a financial statement for its last reportable financial year; and

(b) presents to the association's Annual General Meeting for adoption —

(i) the financial statement; and

(ii) a statement signed by an auditor, an accountant, or an approved person, that states —

(1) the person has sighted the association's financial records; and

(2) the association's financial records show that the association has bookkeeping processes in place to adequately record the association's income and expenditure and dealings with its assets and liabilities.

For Level 3 incorporated associations that aren't required to have an audit conducted under the Collections Act 1966, the Gaming Machine Act 1991 or under any law for any other purpose, the members of the management committee must ensure the association, within six months after the end date of each financial year —

(a) prepares a financial statement for its last reportable financial year; and

(b) presents to the association's annual general meeting for adoption —

(i) the financial statement; and

(ii) a statement signed by the association's president or treasurer that states the association keeps financial records in a way that properly records the association's income and expenditure and dealings with its assets and liabilities.

Clubs in Queensland will be mixed amongst Levels 1, 2 and 3. Have a look at this link for an excellent guide to Qld Incorporated Associations.

[http://www.fairtrading.qld.gov.au/\\_data/assets/pdf\\_file/0004/257161/incorporated-associations-smart-business-guide.pdf](http://www.fairtrading.qld.gov.au/_data/assets/pdf_file/0004/257161/incorporated-associations-smart-business-guide.pdf)

Page 34 lists the cut off points for the different levels.

## **SA**

A prescribed association (income over \$200,000) has a very long list of things to do, which you can find here:

[http://www.austlii.edu.au/au/legis/sa/consol\\_act/aia1985307/s35.html](http://www.austlii.edu.au/au/legis/sa/consol_act/aia1985307/s35.html)

If you're not prescribed, do whatever you like. Just be sensible about it. Whatever you do, please remember you really can't rely on this for your legal advice. Really.

## **TAS**

In Tasmania, you have reporting obligations to Consumer Affairs and Fair Trading Tasmania, but not to your members.

## **VIC**

At the Annual General Meeting of an association, the committee must submit to the members the financial statements for that financial year.

The financial statements must —



(a) give a true and fair view of the financial position and performance of the association during and at the end of its last financial year; and

(b) have attached a certificate in the prescribed form signed by two members of the committee certifying that that is the case.

#### **WA**

An incorporated association shall submit to its members at the Annual General Meeting of the association accounts of the association showing the financial position of the association at the end of the immediately preceding financial year.

**As with all of your incorporation issues, it is best to get professional and specialised advice. Each state or territory authority are able and willing to help, contact details for each of them can be found here:**

<http://www.asic.gov.au/asic/asic.nsf/byheadline/Registering+not-for-profit+or+charitable+organisations?openDocument>

***Alternatively you can contact our Office or the National Board.***



# Apex Insurance – in summary

## Club Activities

We are covered for a lot of activities. If the new thing that your club wants to do isn't on this list contact Maninder at AON. Maninder has been our insurance broker for a number of years and has an excellent grasp on your Club's needs.

### Items covered include:

Canoeing	Swimming	Expeditions	Poker Run
Skating/Skiing	Tennis	Camping	Baseball
Abseiling	Fishing	Clean Up Australia	Water polo
Archery	Muddy water family fishing	Campfires	Netball
Carpet Bowls	Golf	Badminton	Cricket
Cycling	Ten-Pin Bowling	Volleyball	Futsal (indoor soccer)
Squash	Kayaking	Kayaking	Traffic Marshals
Dancing	Dancing	Camel Race	Crowd Control during events
Event Promotions	Biathlon	Stalls selling food and beverages etc during events	Charity bike rides
Movie screenings	Community work such as Libraries, Aged/child-care, RSPCA or Animal shelters	Car boot sales	Art Shows
Trail/Motor Bikes	Agriculture Society Shows	Carols by Candlelight	B&S Balls
Teen Fashion Awards	Ride on Lawnmower Race	Public Speaking and Debating	

## The people

We insure both members and volunteers, including Life Members, helpers and prospectives. The purpose of this insurance is to relieve any hardship occasioned to any member (or authorised volunteer) arising out of an accident/incident while directly involved in an authorised Apex activity.

To be covered the activity needs to be minuted by the club meeting and volunteers as well as members need to have signed on. We have a service record sheet on the website for this purpose.

This insurance is, in very broad layman's terms, a cross between workers compensation and personal injury insurance. If something happens to you while you are on your way to or from an Apex activity or while you are participating in an Apex activity you can claim. The amounts vary depending on the incident and severity of the injury.

Volunteers for the purposes of the policy who engage in any Apex work with the consent of, or under the authority of a representative of an Apex Club. They are covered the same as any Club member would be.

There are exclusions, and you should make yourself familiar with the full contents of the policy.



## Property

Your Club's property is fully insured, but only if you have it listed with Maninder at AON, contact details below. We currently cover all of the following:

Cars	Trucks	Trailers	Busses
Caravans	Bbq trailers	Coldrooms	All terrain vehicles
Scooters	Generators	Parks	Sheds
Camps	Caravan parks	Buildings	Fences
Farm animals	Jumping Castles		

If your club has assets you need to let Maninder know about them or they aren't covered. A club asset sheet follows and your club should complete it and send it to Maninder asap.

## Conclusion

Insurance is normally based on common sense. If your activity, claim or enquiry is not based on this maxim then the chances are insurance will not apply.

It is difficult to prejudge any event or set of circumstances, if you are considering a claim it will always be considered against the complete policy.

If you are in any doubt, contact our broker, Maninder, via phone or email, details below.

Apex Insurance has always been an area that is not well understood. Insurance is a major part of your Club fees every year and it does provide you with excellent cover.

If you have any questions or need more information please contact:

**Maninder Sandhu at Aon Insurance**

**Email: [maninder.sandhu@aon.com](mailto:maninder.sandhu@aon.com)**

**T: 61292537240**

**F: 61292537269**

**M: 0410576629**

**A few minutes on the phone (or a quick email) to cover a forthcoming project may save much heartache later if something goes wrong**



## Asset Register

**Apex club of** \_\_\_\_\_

This form is to be used by Apex to help facilitate our Insurance renewal, and in particular, assist should the need arise to make a claim against the Apex Insurance Policy. It may also be used by the Association to see what capabilities exist in different areas to facilitate service work.

If you have a storage facility (shed, clubhouse etc) where your assets are stored, please advise the address of this facility:

\_\_\_\_\_  
\_\_\_\_\_

Is this facility insured/registered under the Apex Insurance Policy? (Y / N) \_\_\_\_\_

If not, how is this facility insured: \_\_\_\_\_

\_\_\_\_\_

Asset	Replacement Value	Serial Number (if relevant)

If there is not enough space in the list, please copy and make a second page.

Assets include any item that you wish to be covered under the insurance Policy. Small, low value items such as cooking equipment, first Aid kits or fire equipment should be grouped.

(e.g. Asset = Safety equipment inc First Aid and Fire value = \$300.00)

**Email: [maninder.sandhu@aon.com](mailto:maninder.sandhu@aon.com)**





# LIFE MEMBERSHIP PRESENTATION GUIDE

1. Introduction
2. The Rules
3. Proposition
4. Presentation Tip
5. The Presentation Folder
6. What happens after National Boards Approval?
7. Planning the Presentation
8. Application Forms
9. Contact

## INTRODUCTION

It is the intention of the guide to assist clubs making application for endorsement of Life Membership Status through their Regional Communicator or National Board, in order to achieve a satisfactory level of presentation. Remember this is one of the most historically significant accolades to ever be awarded by Apex to its members. So these members doing the ground work on a Life Membership Presentation must give the presentation of the records containing the achievements of an applicant as much attention as the 8 from 13 minimum criteria that a member must achieve to be awarded Life Membership.

## THE RULES

The current rules for Life Members as presented in the current Apex Manual are as follows.

### Life Members

#### 8.5 Life Members

A Member of a Club (whether current or former) who is considered by a Club to have given exceptional and outstanding service to a Club or the Association, and has demonstrated a commitment to the ideals of the Association and to the future growth of the Association, shall be eligible for life membership of the Association provided that a Club nominates the person for life membership and can establish, to the satisfaction of the National Board, that the person has achieved at least eight of the thirteen standards listed below:

- (a) Has averaged better than fifty (50) hours per year community service work through Apex;
- (b) Has averaged better than fifty (50) hours per year service work to the community through volunteer work outside of Apex;
- (c) Has served at least five (5) years on other community Committees or projects;
- (d) Has recorded an average annual Dinner Meeting attendance of not less than eighty (80) percent over his or her Apex career;
- (e) Has attended at least four (4) District Conventions or three (3) State Conventions or one (1) National



Convention or one (1) WOCO Convention during his or her Apex career;

(f) Has achieved an attested level of praiseworthy performance as a Club Executive (President, Secretary, Treasurer);

(g) Has achieved an attested level of praiseworthy performance as a District, State or Association Officer;

(h) Has recorded an average annual minimum of four (4) full inter Club visits during his or her Apex career (Convention attendance as an Association official are not to be included);

(i) Has been a Committee Chair or the main instigator of any extraordinary Club, District, State or Association Project;

(j) Has demonstrated a significant commitment to the fourth Ideal of the Club namely to promote international understanding and friendship;

(k) Has sponsored at least four (4) Apex members during his or her Apex career;

(l) Has completed a minimum of eight (8) years active membership;

(m) Has served at least five (5) years as Club Board member of Association or State Board Member.

#### 8.5 Continued

B. On an application for life membership being submitted to the National Board the National Board must:

i) ensure that the application incorporates the minimum requirements outlined in the Rules; and

ii) accept and endorse the application if and only if the presentation is of a professional standard befitting the award and the criteria set out in the Apex Australia Life Membership Presentation Guide have been satisfied.

C. An application to the National Board must be in the form prescribed by the National Board and accompanied by a non-refundable application fee of \$100.

D. No application for Life Membership will be considered by the National Board if the National Board determines that the application has been actively pursued or promoted by the person being proposed for life membership.

E. A Member of a Club admitted to life membership of a Club is a Life Member of the Association irrespective of the continued existence of the Club to which the person was admitted as a Life Member.

F. A Life Member may transfer his or her membership into another Club if he or she satisfies the requirements of the Rules relating to the transfer of Members of Clubs as if he or she was a Member of a Club.

G. A Life Member shall be entitled to participate in all Club activities but shall not be entitled to vote or hold office on the Club Board.

## PROPOSITION

The highest honour that you can bestow on a present, past or retiring member of an ApexvClub is awarding them Life Membership. The Club President and Secretary will need to work together in order to submit a Life Membership Application they have chosen to submit.

All applications should follow the Application for Life Membership which is available for download at the National Apex Website. It is also worth noting that all applications must be accompanied by a \$100 Application Fee which will be used to purchase trophies and certificates if the application is successful. It is used solely for this purpose.

For an application to be successful, as much information on the application should be obtained from work done in the Apex Association and well as in the wider community. The applicant must also fulfil a minimum of 8 of the 13 pre-requisites listed on page 2 of this document, which are repeated from Clause 8.5 of the Manual



## PRESENTATION TIPS

When looking at presentation options find something that is within budget but will be long lasting and effective. Keep in mind many people will read this document and the presentation reflects the applicant in more ways than one.

### Do's

- Start Early
- Use a binding shop to help with your presentation

(There is a range of options for all budgets; you don't have to spend the earth to have a great presentation)

- Take the time the application deserves
- Give the application the presentation it deserves
- Find an appropriate presenting style that reflects the applicant
- Collect photos, press clippings etc to include within the submission
- Make sure your layout is of a consistent style (eg. fonts are consistent etc.)
- Presentation areas should all be type set
- Look at all spelling and grammar and make sure it is correct (often times spell check on a P.C. is not good enough)
- Have other Senior Apexians look over the presentation before it goes before the National Board for ratification
- As a general rule of thumb, you should aim to collect at least one testimonial for each year of the Apexian's career. It's not a requirement, but simply an aim to give the presentation the gravitas it deserves.

### Don't

- Use a manila folder or plastic sleeve ring bound folders for presentation
- Use a clear document sleeve to present documents
- Leave it to the last minute
- Rush the process – this will be a keepsake the applicant can keep to remember this honour and should appropriately reflect their "life" in Apex.
- Simply collect a series of emails and send them on for approval.

## THE PRESENTATION FOLDER

Presentation Folders can range in price from \$50 to 1,000. There is a wide range of different options.

To see what style suits your budget and ideas, visit your local binding shop in order to discuss your options (There are some possible book binders in the list below.)

Binding Centres across Australia include:

Craftsmen Bookbinders, Virginia, Brisbane, Qld, ph: (07) 3865 3555

City Binding And Copy Centre, Sydney NSW, ph: (02) 9299 5054

GBC South Australia, Adelaide SA, gbc.sa.com.au, ph: (08) 8410 7500

Whites Law Bindery, Caulfield South, VIC whiteslaw.com.au, ph: (03) 9523 6026



Prestige Bookbinders Pty Ltd

Launceston TAS , [prestigebookbinders.com.au](http://prestigebookbinders.com.au), ph: (03) 6334 1551

Classic Bookbinders, Riverdale, WA, [classicbookbinders.com.au](http://classicbookbinders.com.au), ph: (08) 9479 477

## **WHAT HAPPENS AFTER NATIONAL BOARDS APPROVAL?**

The application will be sent to Supply House so plaques, certificate and badges can be organised. There is a range of options of different types of certificates the club can order.

For details contact the Apex National Supply house at [apexsupplyhouse.com.au](http://apexsupplyhouse.com.au) or call them on 07 4125 1059.

## **PLANNING THE PRESENTATION**

It is suggested that the presentation evening is an event in itself and not on the same night as a Club's Changeover Dinner. Although having the evening separately creates more work, achieving Life Membership is a huge honour and deserves the recognition and celebration and independent evening brings.

## **CONTACT**

For further information or for tips on how to present a Life Member Application please contact Life Members Chris Morahan (0417 237 043) or Richard Colwell (0433 118 000).

APPLICATION FORMS ARE AVAILABLE ONLINE AT [APEX.ORG.AU](http://APEX.ORG.AU)



# APEX FOUNDATION

All Apex Clubs are encouraged to be members of the Apex Foundation, as well as members being encouraged to become individual members. The Apex Foundation was established to administer the funds raised by your Clubs. Various trusts have been set up for a variety of causes that Apex continues to support.

The Apex Foundation also administers a General Trust. This Trust administers funds donated by the Clubs and Public for general use and the Membership Fees of the Apex Foundation. The funds that are in the General Trust are available to Apex Clubs in Australia for activities that your club might have planned.

The range of grants you can receive varies from \$500.00 through to \$ 2,000.00. Only clubs that are financial members of the Foundation can apply, bear in mind that this source of grants is only available to Apex Clubs.

## **APEX FOUNDATION GENERAL TRUST GRANTS APPLICATION GUIDELINES**

It is a very simple grant to apply for. The more information you provide, the greater your chances of gaining a Grant.

Any application should include the following:

- A brief outline of the area your Club serves

- A brief outline of your own fundraising activities

- A brief outline of the status of your project

- Estimated Total Budget

- Level of community support for the project

- An explanation of how the project will benefit your community.

There are up to \$11,000 worth of grants available every year, so apply today!

All enquiries on the General Grants Trust should be directed towards Life Member Jamie Vincent:

[jimmymullet@bigpond.com](mailto:jimmymullet@bigpond.com)



heart of a community— hope of a nation

# Membership Form & Tax Invoice

NAME: \_\_\_\_\_

ADDRESS : \_\_\_\_\_

HOME PHONE NO: \_\_\_\_\_ WORK PHONE NO: \_\_\_\_\_

MOBILE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Membership Type		FEE	Donation	Totals
<input type="checkbox"/> Individual Annual Membership includes		\$ 16.50 (incl. of GST)	\$ 66.00	\$ 82.50
<input type="checkbox"/> Individual 2 Year Membership includes		\$ 33.00 (incl. of GST)	\$ 132.00	\$ 165.00
<input type="checkbox"/> Individual Gold Life Membership includes		\$ 330.00 (incl. of GST)	\$ 770.00	\$ 1,100.00
<input type="checkbox"/> Club Annual Membership includes		\$ 165.00 (incl. of GST)		\$ 165.00
<input type="checkbox"/> Club Gold Life Membership includes		\$ 1,650.00 (incl. of GST)		\$ 1,650.00
<b>TOTAL DUE</b>				<b>\$</b>

I / we would like our donation to support the following Apex Foundation Trust:

**Apex Foundation Charitable Trust \***

- ☐ Autism \*
- ☐ Craniofacial Surgery \*
- ☐ Diabetes Mellitus \*
- ☐ Melanoma \*
- ☐ Children's Cancer \*

**Apex Underprivileged Children's Trust \***

- ☐ Chalet \*
- ☐ SHACK \*
- ☐ Copper Coast Retreat \*
- ☐ **Necessitous Circumstances Trust \***
- ☐ **Fine Arts Trust**

**ALL DONATIONS OVER \$2 ARE TAX DEDUCTIBLE IF MADE FOR A CAUSE WITH \***

**PLEASE INDICATE YOUR PAYMENT METHOD AND PAYMENT DETAILS BELOW:**

**Payment Method (please circle) :** CHQ    EFT    CREDIT CARD(M/C    AMEX    VISA)

**Card number:**   

**Expiry Date:**    \_\_\_\_ / \_\_\_\_

**Name on Card:**    \_\_\_\_\_

**Signature:**    \_\_\_\_\_

**Cheques to be made payable to :** Apex Foundation Limited

**Post cheque with this form to:** Apex Foundation , Level 5, 201 Kent St. Sydney NSW 2000

**EFT/Direct Credit payable to :** Apex Foundation Limited

**Bank:** Westpac Banking Corporation    **BSB:** 032-099    **Account No.:** 12-2900

**APEX FOUNDATION LIMITED**

LEVEL 5, 201 KENT ST SYDNEY NSW 2000 Ph: 02 9253 7775 Fax: 02 9253 7117  
Email: [info@apexfoundation.org.au](mailto:info@apexfoundation.org.au) ABN:58 001 347 897



# GUARANTEES & INDEMNITIES

Sometimes Club members, particularly elected officers, are requested to provide a “personal guarantee” for some contract or agreement, which the Club proposes to undertake. This is understandable since Clubs have few assets and the members are usually not personally liable in the event of default. Few lenders are willing to enter into significant or long term financial arrangements with any club, such as your Apex Club or your local footy club without adequate security being provided by a third party. The security is commonly a guarantee from an individual.

Generally the security would actually be a “guarantee and indemnity.” There are legal differences between the two concepts but are irrelevant for your purposes, in both cases a person can become liable for another’s debt in the event it is not paid.

Your club may be asked for a guarantee when signing a lease for equipment, such as a copier or computer, or something involving real property. They may be required by operators of locations such as a showground operator or they may be required by an event organiser that your club is taking part in.

If you are providing a guarantee for your Club you should be aware of the following significant ramifications:

1. You will be personally liable as if you were the original party to the contract
2. You will continue to be liable to fulfil that obligation even if retire or finish your role within the club.
3. You will be responsible for the full amount of the debt regardless of how many other guarantors there are.
4. The lender or creditor may be able to sue you first, without taking any debt enforcement action against the Club.
5. You may continue to be liable even if the Club was not authorised to enter into the contract in the first place, or if it did not follow the correct procedures to approve the contract.

Sometimes you will even be liable even if you did not read the document before signing or did not understand all of it’s terms.

Potential guarantors may be required to disclose their personal and joint assets and liabilities as well as income.

If you are unable to pay the debt owed when the guarantee is called upon, the creditor may be able to sue you directly. This may lead to a negative impact on your credit history, to your assets or income being seized

If your Club is asked for a personal guarantee from any member:

1. **Obtain legal advice** - separately to each other and the club
2. Look at the proposal as if it’s your own money, because it may end up to be the case
3. Get full insurance for the value of the property to be guaranteed, if possible
4. Individual guarantors may be able to negotiate a lower limit to the maximum amount owing
5. Keep a very close eye on the proposal or asset you have guaranteed
6. Ensure your financial privacy is protected
7. Consider whether someone can take over your guarantee if and when you leave the club.

In summary, you should not enter into a guarantee no matter how good the cause or how remote the possibility of being called upon to honour it. The financial consequences are potentially enormous and should be given proper consideration.



# AGENDA FOR MEETINGS

Meetings will flow far more smoothly if the Chairman has a firm guide as to what is going to happen.

It is the role of the Club Secretary to prepare the agenda for the Club meeting (in close consultation with the Club President). Most times the agenda will be fairly consistent from meeting to meeting so little or no alteration will be required. It may be a good idea to consider preparing a typed agenda at the start of your year, and having this laminated. This can then be given to the Chairman at the start of the meeting and the Chairman can be advised of any alterations necessary for the particular meeting. Keeping it on a laptop also works well, but a single laminated sheet of paper will never have a flat battery or need to be plugged in.

A sample of a typical meeting agenda is:

- Call to order, and Welcome members to the meeting
- Ideals of the Association of Apex Clubs
- Invocation by all Club members
- Introduction of Visiting Apexians, Guests etc
- Welcome the Guests and visiting Apexians
- Minutes previous meeting and business arising
- Incoming & Outgoing Correspondence
- Director's Reports
- Treasurer's Report
- President's Report
- Guest Speaker (properly introduced before hand and thanked at end)
- Visiting Apex Officials
- Fines Session
- General Business
- Raffle
- Meeting Critic

## CHAIRMANSHIP AND MEETING PROCEDURE

Some clubs have their President act as Chair for every meeting during their tenure. Other clubs rotate the Chair role amongst all club members. This provides a great opportunity for all Apexians to develop their public speaking and presentation skills. However, to be an effective Chair you need to be familiar with the rules of meeting procedure so that you can assist the President in performing that role and ensuring that the meeting proceeds in an orderly manner.

Included in the following sections are guidelines on Chairmanship and guidelines on the procedural motions that are commonly used at Apex meetings. You should take the time to study these guidelines and have a copy handy at all meetings.





## GENERAL INFORMATION

There are a number of ways in which the Club meeting can be run. Some Club meetings run to very strict formal rules, following the rules of meeting procedure to the letter. Other Clubs virtually ignore all of the rules of meeting procedure. Yet in many cases both types of Club will be successful. More often than not correct meeting procedure combined with a small amount of looseness results in the most effective meeting.

The items discussed in this section should be interpreted as elaboration, guidance and explanation of the application of the Rules of Meeting Procedure found in the next section.

## THE CHAIRMAN'S ROLE

The role of the Chairman is to control the meeting and to ensure that the meeting proceeds in an orderly fashion and that all those who seek it, may be heard by the meeting.

Some notes for the Chairman are:-

1. Review the agenda before the meeting to determine the order of business. Briefly chat with each of the Club's directors to determine if they have anything to say. If they do not have any report to make then do not call on them at all. Any reports they make should only be a summary of the information in your previous Newsletter .
2. Start the meeting on time. Finish early if possible so that there is plenty of time for socialising afterwards.
3. Know your meeting procedures - there will be a time when you will be tried out sooner or later.
4. Create an atmosphere of goodwill and courtesy. Never allow meetings to become too hilarious, or too solemn.
5. Do not monopolize the meeting - allow everyone to have their rightful say.
6. Make certain that all speakers can be heard. If there is destructive talk while others are speaking, momentarily halt the speaker and ask those talking to stop. Utilise the Fines Sergeant to assist where necessary.
7. Insist that all questions and points should be addressed through the Chair. Encourage those who wish to speak to stand so that they may be more easily heard.
8. Always explain to the meeting why you have made your decision as Chairman. This is particularly so if the decision may seem controversial. If you are in doubt over the correct decision, do not blunder ahead. Pause and review your meeting procedure guide. If still uncertain as to the correct procedure ask for advice from those more experience.
9. Allow all members to have their say, even if you not agree with their decision. If members start to stray from the point of the discussion or motion then politely pull them up, advise of this belief and ask that they get back to the point of the debate.
10. Ensure you recognize any guests and visiting Apex officials during your opening welcomes. If you are not certain of their names ask someone before the meeting and write their names down so you don't forget.
11. Encourage all those present to have their say. If the newer members seem quiet remind them know their opinion is valued.
12. If the discussion during the meeting is causing some controversy then one option is to recommend the debate be referred to a committee (allowing fuller and more detailed consideration) and call for motion to that effect.
13. Each person may only speak to a motion on one occasion. They may speak to several motions at the meeting.
14. The most important point to remember in chairing a meeting is common sense and courtesy.



# MEETING PROCEDURE BASICS

Following are some of the more common procedural motions that you will encounter, including some basic points about each motion. A summary table of all procedural motions is included at the end of this section.

## GENERAL MOTIONS

Whenever a decision is to be asked of the meeting the decision will be put in the form of a motion. The motion will indicate the decision to be made and the method in which the decision is to be implemented. A motion must always be placed in the affirmative, it must be clear and precise and contain no ambiguity.

1. The mover of the motion will state something to the effect "I move that ..."
2. The Chairman has the duty to determine if the motion is in order. It must comply with the rules governing the running of your club. You must decide if the motion if accepted is workable. If the motion is not in line with your rules or is not capable of being implemented then you must reject the motion, but you must also explain the reasons behind your decision.
3. If the motion is acceptable the Chairman must call for a seconder to the motion. No debate on a motion may take place until the motion has been seconded. If there is no seconder move right along, 'there's nothing to see here'.
4. Once seconded the mover of the motion has the right to speak to the motion.
5. After the mover has spoken the Chairman will call for speakers against the motion. If there are no speakers against the motion, the motion is put to the vote immediately.
6. If there are speakers for and against the motion these speakers address the meeting in turn until all those who wish to speak have spoken, or all argument in the debate has been exhausted.
7. Where there has been debate against the motion the mover has a right of reply.

The secretary will then read the motion for the last time.

The vote is then taken. The decision on whether the motion will be accepted is generally a majority vote. However, in the case of Rule changes more than 50% of votes in favour may be required. The Chairman will need to ensure that the rules relating to "notice" of a proposed Rule change have been fulfilled. Once proper notice is given, the Secretary should establish the required majority to pass a Rule change motion [refer 2 above].

## AMENDMENTS TO THE MOTION

Amendments to the motion may do one of several things:

- add to the original motion
- subtract from the original motion
- substitute words in the original motion

### HOWEVER AMENDMENTS MAY NOT:

- negate the current motion
- be moved by the mover or seconder of the original motion

Note that only one amendment may be under discussion at any one time. If another member at the meeting wishes to make an amendment they may foreshadow a motion for discussion after voting on the present amendment has concluded.



The process for amendments is:

1. The amendment is moved
2. The Chairman decides if the amendment is acceptable - and that must be that it does not change the original intent of the motion. If not acceptable the Chairman must state the reasons why.
3. If acceptable the Chairman calls for a seconder to the motion. If there is no seconder then debate resumes with the original motion.
4. The mover of the amendment then speaks to the motion. The seconder may speak at this time if they so desire.
5. A speaker against the amendment is then called. If there is no speaker against the amendment then the amendment is put to the vote immediately.
6. If there is a speaker against the amendment the rotation of those for and against is taken until all have spoken, or till all new debate has been exhausted.

**Please note that this motion is NOT a vote of no confidence in the Chairman.** It is simply a procedural way of disagreeing with a meeting procedure ruling made by the Chairman. If members of the meeting do not agree with the Chairman's ruling then they need to vote against the motion that that ruling be upheld.

### THE MOTION BE PUT

1. This motion is moved to terminate discussion and bring the matter to a vote.
2. The Chairman has discretion whether to accept this motion, and should be satisfied that the matter has been reasonably discussed and that the views of the minority have been heard.
3. Once satisfied the Chairman may accept the motion. It does not require a seconder and shall not be discussed, amended or adjourned.
4. If the closure motion is carried, the main motion is subject to a right of reply by the mover of the original motion and then put to the vote.
5. If the closure motion is carried whilst an amendment is being discussed, it is only the amendment that shall be put to the vote.
6. If the closure motion is lost, discussion continues on the matter before the meeting.
7. A person who has already moved, seconded, or spoken to the main motion or any amendment may not move the closure motion.

### PROCEED TO THE NEXT ITEM OF BUSINESS

1. This motion is moved to shelve the matter before the meeting.
2. This motion can be moved at any time after the main motion has been moved and seconded.
3. The Chairman has discretion whether to accept this motion.
4. Any person who has already moved, seconded, or spoken to the main motion or any amendment may not move it.
5. It does not require a seconder and the motion shall not be discussed.
6. If carried, discussion on the matter before the meeting is terminated and is considered as being disposed of for that meeting. The meeting proceeds to the next item of business. If this procedural motion is moved and carried whilst an amendment is before the meeting, it has the effect of terminating discussion on the amendment.



The next item of business therefore is the main motion.

7. If lost, discussion on the matter before the meeting continues.
8. There is no right of reply for an amendment. The secretary reads the amendment and the vote is taken.
9. If the amendment is carried the amendment becomes part of the original motion and is subject to further discussion or amendment.
10. If there is any discussion or amendments take the foreshadowed amendments first.

## **COMMON PROCEDURAL MOTIONS**

### **POINTS OF ORDER**

A point of order may be taken in respect of any irregularity in the proceeding. For example the motion before the meeting may be outside the scope of the meeting, there has been a failure to comply with the rules, or that improper language has been used.

Any person may rise and address the chairman on a point of order.

The chairman shall cease all proceedings and listen to the point of order.

The mover of the point of order shall confine any observations and comments to the specific point of order raised.

The chairman may permit others to speak to the point of order briefly provided no new matter is raised.

The chairman shall then rule on the point of order.

### **MOTIONS OF DISSENT**

On occasions following a point of order, or when the chairman has made a ruling there may be persons who disagree with the ruling.

Any person who disagrees with the chairman's ruling may move that the ruling be dissented from.

The chairman shall cease all proceedings to allow the motion of dissent to be considered.

The motion must be seconded and may be discussed, but the discussion must be brief, to the point and no new matter may be introduced.

The motion shall take the positive form and is usually moved in the form: 'That the Chairman's ruling be upheld'

There is no need for the chairman to vacate the chair whilst the motion of dissent is being discussed or voted on.

### **THE MOTION LIE ON THE TABLE**

This motion is moved to suspend discussion on the matter before the meeting for continued discussion at a later time.

It applies to original motions and amendments.

The Chairman has discretion as to whether to accept this procedural motion.

It is not debatable and does not require a seconder.

If carried whilst an amendment is being discussed, both the amendment and the motion lay on the table.

The question may be discussed later at the same meeting, or another meeting, by using the motion "The Motion be taken from the Table."

### **MOTION OF RECOMMITTAL**

When the motion has been dealt with at a meeting, this motion may be moved to permit the meeting to rediscuss the original motion.



It may be that new material or information has come forward that could change the manner in which the previous motion has been considered.

The Chairman has discretion as to whether to accept this motion.

If carried it has the effect of taking the original motion back to the same position as immediately prior to being put and may be further discussed and amended.

### **MOTION OF RESCISSION**

On occasions motions that have previously carried may be found to be unworkable or a mistake has been made.

**A rescission motion has the effect of negating the previous decision**

## **RULES OF MEETING PROCEDURE**

### **PREAMBLE**

1. Subject to any Legislation, Apex Constitution or Manual Requirement, Club Rule or Standing Order ("Rule") to the contrary, these rules of meeting shall govern the conduct of all Apex meetings.

2. From time to time, Standing Orders may be suspended upon a resolution of the meeting, to allow for unusual or unforeseen circumstances.

### **NOTICE OF MEETINGS**

3. Subject to any Rule to the contrary, reasonable notice shall be given of every meeting.

4. A notice convening a special meeting shall specify the nature of the business to be transacted and the meeting cannot act outside the scope of the notice.

### **QUORUM**

5. Subject to any Rule to the contrary, a quorum comprises at least one-half of the persons entitled to vote.

6. A quorum shall be present at the commencement of a meeting and shall be maintained throughout the meeting.

7. If during a meeting a quorum is not present, the Chairman shall close the meeting or adjourn it for such period as they think fit.

8. When a meeting is adjourned for lack of a quorum, due notice of the adjourned meeting shall be given to all persons entitled to be present; **the adjourned meeting shall be empowered to transact business even though a quorum may not be present.**

### **MINUTES**

9. The minutes of a meeting shall be read and confirmed at the next regular meeting.

10. On a resolution of a meeting, minutes may be taken as read.

11. A motion confirming the minutes shall not require a proposer or a seconder, but may be put by the Chairman in the following manner: "You have heard the minutes of the last meeting read; is it your wish that I sign them as a correct record of the proceedings?"

12. Any inaccuracy in the minutes shall be indicated prior to the result of the motion being declared; any discussion shall be confined to the particular point.

13. After the minutes have been confirmed and signed by the Chairman they shall not be altered.

### **CORRESPONDENCE**

14. The Chairman may direct that correspondence be read without requiring a motion to that effect. Each



letter or other communication may be dealt with after having been read or distributed and the appropriate action taken by resolution, but no motion shall be required if no action is desired.

## **REPORTS**

15. The Chairman may determine whether a report shall be given to a meeting without requiring a motion to that effect, irrespective of whether such report is to be presented by a member or a person not a member.

16. After a report has been given the meeting may deal with it by motion for its adoption, rejection, reference back for further report, or such other action as may be desired, but no motion is required if no action is desired.

## **MOTIONS AND AMENDMENTS**

17. Motions and amendments shall be proposed and seconded, except as provided herein.

18. No discussion shall be permitted on a motion or on an amendment until it is seconded, and if there is no seconder it shall lapse, except that the Chairman, before calling for a seconder, may allow the mover to briefly explain the import and purpose of the motion.

19. A person may second a motion for an amendment pro forma in order to permit discussion; the seconder need not support or vote for the motion.

20. A motion shall be clear and unambiguous, shall be couched in precise and definite language, shall comply with any prescribed Rule as to form and notice, and shall be affirmative in form.

21. A proposer may withdraw a motion or an amendment with the consent of the seconder, and with the agreement of the meeting.

22. An amendment shall not, except with the Chairman's permission, be moved by the proposer or the seconder of the motion.

23. An amendment can be proposed even though the motion is one of which due notice has been required and given.

24. An amendment shall relate to the matter involved in the motion and shall not be a direct negative of the motion.

25. A right of reply is exercisable by the proposer of a motion, but not by the proposer of an amendment.

26. The debate shall be terminated when the proposer of the motion has replied.

27. An amendment shall be voted on before the original motion is put.

28. If the amendment is lost the original motion is revived and is subject to further amendment until all amendments have been disposed of.

29. Amendments may be dealt with in any order provided each subsequent amendment differs from the motion and the defeated amendments.

30. If the amendment is carried the amended motion becomes the motion and may be further amended.

31. Amendments are not amendable. If an amendment is carried, then Rule 30 applies.

32. If no further amendment is proposed the amended motion as carried takes the place of the original motion and becomes the motion. It is then put to the meeting as a motion, subject to right of reply.

33. One amendment only shall be discussed at a time, but a person may inform the Chairman an intention to foreshadow an amendment and may state the form of the foreshadowed amendment but shall not propose or discuss it until the amendment before the meeting has been dealt with.

## **POINTS OF ORDER**

34. Any person may at any time rise and address the Chairman on a point of order, but shall confine any observations to the point of order raised which shall be taken immediately the breach of order occurs.



35. A point of order may be taken in regard to any irregularity in the proceedings, for example:

- (a) That the motion before the meeting lies outside the scope of the notice calling the meeting;
- (b) That there is no quorum present;
- (c) That there has been a failure to comply with some Rule;
- (d) That improper language has been used.

36. A speaker called to order shall be given an opportunity to explain.

37. The Chairman shall rule on the point of order taken, but may, before doing so, permit others to speak briefly provided no new matter is introduced.

### **MOTION OF DISSENT**

38. Any person who disagrees with the Chairman's ruling may move that the ruling be dissented from. This motion shall be seconded and may be discussed, but the discussion shall be brief and to the point, and no new matter shall be introduced.

39. The Chairman shall not be required to vacate the chair while the motion of dissent is being discussed or voted on.

### **MOTION OF RECOMMITTAL**

40. When a motion has been dealt with, a motion of Recommittal may, at the Chairman's discretion, be moved to permit the meeting to re-discuss the original motion. If the motion of Recommittal is carried the original motion stands in the same position as immediately prior to being put and may be further discussed and amended.

### **MOTION OF RECISSION**

41. Motions previously carried can be rescinded because they are unworkable or a mistake has been made. In this case a motion of recission is required. Such a motion can be moved at any time and by any member entitled to move or second motions.

### **PERSONAL EXPLANATION**

42. A previous speaker who feels they may have been misrepresented or misquoted by a subsequent speaker may on request to the Chairman be given permission to make a personal explanation which must be brief.

### **GENERAL**

43. Discussion shall not be permitted unless there is a motion before the meeting.

44. Discussions shall be relevant to the matter before the meeting, whether it be a motion, an amendment, a point of order, or a personal explanation.

45. Speakers at a meeting shall rise and shall address the chair.

46. The Chairman may at any time rise to address the meeting and any person then speaking shall resume their seat.

47. No person shall speak more than once to a motion, except the proposer of a substantive motion who is entitled to reply. This procedure can be relaxed at the Chairman's discretion at 'informal' meetings.

48. A previous speaker to a motion may again speak on an amendment or a motion for the adjournment of the debate, on a point of order and, by permission of the Chairman, in personal explanation of previous remarks.

49. The Chairman decides which speaker is entitled to priority provided that the meeting may by resolution determine that a particular person shall or shall not be heard, and a motion to that effect shall be moved and seconded but not debated.

50. The Chairman may require a speaker to resume their seat if the time prescribed is exceeded or, if no time is prescribed, a reasonable time for speaking.



51. The meeting may by resolution determine that a speaker be no longer heard. This motion shall be moved and seconded but not debated.

52. The Chairman shall have the power to terminate a debate after a reasonable discussion.

53. The Chairman of a meeting shall be impartial, but may take part in a discussion, and may move or second a motion or an amendment provided only if the Chairman vacates the chair after appointing a temporary Chairman.

54. The business of the meeting shall be conducted in the order of the agenda, unless the meeting determines to take the items in some other order.

55. The Chairman shall not adjourn a meeting of their own accord in order to avoid its coming to a decision on a matter before the meeting. The Chairman may, to preserve and restore order, adjourn a meeting for a short period or until another day.

## **VOTING**

56. Voting on motions and amendments shall be determined on the voices, or by show of hands.

57. If the Chairman is in doubt as to the result or if any person present so requests, the Chairman shall require a show of hands and shall appoint two scrutineers from the meeting to count the votes.

58. If the Chairman is doubtful as to the counting of the votes the Chairman may forthwith take another vote, even though the result of the vote has been declared.

59. The Chairman shall not be required to determine the voting by a poll (the recording of votes of writing), or by a division.

60. Elections shall be determined by written ballot.

61. The Chairman, other than the Chairman of a Convention, may exercise an original vote.

62. Subject to any Rule to the contrary, the Chairman shall have a casting vote in the event of there being an equality of votes.

## **FORMAL MOTIONS**

### **THE CLOSURE**

63. The closure is moved to terminate discussion and bring a matter to vote. The form of the motion is:

*"That the motion be now put."*

64. The closure shall be proposed but not discussed, amended or adjourned. No seconder is required.

65. If carried, mover of original motion puts the main motion immediately subject only to exercise of right of reply.

66. If it is lost, discussion continues on the main motion.

67. The closure may be applied to an amendment, in which case only the amendment is put.

68. The Chairman has discretion as to whether to accept a closure motion and would need to be satisfied that the matter has been reasonably discussed and that the views of the minority have been heard.

69. The closure may be moved while another person is speaking.

70. A person who has already moved, seconded, or spoken to the main motion or any amendment may not move it.

### **THE PREVIOUS QUESTION**

71. The previous question is moved being taken on a motion. The form of the motion of the previous question is: *"That the motion be not now put."*





72. The previous question can only be moved upon a motion, not while an amendment is being discussed.
73. It can be moved after the disposal of an amendment and takes priority over all other amendments.
74. The previous question may be discussed and during the discussion the main motion which it is desired to shelve may also be debated .
75. If the previous question is carried the main motion can not be brought forward at the same meeting but may be proposed at a subsequent meeting.
76. If the previous question is lost the main motion must be put without further discussion, subject to the right of reply by the mover of the original motion.

### **PROCEED TO NEXT BUSINESS**

77. The object of the motion 'That the meeting proceed to the next business' is to shelve the matter before the meeting.
78. The motion can be moved at any time other than while another person is speaking, provided, however, each item on a printed agenda must be heard to point of the mover of the motion having the right to speak to their motion if the motion has been seconded, unless the mover is absent or has withdrawn the motion, before the Chairman can accept a motion: "That the meeting proceed to the next business."
79. A person who has already moved, seconded, or spoken to the main motion or any amendment or the matter then being discussed by the meeting may not move it.
80. This motion shall be moved but there shall be no discussion or amendment. No seconder is required.
81. If it is carried, discussion on the matter before the meeting is terminated, and the meeting proceeds to the next business, the matter under debate being considered as disposed of for that meeting.
82. This motion may be moved while an amendment is being discussed, and if carried, the meeting resumes discussion on the main motion. The next business is the main motion.
83. Business shelved by a resolution that the meeting proceed to the next business may only be brought up again on notice of motion for a further meeting.
84. If lost, the motion may be moved again at a later stage of the meeting.

### **ADJOURNMENT OF DEBATE**

85. A motion for adjournment of the debate is moved for the purpose of shelving the matter being discussed.
86. The adjournment may be to a definite date or indefinitely.
87. If the motion is carried the particular matter being discussed (both motion and amendment) is adjourned, but the meeting proceeds with other business.
88. This motion shall not be moved while any person is speaking.
89. The motion may not be moved or seconded by any person who has already moved or seconded or spoken to the main motion or any amendment.
90. The motion may be discussed and speakers to the main motion or any amendments may speak to the motion for adjournment of the debate.
91. The motion for adjournment may be amended as to time, date, and place. No other amendments shall be permissible.
92. The mover of this procedural motion has a right of reply, however the mover of the original motion is not put if the procedure motion is carried.
93. If lost, the motion may be moved again at a later stage of the meeting.
94. The business to which the debate related shall have priority over another except formal business at the



next meeting.

### **ADJOURNMENT OF MEETING**

95. The motion for adjournment of the meeting may be moved during the course of debate on a matter before the meeting.

96. The motion may not be moved or seconded by any person who has already moved or seconded or spoken to the main motion or any amendment.

97. The motion may not be moved while another person is speaking.

98. The motion may be discussed.

99. The motion may be amended as to the time, date and place of the adjourned meeting; no other amendments shall be permissible.

100. If the motion is lost, it may be moved again at a later stage of the meeting.

101. If the motion fixes no time and date the meeting shall be adjourned to the next regular meeting.

### **MOTION LIE ON TABLE**

102. This motion applies to original motions and amendments.

103. It is not debatable or amendable.

104. If carried on an amendment, the original motion and the amendment lay on the table.

105. The question may be later discussed at the same or subsequent meeting following the motion that

*"The question be taken from the table."*

### **AUTHORITY**

106. Where any matter is not provided for in the Rules, *"Guide for Meetings and Organizations"* by N.E. Renton, shall be followed.

### **CHAIRMAN'S ROLE**

107. The Chairman shall use discretion at all times as to the strict (or otherwise) conduct of meetings.

**108. *The most important assistance a Chairman can give to any meeting is common sense.***



# GOAL SETTING

*"A Journey of a thousand miles begins with a single step"*

## INDIVIDUAL GOAL SETTING

1. **Start by making an inventory of your dreams, the things that you want to have, to do, to be and achieve.** Create the work achievements, family achievements, Apex achievements, people, projects and feelings that you want to be a part of your life. Relax about how you are going to get to these goals - which will be dealt with later. Commit to writing non-stop for 10 to 15 minutes. Feel like a winner while you are writing.
2. **Go over the list you made, estimate when you expect to reach these goals; one month, six months, 1 Year, 5 years.** Now look at how your list came out. Are all your goals short term, or are they long term or is there a balance of both. If all your goals are long term you will need to develop some steps to take you there. If all your goals are short term think about how you want to be remembered at the end of your life.
3. **Pick out the four most important goals for you for the next twelve months.** The things that you are most committed to most excited about and would give you the most satisfaction. Also write down why it is important that you achieve them. WHY you do something is much more important than HOW to do it. If you have a big enough WHY, you can always figure out HOW.
4. Now that you have a list of your key goals, review them against the guidelines for formulating goals that follows this section. If they violate any of these conditions, change them to fit.
5. **Make a list of the strengths you already have at your disposal.** These may include your character traits, friends, financial, education, time, energy, skills and tools. As you write, focus on times when you made effective use of those resources to achieve goals in the past.
6. Write down at least three times in your life when you were totally successful in business, relationships, sport, or financially. Describe what you did that made you succeed and what qualities or resources you used.
7. **Describe the kind of person you would have to be to attain your goals.** Will it take self discipline, education, time, courage, commitment? Write two paragraphs about all the character traits, skills, attitudes, beliefs and disciplines you would need to have as a person in order to achieve what you desire.
8. **Write down, in a few sentences, what prevents you from having the things you desire right now.** Dissect your personality to see what's holding you back from achieving what you want. Do you fail to plan? Do you plan, but fail to act? Do you try too much at once? Do you get so fixated on one thing that other opportunities go past?
9. Now take each step of your four key goals (created in step 3) and **create a first draft of a step by step action plan** on how to achieve it. Start with the goal and ask "What would I have to do first to accomplish this?" or, "What prevents me from having this now, and what can I do to change the situation?" Make sure your plans include something you could do today.
10. **Come up with some role models.** The surest way to succeed is to model someone who has already done what you want to do. Write down the names of three to five people who have achieved what you want to achieve, and specify in a few words the qualities that made them successful. Imagine for a moment that each of these people is going to give you some advice about how to best go about accomplishing your goals. Write down some main idea that each person would give you if they were speaking to you personally.
11. **Create your ideal day.** What people would be involved? What would you do? How would it begin? Where would you go? Create your ideal day from the time you get up to the time you go to sleep.
12. **Design your perfect environment.** Let your mind go. Design an environment that would bring out the best of all that you are as a person. Where would you be? What tools would you have? What support would you have around to make sure you achieved and created all you desired in life?



## GUIDELINES FOR FORMULATING YOUR GOALS

**1. State your goal in positive terms.** Say exactly what you want to happen.

**2. Ensure that your goals are S.M.A.R.T.**

<b>S - Specific</b>	How does your goal look, sound, smell and feel? Engage all your senses in describing the results you want. The more sensory rich your description, the more you will empower your brain to create your desire. Clarity is power.
<b>M - Measurable</b>	Know how things will look, how you will feel and what you will see and hear in your external world after you have achieved your goal. You need some way of keeping score.
<b>A - Achievable</b>	Motivation to achieve is highest when you see yourself as having a 50/50 chance of successfully achieving the goal. Goals set lower provide no sense of achievement and goals set higher cause us to abandon hope.
<b>R - Responsible</b>	Be in control and ensure that the responsibility for the goals is yours. Things that you can affect directly, not dependent on other people having to change.
<b>T - Time Limit</b>	The goal and each step in achieving it needs to have a time limit for completion. A deadline is a powerful motivator.

**3. Verify that your goal is ecologically sound and desirable.** Extend into the future the consequences of achieving your goal to ensure it benefits you and other people.

**4. Make sure that your goals are written down.** If you don't write them down they are still only dreams. The process of writing our goals and action plans transfers your daydreams into specific and measurable actions that you can accomplish.



# PROBLEM SOLVING

Problems encounter each of us everyday of our lives. In many instances the problem is a simple one and it is easily overcome. In other cases it may not be a simple case to solve and more time is required to overcome the problem. Like many other things problem solving follows a few basic steps and when followed in their logical order resolutions to the problem will be forthcoming.

A basic approach to problem solving is:-

**Define the Problem**

**Define your objective**

**Develop a range of solutions**

**Compare your solutions to your objective**

**Make your decision and act on it**

**Follow up and make corrections**

## **DEFINE THE PROBLEM**

Obtain as much information and opinion from your members as to what they perceive the problem to be. If it is to do with membership, then what are the causes of the Club's membership decline? When did the change first begin? What else happened at the same time? How have these things affected our Club? What makes our situation unique? Too often we all jump to solutions without fully defining the problem. Read the following section on barriers to effective problem solving.

## **DEFINE YOUR OBJECTIVE**

What are the results we are looking for in this situation? What **MUST** we achieve that is measurable and time limited. What are the additional things that we would like to achieve, the **WANTS**? Do we have a priority of objectives, are some more important than others? A Club can only focus on a limited range of objectives. If you have too many then you will achieve nothing.

## **DEVELOP A RANGE OF SOLUTIONS**

The more solutions you can generate the greater the chance you have of being able to combine effective solutions together. The more initial solutions you can develop the greater the flexibility you have when the results of your actions are not as you had anticipated. If you only have one solution and it doesn't achieve the desired result, then you are back to square one.

## **COMPARE YOUR SOLUTIONS TO YOUR OBJECTIVES**

In turn compare each of your potential solutions to your stated objectives in terms of the **MUSTS** and the **WANTS**. Solutions should always be compared to the objectives rather than to each other. The degree to which a solution achieves your objectives provides a consistent measure for each solution. At the same time each solution needs to be evaluated on the basis of:

- Building on the Club's strengths
- Solutions must limit the impact of the Club's weaknesses
- Evaluate solutions in terms of quick impact and long term impact - A mixture of both is desired.
- Try something that has not been used in the past - if you continue to do what you've always done in the past, you'll continue to get what you've always got.

## **MAKE YOUR DECISION AND ACT ON IT**

Given the above comparisons of possible solutions against your objective, which solutions or combinations of solutions provide the best result at a manageable risk level? Effective group decision making is one of the most important aspects of successful Clubs. If everyone is committed to the decision then the Club will do whatever it



takes to produce the objective.

Next identify the major steps or chunks involved in achieving the solution. Identify when they are to be completed by and who is responsible for completing them.

### **FOLLOW UP AND MAKE CORRECTIONS**

As we all know things seldom work out the way we expect them to. The key to an effective action is follow up to review the results of our actions and then take corrective steps to get the result that we wanted.

Follow up and evaluation are essential and must be scheduled with responsibilities to allow for frequent evaluation.

## **OVERCOMING BLOCKS TO EFFECTIVE PROBLEM SOLVING**

<b>PERCEPTUAL BLOCKS</b> Being prepared to see the truth Accepting diversity of views Recognizing problems Seeing the problem in perspective Separating cause and effect <b>EMOTIONAL BLOCKS</b> Be prepared to make mistakes or look foolish Have Patience Courage = Commitment + Doubt + Action Taking Risks Able to accept disorder to achieve change Need for challenge <b>INTELLECTUAL BLOCKS</b> Seek knowledge or advice in the problem solving process Creative thinking Flexible thinking Being methodical Recognizing inadequate information	<b>COMMUNICATION BLOCKS</b> Using appropriate language Effective presentation skills Adequate explanations An active management style A flexible management style  <b>ENVIRONMENTAL BLOCKS</b> Focus on the solution Limited distractions, Physical comfort, Necessary Support Necessary Support Moderate stress levels Good communication Stimulating work Acceptance of personal responsibility
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# National Awards Manual

1. **Trophy Register**
2. **The Newman O'Dea Association Dinner Notice Award**
3. **Lorraine Jansen Electronic Newsletter Trophy**
4. **Whopper Gavel**
5. **Eric Hooper Service Award**
6. **Travelling Map Trophy**
7. **Golden Stirrer Trophy**
8. **Kava Bowl**
9. **John Stokes Boomerang**
10. **Mary Kathleen Membership Trophy**
11. **The Donald Mackay Citizenship Initiative Award**
12. **Apex Week Publicity Award**
13. **National President Gavel and Stand**
14. **The Langham Proud District Governor of the Year Award**
15. **The Ewen Laird Apexian of the Year Award**
16. **Harry Hodges Best First Year Apexian**
17. **The Sir John Buchan Memorial Young Apexian of the Year Award**
18. **Apex Australia Best Club Award**
19. **Public Speaking Awards**
20. **22 Year Award**
21. **27 Year Award**

## 1. Trophy Register

1.1 A register of awards shall be maintained and updated annually by the National Board at the conclusion of the National Convention/AGM; this register shall include a list of all awards and trophies presented by the Association.

1.2 No new National Trophies or Awards shall be introduced unless discussed at a Board Meeting and accepted at another Board Meeting.

1.3 The National Board shall call for nominations for all awards (with the exception of Senior Serving Apexian Award, Whopper Gavel and Golden Stirrer Trophy) sixty (60) days prior to each National Convention/AGM.

1.4 Nominations for all Awards (with the exception of Senior Serving Apexian Award, Whopper Gavel and Golden Stirrer Trophy) will close thirty (30) days prior to each National Convention/AGM and shall be forwarded to the National Board for distribution to the nominated judges.

## 2. The Newman O'Dea Association Dinner Notice Award

### Award Preamble

During the early developmental years of Apex the task of distributing information to the rapidly expanding association became too great a burden for then Secretary-Treasurer (Sir) John Buchan. A decision was made to produce a magazine style bulletin. The first Editor was Newman O'Dea of the Geelong Apex Club. A natural choice for the position, Newman O'Dea was a journalist by profession with extensive experience in Ballarat, Melbourne and Geelong. It was his incredible skills and dedication to Apex that evolved the Apexian Magazine. The first Apexian was produced in July 1933. His famous quote within the magazine



*"..... Apexians, this is your magazine, the Association is yours.  
You belong to Apex, Apex belongs to you.  
What are you going to do with it....."*

still bears relevance to modern Apex. In late 1942 Newman O'Dea passed away after a long illness at the young age of 35 after having been the Apexian editor for 9 years. Life Governor and Secretary Treasurer Roy Fidge paid tribute to Newman O'Dea. ".....he (O'Dea) was one of the first members of the original Apex Club in Geelong and always maintained his interest in and concern for Apex. During his years of editorship he produced something which forged a main link between clubs, one which has become our greatest medium for an interchange of ideas especially for rank and file members. He was associated with everything likely to further the Apex ideals of fellowship and service....."

This style of editorship only further encouraged clubs to produce their own quality newsletters and bulletins. The Association Newsletter Award is dedicated to the memory of Newman O'Dea with the ideals of encouraging inventive and practical Club newsletters with the principles of providing information both local, State and National as well as entertainment and fun for the membership. It was Newman O'Dea's creativeness that has led to the idea that Clubs produce newsletters and bulletins that are enjoyable to read. This award is a tribute to this pioneer of the Apex Club Newsletter. [NBApr02]

2.1 There shall be an annual competition to ascertain the best newsletter produced by the Club in the Association during the 12 months ending June 30th in each year. Nominations shall be forwarded to the National Board who shall judge them in accordance with a marking system approved from time to time by the National Board. At least three separate issues of the nominated Club's Dinner Notice shall be submitted with the nomination. The winner is to be announced at the National Convention/AGM and recorded in the minutes.

2.2 Entries will normally be the winner of the Region Newsletter Award in the year nominated.

### **3. Lorraine Jansen Electronic Newsletter Trophy**

#### **Award Preamble**

"Lorraine Jansen was instrumental in the formation of the Women's Association of Apex Clubs in 1990. Serving as the first National President in that first year. A Member of Adelaide Northern District Women's Apex Club she also held the position of National Membership Chairman for the two subsequent years. Leaving women in Apex in good hands following the merger of the two Associations, Lorraine retired from Apex in 1998. This award was carried over from the Women's Association and is in recognition of her outstanding contribution to Apex. This Award recognizes excellence and diligence in the area of Club Newsletters". It also serves to acknowledge the new electronic medium used by many clubs.

3.1 The Club judged to have the best on-line newsletter will be awarded the Lorraine Jansen Newsletter Trophy.

3.2 The award is to be judged by the National Board in the same manner as the Newman O'Dea Association Dinner Notice Award.

### **4. Whopper Gavel**

#### **Award Preamble**

In order to encourage members to attend National Conventions an idea for a Gavel competition was borrowed from 20-30 International. At the 1948 Perth National Convention, Melbourne Apexian Tom Bellair presented a Gavel to be awarded to the Club with the best attendance at Conventions, taking into account distance travelled and the percentage of members of the Club present. Wollongong Apex Club was the inaugural winner of the Award, which came to be known as the Whopper Gavel. [NBJul01]





4.1 The Gavel shall be awarded annually at the National Convention/AGM to the Club which in the opinion of the Board has the best representation of active members at the National Convention/AGM having regard to the distance travelled by the most direct practicable route and the difficulties encountered in such travel.

4.2 The Gavel shall circulate freely throughout the Association.

4.3 The Gavel shall be tabled at all Dinners and General Meetings of the Club in possession of such Gavel and if it is not tabled by the holding Club it may be claimed by any Apexian or Apexians or meeting and shall be forfeited by the holding Club.

4.4 If one-third or more of a Club visit the holding Club's Dinner or General Meeting the holding Club shall forfeit the Gavel provided that if two or more Clubs fulfil this quota the Club travelling the greatest distance shall be entitled to take the Gavel.

4.5 The Club holding the Gavel two weeks prior to National Convention/AGM shall return the Gavel to the National Board at the Convention/AGM at least 24 hours before the Official Opening of the Convention/AGM.

4.6 Clubs and Apexians shall not deliberately impede circulation of the Gavel which shall be engraved as circumstances warrant.

4.7 Clubs hosting National Conventions/AGMs of either of the two Conventions/AGMs following that Convention/AGM shall not be eligible to be awarded the Whopper Gavel.

4.8 Each Club acquiring the Whopper Gavel during the course of the year shall notify the National Board when the Gavel comes into its possession and again when possession is relinquished.

## **5. Eric Hooper Service Award**

### **Award Preamble**

Eric Hooper is often a forgotten figure in Apex folklore. The three Founders take pride of place in the pages of Apex history. But it was Eric Hooper who stands alone as our first Association President. Eric Hooper was one of the Charter members of the first Apex Club in Geelong and was present at the inaugural meeting of the young men's organisation on 19th November 1930 when the idea first developed.

He was subsequently on the first Geelong Apex Club Board when it formed on 10th March 1931. In 1932 in Geelong at the second Apex Conference and the first as the Association of Apex Clubs, Eric Hooper was appointed as the first Association President for the 1932-33 year. He went on to be the Association Secretary-Treasurer from 1933-35. In recognition of the excellent services rendered to Apex he was appointed the Association's first Life Governorship in 1936. This Award was named in their honour as our first Association President and one of the true Founders of our Association of Apex Clubs of Australia. [NBJul01]

5.1 The Eric Hooper Award is a perpetual trophy to be presented at the National Convention/AGM.

5.2 The Award shall be given to that Club whose service project is judged by a panel of judges chosen by the Awards Committee.

5.3 The service project shall be judged according to the following guidelines. •The project must be imaginative and workable. •It must be of definite community benefit as befits the Apex service ideal. •The project must be a project either completed or nearly completed in the Club year preceding the closing date for entries. •The same project from any one Club may only win once.



5.4 Clubs submitting projects for consideration shall send a report of the project to the National Board which said report shall include:

- a brief outline of the project from planning and feasibility through to implementation.
- the service project results which may be a progress report and shall contain photographs and publicity material and
- a cost estimate or Financial Statement.

5.5 The entries may be circulated to Clubs and/or displayed on the Apex Web Site.

5.6 The winning Club will receive a permanent record of having won.

5.7 Entries will normally be the winner of the Region Service Award in the year nominated.

## **6. Travelling Map Trophy**

6.1 The Travelling Map shall be presented to the President or Representative of the Club or Region who shall host the next National Convention/AGM and shall remain the property of the host Club or Region until the next National Convention/AGM when it shall be handed over to the President or representative of the host Club or Region of the next National Convention/AGM.[NBAug02]

6.2 The Map shall bear an engraved plaque signifying the year and location of each National Convention/AGM.

## **7. Golden Stirrer Trophy**

7.1 The Golden Stirrer Trophy shall be presented to the most effective Delegate at a National Convention/AGM as decided by the Sergeant-At-Arms.

## **8. Kava Bowl**

8.1 The Kava Bowl is to be presented to the Club or Region which has made the greatest contribution to Overseas Service in the twelve months prior to the National Convention/AGM. [NBNov01]

8.2 The Kava Bowl award shall be judged by the Awards Committee and shall be presented at the National Convention/AGM.

## **9. John Stokes Boomerang**

Award Preamble

John Stokes was a Member of the Mount Gambier Apex Club in South Australia. In 1962 he was elected to the position of President of WOCO. During his term of office he overcame significant issues that threatened to disband WOCO. In 1962 Active 20/30 had threatened to withdraw from WOCO and it was through John's persistence that this was averted. John Stokes dedication to international relations and the encouragement for Apexians to travel overseas to visit other like minded service organisations, in particular other Apex Associations, was the background to the subsequent striking of this award. This award is presented in recognition of Regions who make the effort to promote the Fourth Ideal, that of promoting international understanding and friendship. [NBJul01]

9.1 The John Stokes Boomerang award shall be presented to the Region with the highest percentage membership (yearly average) attendance at any overseas Apex Association's National Convention held during the 12 months prior to Apex Australia's National Convention/AGM. The award is to be presented at National Convention/AGM.

9.2 The Awards Committee shall judge this award.



## **10. Mary Kathleen Membership Trophy**

10.1 The Mary Kathleen Membership trophy shall be awarded to the Club which has the greatest increase in membership in the twelve (12) months since the last National Convention/AGM.

10.2 The presentation of the trophy shall be made at the following National Convention/AGM.

10.3 The winner shall be decided based on the figures contained in the census due by the 30th June in any year.

## **11. The Donald Mackay Citizenship Initiative Award**

### **Award Preamble**

Don Mackay was an active Member of the Griffith Apex Club and numerous local community organisations with a passion for young people, believing it was their right to grow in an environment that fostered better citizens. Throughout his Apex career Don Mackay was a keen 'conventioneer', deeply interested in International Relations. He was instrumental, with his peers in the commencement of Apex Sri Lanka, travelling there on numerous occasions building many friendships as a result.

Donald Mackay was awarded Life Membership of the Griffith Apex Club in 1974 and on retiring from Apex continued to serve the community he loved as an active concerned citizen, even running for State Parliament. Unfortunately Don Mackay is better known for his mysterious disappearance in July 1977, a result of his being named in court as an informant in relation to the location of a drug crop in 1976. He was never seen again. A subsequent Royal Commission left Griffith and Donald Mackay branded for life.

Unfortunately for his family and the Griffith Community, Don became popularly known as an "anti-drug campaigner". Don Mackay was one who stood against the tide of those that produced and sold drugs to our children. When he saw a wrong he tried to make it right. He was not outspoken but he was a competent, effective speaker, a concerned, active citizen and devoted family man that worked tirelessly to assist those he perceived to need a hand.

Don Mackay through his untimely disappearance in 1977 inspired the model of integrity all Apexians should hold dearly. He worked for his community through active citizenship living a simple life of altruism out of genuine care and concern for his fellow citizens because he believed he could make a difference, and by sharing his dreams with others he knew they would experience this too.

His fellow Griffith Life Members believed Don's example of active Citizenship is the foundation of all Apex activity. By active citizenship we have a service to perform and fellowship to enjoy with those whom we invite to assist to make the dream a reality. As such, an award was struck in their honour in 1988 with the inaugural winner being Cohuna Apex Club. The Donald Mackay Citizenship Award, presented annually at our National Convention/AGM in memory of this outstanding Apexian, recognises an Apex Club for their efforts in building a better community in that year by undertaking a local Citizenship initiative. [NBJul01]

11.1 The Donald Mackay Citizenship Initiative Award is a perpetual trophy which shall be awarded at the National Convention/AGM. The winning Club will receive a permanent record of having won.

11.2 The award shall be given to that Apex Club or Apexian whose citizenship initiative is judged by a panel of judges chosen by the Awards Committee.

11.3 The citizenship initiative shall be judged according to the following guidelines;

- The initiative must be imaginative and workable.
- It must have definite community benefit
- The initiative must be a project either completed or nearly completed in the Club year preceding the closing



date for entries

- The same initiative may only win once.

11.4 Clubs may nominate their own initiative or an initiative of one of their members by submitting a report of the initiative to the National Board for consideration. The report shall be complete and concise and should include:

- an outline of the initiative from planning and feasibility through to implementation
- the citizenship initiative results which may be a progress report and shall contain photographs and publicity material
- a cost estimate and a Financial Statement

11.5 The entries may be circulated to the Clubs and/or displayed on the Apex Web Site. Entries will normally be the winner of the Region Citizenship award in the year nominated.

## **12. Apex Month Publicity Award**

12.1 The Apex Month Publicity Award shall be awarded to the Club which obtains the best press coverage in Apex Month.

12.2 The Award shall be presented at the National Convention/AGM immediately following Apex Month.

12.3 The award shall be judged by the Awards Committee.

## **13. National President Gavel and Stand**

13.1 The National President Gavel and Stand shall be handed over at the National President's Handover to the incoming National President by the outgoing National President.

## **14. The Langham Proud Regional Communicator of the Year Award**

Award Preamble

The role of Regional Communicator is the most vital of all Association positions. Without a hardworking, intelligent and communicative Regional Communicator, the Region cannot be successful. The idea of Regions is in fact the idea of development and fellowship amongst neighbouring clubs. This is the greatest gift that one of our Founders Langham Proud gave to our Association. Langham Proud was one of the three Founders of Apex. He served as Secretary of the original Club during its formation as the Young Business Men's Club and then as it transformed to the Apex Club of Geelong on March 10th, 1931.

Langham Proud later moved from Geelong to Camperdown and it was their efforts to form a Club there that produced the Camperdown Apex Club. The inaugural dinner held in August 1931 resulted in the development of Apex from two clubs – Geelong and Ballarat to three –and as a result our Association was born. Langham Proud was the Fellowship Director on that first Camperdown Apex Club Board.

Langham was then instrumental in the formation of Districts when he formed part of the Investigating Committee to develop the Association into Districts at the 1934 Albury National Convention. The idea of Fellowship, something that is so vital in the role of Regional Communicator is bound by the efforts of Langham Proud who was awarded Life Governorship in 1945. He was an Apexian who not only founded the first Club but also worked tirelessly in the development of Apex through other areas. This award is dedicated to his memory so that Regional Communicators' can aim to achieve fellowship, development and success in their Regions.

This award is to be presented annually at the National Convention/AGM to the Regional Communicator who has best represented their Region and the Association during the year.

14.1 The award shall be judged by the National President or their nominee.



14.2 A perpetual trophy which shall be retained until the next National Convention/AGM shall be awarded.

14.3 The winner shall receive a permanent trophy.

## **15. The Ewen Laird Apexian of the Year Award**

### **Award Preamble**

The greatest achievement any Apexian can make is that of service to their community, their Club and to themselves. Ewen Laird, was one of those people. One of the three Founders of our Association it was his foresight combined with that of the other two Founders, Buchan and Proud that lead to the development of what is the only Australian born Service Club.

As part of the developing Club, he served on the Committee of the initial Young Business Men's Club soon to evolve into Apex. It was Ewen's imagination and forethought that developed the symbol we wear over our hearts today: the Apex symbol. The first meeting of Apex Victoria held on 26th July 1931 adopted a coat emblem designed by Ewen Laird as the official badge. Consisting of a triangle enclosing five rays of the rising sun it symbolised the rising generation of youth with the base of Citizenship and sides of Fellowship and Service. It was Ewen Laird's imagination and dedication that led us to where we are today.

Ewen Laird's time spent overseas in 1933 also assisted in the development of our International Relations in particular that with the Round Tables of Great Britain. His ongoing correspondence between Apex and Round Table during that time was one of the factors that culminated in the development of the group of Service Club's thread together in what is now known as WOCO.

Awarded Life Governorship in 1945, Ewen Laird remains as one of the three fathers of modern Apex. This award is dedicated to his memory and presented to an Apexian who symbolizes what our Association strives for. It is presented to an Apexian who upholds all that was first developed by Ewen Laird and Buchan and Proud, one who upholds the Ideals of Apex and serves their Club and community in an exemplary manner [NBApr02]

15.1 This Award is to be presented annually at the National Convention/AGM.

15.2 The Award shall be judged and presented by the National President.

15.3 Each Regional Communicator shall nominate one Apexian from their Region for this Award. The Apexian nominated will be the Region winner if the Region has an award.

15.4 A perpetual trophy shall be awarded and the winners name inscribed accordingly. A permanent trophy will be awarded to the winner.

15.5 That the minimum criteria for applications for this Award be:

- to have fully upheld the Ideals of the Association of Apex Clubs;
- to have contributed towards their Club and the community in an exemplary manner.[ NCAug02]

## **16. Harry Hodges Best First Year Apexian**

### **Award Preamble**

Harry Hodges is remembered by the Association as a long-standing, very active Member from New South Wales. Harry took an uncompromising stand on issues of importance, particularly where necessary to protect the interests of the Association. Harry is best remembered however for this affinity with the younger members of our Association and his guidance to those members. Harry's efforts remind us that we must value and treasure our first year Apexians whilst listening to their ideas but guiding them in accordance with our Ideals.



16.1 The Harry Hodges Best First Year Apexian shall be awarded to the Apexian judged to have completed their best first full year in Apex.

16.2 This Award to be presented annually at National Convention/AGM.

16.3 The Awards Committee shall judge this Award.

16.4 Each Regional Communicator shall nominate one Apexian from their Region for this Award. The Apexian nominated will be the Region winner if the Region has an award.

16.5 That the minimum criteria for applications for this Award be :

- to have completed one full calendar year in Apex
- to have been awarded the VIP Award for accruing at least 100 points according to the VIP Program within their first year in Apex
- to have fully upheld the Ideals of the Association of Apex Clubs
- to have contributed towards their Club and the community in an exemplary manner

16.6 National Office shall send the list of Apexians completing the VIP Program in each Region to the Regional Communicators at least 6 weeks prior to the National Convention/AGM.

## **17. The Sir John Buchan Memorial Young Apexian of the Year Award**

### **Award Preamble**

The name John Buchan is synonymous with our history. He was one of the three Founders of the Geelong Apex Club and was a prominent figure in the subsequent formation of the Association of Apex Clubs. At the second Convention held in Geelong in 1932 the Association was formed and John Buchan was appointed as Association Secretary-Treasurer. He was National President in 1935 and was awarded Life Governorship in 1945.

Sir John Buchan was a strong advocate for youth both in his days as an Apexian and beyond. He served on numerous National forums to discuss youth related issues and was influential in the restructure of the Apex Association in the 90's. He was a visionary and saw our Association as one that had an important part to play in Australia's future. Sir John Buchan viewed youth and their own future as vital for Australia and this award named in his honour is one that recognises the achievement of young men and women in Apex. [NBJul01]

17.1 Each Region may submit the name and details of one [1] outstanding young Apexian [an Apexian under the age of 25 years at the time of the close of nominations] to the National Board. The Apexian nominated will be the Region winner.

17.2 The Young Apexian of the Year Award shall be awarded to the Apexian who during the year made an outstanding contribution to the future of Apex and who has future leadership potential.

## **18. Apex Australia Best Club Award**

### **Award Preamble**

This award was originally titled the Chris McGurgan Best Club Trophy and was first presented to Clubs within the original Women's Apex Association. It was then transferred to encompass all clubs after the 1997 merger. Chris McGurgan was the Women's Association of Apex Clubs of Australia National President in 1994/95 and 1995/96. The Award was renamed the Apex Australia Best Club Award in 2002 to recognise the successful merger of the two Associations and growth and success of Apex Australia and to celebrate the achievements of the Associations most outstanding Club for the previous twelve months. [NBNov02]



18.1 The Apex Australia Best Club Award shall be awarded to the Club considered to be the best for the Apex year last concluded or if the Convention/AGM is held prior to the end of the current Apex year, for the Apex Year to be imminently concluded.

18.2 The Award shall be judged by the voting members of the National Board.

18.3 Each Regional Communicator shall nominate one (1) Club from their Region for consideration for this Award. If any Region had already judged for the Apex Year in question its best Club, then that Club shall be the nominee for this Award. The winner of the Award shall be judged at the Pre-Convention/AGM National Board Meeting.

18.4 A perpetual Trophy shall be awarded to the winning Club. The Club shall receive a permanent Trophy.

## **19. Public Speaking Awards - The Bevan Rutt Public Speaking Award.**

### **Award Preamble**

Bevan Rutt of the Adelaide Apex Club was the 1950 delegate to the WOCO Convention in Vancouver and was appointed to the position of World President of WOCO at that same Convention. Bevan Rutt was so impressed by the benefits derived from public speaking contests that on his return he actively pursued, developed and successfully commenced a National Public Speaking Competition that was subsequently named after him. The first competition was held at the 1954 Bunbury National Convention and the inaugural winner was Max Lemon of the Adelaide Apex Club. [NBJul01]

19.1 The winner of each Region Public Speaking Contest shall compete in the Association final to be held at the next succeeding National Convention/AGM at a time nominated by the National President.

### **General Rules [NBApr06]**

19.2 Each finalist may speak on a subject of their choice; however the subject and content must be appropriate to a mixed audience which may contain children. The content of the finalist's speech shall be original to themselves. [NBJul99]

19.3 The duration of each speech shall be five (5) minutes with a warning bell at four (4) minutes.

19.4 The order of speakers shall be selected by ballot.

19.5 Adjudicators shall be three (3) in number, selected by the Convention Committee.

19.6 The Adjudicators' marking sheet shall be that which is contained in the Apex Manual.

19.7 The Adjudicators shall select a chairman who shall announce the winner and shall not deliver an individual criticism of each speaker.

19.8 All competitors have the right to:

- know their placing
- meet the Adjudicators provided that the Adjudicators are willing to do this.

19.9 The winner shall not be entitled to participate at any succeeding National Convention/AGM.

19.10 The Chairman at a National Convention Public Speaking Finals shall be the National Youth Manager or as directed by the National President. [NBApr06]





19.11 The Chairman at the National Senior Public Speaking Competition at a National Convention shall be the National Youth Manager or other National Chairman as directed by the National President.

19.12 The Chairman of all National Public Speaking Competitions has the right to stop a contestant speaking if the subject or content is not appropriate to a mixed audience which may contain children. [NBApr06]

19.13 The Chairman at a National Junior Public Speaking Final shall be the National International Youth Manager or other National Manager as directed by the National President.

19.14 Should a contestant who wins their Region competition decide not to compete in the National Competition then the runner-up in the Region Competition will be entitled to compete in the final.

#### Organisation

19.15 The following people will be responsible for various aspects of the competition:

- National International Relations & Youth Committee Chairman

19.16 Coordinate National competition for State winners

19.17 Select three (3) adjudicators for each competition

19.18 Regional Communicator or other person as directed by the Regional Communicator.

19.19 Arrange transport for their competitor and chaperone to National Convention/AGM.

19.20 Arrange accommodation for their competitor and chaperone.

19.21 Arrange National Convention/AGM registrations for their competitor and chaperone.

#### National Convention Committee

19.22 Suitable venue with stage, lighting and seating for audience

19.23 Microphones

19.24 Lectern

19.25 Apex Adjudicators for each competition (suitable qualified)

19.26 Apex Public Speaking Score Sheets (from web site) 3 for each participant plus spares

19.27 Biros

19.28 Chairs and desks in 4 separate locations in venue (1 for each adjudicator and 1 for the time keeper and chairman)

#### A Time Keeper

19.29 A Stop Watch

19.30 A Bell [NBOct04]





## **20. 22 year award**

The National Board shall present an inscribed walking stick to Members of Clubs on the 22nd anniversary of that person's membership.

## **21. 27 year award**

(a) A specially made pin shall be awarded annually to all members in their 27th year of that person's membership.

(b) The award shall be purchased each year for the recipients and shall be presented at the AGM and recorded in the minutes.

(c) The recipients will be notified by National Board of their achievement or prospective achievement (prior to the Association AGM of that year) by the National Board 120 days prior to the AGM.

(d) The recipients will be invited to attend the AGM to receive their award at the cost of the Association.  
Apex Australia



# Apex Australia



## BEST CLUB AWARD NOMINATION FORM

**The Apex Region .....**

**Hereby nominates**

.....

**and provides the following in support of this application**

**Dated this   <sup>h</sup> day of .....**

**CLUB PRESIDENT**

**CLUB SECRETARY**

Please attach any additional information & letters in support of the nomination



## **APEX HISTORY (for past Twelve Months)**

---

### **Club Details**

Membership (start of year)			
Membership (end of year)			
Prospectives			
% Dinner Meeting Attendance		Number of Meetings	
Total Service Hours		Number of Events	
Interclub Visits		Total Km	
Convention/Meeting Attendance (Regional / National)			

### **Details of Service / Citizenship projects performed by this club:**

--

### **Details as to why this club should be considered for the Best Club Award:**

--



# Apex Australia



## DONALD MACKAY CITIZENSHIP AWARD NOMINATION FORM

**The Apex Club of .....**

**from the Region.....**

Nominates the citizenship project

(insert project title)

**Dated this <sup>h</sup> day of .....**

Please attach any additional information & letters in support of the nomination



***PROJECT DESCRIPTION:***

***PROJECT ACHIEVEMENTS:***

***PROJECT SPECIAL FEATURES:***

***CLUB MEMBERSHIP SUPPORT:***

***PUBLICITY RECEIVED:***

***DATE PROJECT COMPLETED:***

***STATEMENT OF AUTHORITY:***

The details given in this submission and attachments are a true and correct record.

President:

Secretary:

Date:



# Apex Australia



## ERIC HOOPER SERVICE AWARD NOMINATION FORM

**The Apex Club of .....**

**from the Region .....**

Nominates the service project

(insert project title)

**Dated this <sup>h</sup> day of .....**

Please attach any additional information & letters in support of the nomination



***PROJECT DESCRIPTION:***

***PROJECT ACHIEVEMENTS:***

***PROJECT SPECIAL FEATURES:***

***CLUB MEMBERSHIP SUPPORT:***

***PUBLICITY RECEIVED:***

***DATE PROJECT COMPLETED:***

***STATEMENT OF AUTHORITY:***

The details given in this submission and attachments are a true and correct record.

President:

Secretary:

Date:



# Apex Australia



## JOHN STOKES BOOMERANG AWARD NOMINATION FORM

(insert Region name)

With a total membership of (insert membership numbers)

Had (xx) members attend an Overseas Convention in (year)

### List of Members attending Overseas Conventions

Member Name	Overseas Convention Attended





## KAVA BOWL AWARD NOMINATION FORM

(insert Club or Region name)

Nominates the International Relations project

(insert project title)

Dated this <sup>h</sup> day of

Please attach any additional information & letters in support of the nomination

***PROJECT DESCRIPTION:***

***PROJECT ACHIEVEMENTS:***

***PROJECT SPECIAL FEATURES:***

***MEMBERSHIP SUPPORT:***

***STATEMENT OF AUTHORITY:***

The details given in this submission and attachments are a true and correct record.

President:

Secretary:

Date:



# Apex Australia



## LORRAINE JANSEN ELECTRONIC DINNER NOTICE AWARD NOMINATION FORM

**The Apex Club of .....**

**from the Region .....**

**Dated this <sup>h</sup> day of .....**

**Club President**

**Club Secretary**

Please attach at least three separate printed copies of the club dinner notice in support of the nomination. If unable to print, please provide a link to three on-line copies of the newsletter.



# Apex Australia



## NEWMAN O'DEA ASSOCIATION DINNER NOTICE AWARD NOMINATION FORM

**The Apex Club of .....**

**from the Region .....**

**Dated this <sup>h</sup> day of .....**

**Club President**

**Club Secretary**

Please attach at least three separate copies of the club dinner notice in support of the nomination



# Apex Australia



## SIR JOHN BUCHAN MEMORIAL YOUNG APEXIAN OF THE YEAR AWARD NOMINATION FORM

**The Apex Club of .....**

**Hereby nominates**

**As the Young Apexian of the Year**

**from the Region .....**

**and provides the following in support of this application**

Please attach any additional information & letters in support of the nomination



## APEX HISTORY (for past Twelve Months)

---

### Personal Record

Name			
Date Joined			
Club / Board Position			
% Dinner Meeting Attendance		Club Meetings	Makeups
Service Hours		No of Events attended	
Interclub Visits			
Convention/Meeting Attendance (Regional / National)			
New Members Sponsored			

### Citizenship/Community Activities (other than Apex) and Positions

Position	Organization	Service Hours

### Club Support

This nomination was sighted by and approved for submission  
by the Club Board at a meeting held on \_\_\_\_\_

Signed \_\_\_\_\_

Club President

Club Secretary



**Details of Outstanding Achievement performed by this member:**

**Details as to why this member should be considered for the Young Apexian of the Year Award:**



# Apex Australia



## HARRY HODGES BEST FIRST YEAR APEXIAN AWARD NOMINATION FORM

**The Apex Club of .....**

**Hereby nominates**

**As the Best First Year Apexian of the Year**

**from the Region .....**

**and provides the following in support of this application**

Please attach any additional information & letters in support of the nomination



## APEX HISTORY (for past Twelve Months)

---

### Personal Record

Name			
Date Joined			
Club / Board Position			
% Dinner Meeting Attendance		Club Meetings	Makeups
Service Hours		No of Events attended	
Interclub Visits			
Convention/Meeting Attendance (Regional / National)			
New Members Sponsored			
VIP Award Points			

### Citizenship/Community Activities (other than Apex) and Positions

Position	Organization	Service Hours

### Club Support

This nomination was sighted by and approved for submission  
by the Club Board at a meeting held on \_\_\_\_\_

Signed \_\_\_\_\_

Club President

Club Secretary





**Details of Outstanding Achievement performed by this member:**

**Details as to why this member should be considered for the Young Apexian of the Year Award:**





Clockwise from left

Our Mascot, "Dunk" giving a helping hand..

Working at the Apex Chalet, Snowy Mountains, NSW.



Racing hard and raising money for kids with cancer, Outback South Australia



The latest of our many overseas Work Parties.

Helping victims of natural disasters in Tasmania..





**apex.org.au**

Apex Club Manual - apex.org.au