



Affiliation Fee Working Group Terms of Reference

1. **Authority for Committee.** The ACA Affiliation Fee Working Group is established under s28 of the Croquet Australia Constitution.
2. **Members.**
The ACA Affiliation Fee Working Group is to consist of the ACA Treasurer and the Treasurers (or their delegates) of the six Member States, and the ACA Secretary as the Working Group's non-voting secretary.
3. **Role.**
The Working Group is to review the timing and method of collection of individual members' affiliation fees and the remittance of such fees to ACA
4. **Management**
 - 4.1. The committee will be chaired by the ACA Treasurer.
 - 4.2. Secretarial support will be provided by the ACA Secretary
 - 4.3. Meetings may be held by technology, provided all attendees can communicate simultaneously.
 - 4.4. The quorum for meetings of the committees shall be all the members, unless a member submits a formal apology prior to an advised meeting.
 - 4.5. A question may not be passed in the event of an equality of votes - the committee chair does not have a casting vote.
 - 4.6. Within seven (7) days of any meeting, a copy of the minutes and any supporting papers shall be sent to the Board Secretary

Authorisation

Approved by the Board, [date]

Jim Clement
Secretary to the Board