



OXLEY RESIDENTS' ASSOCIATION INC-A4814F MEMORANDUM OF UNDERSTANDING (MOU)

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MODEL RULES FOR AN INCORPORATED ASSOCIATION

Under section 46 of the **Associations Incorporation Reform Act 2012** and **Associations Incorporation Reform Regulations 2023 Part 3**, these Rules are taken to constitute the terms of a contract between the Association and its members. *Please Note* - Persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

This constitution aims to follow the "[Model Rules for an Incorporated Association](#)" template available from the Consumer Affairs Victoria, Incorporated Association Rules.

Victorian Government Incorporated Association Rules

Every incorporated association **must** have rules. The rules;

- are a written document,
- a guide how your association operates,
- are a contract between the association and its members,
- set out your association's purposes,
- list the rights and responsibilities of members and office holders.

Note: Members should know the rules. They have the right to inspect the rules and get a copy on request.

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1. Memorandum of Understanding

Purpose of the Memorandum of Understanding (MOU) is to provide a guide for Oxley Residents Association (ORA) committee and sub-committee members that when developing ideas for projects or activities that may benefit the association or the wider community the following suggestions are intended to help turn those ideas into initiatives that can gain support and move forward successfully.

2. Meaning of a Clear Purpose

When developing a proposal, the ORA committee members might find it helpful to prepare a short purpose statement, canvas the idea amongst other ORA committee members prior to any vote taken at monthly or bi-monthly ORA meetings. This will help clarify the intention of the idea, its relevance and obtain bipartisan support at ORA meetings.

3. Consider the following questions:

What issue or opportunity does this initiative address and;

- a) How does it relate to the association's objectives;
- b) What benefit might it bring to members or the wider community.

4. Working Within Agreed Limits

ORA members are encouraged to be creative and proactive in developing ideas and at the same time, any initiatives should operate within some basic boundaries:

- a) The initiative supports the association's stated purposes;
- b) It does not commit the association financially beyond an agreed amount without approval;
- c) It does not publicly represent the association without endorsement;
- d) It remains open to refinement through member feedback.

5. Important Note

These limits help ensure that ideas can be explored while maintaining accountability to the membership; and that office bearers and committee (including sub-committees') members are subject the governance outlined in the current ORA constitution.

6. Develop Ideas with Others

Rather than preparing a fully formed plan and then presenting it to members, it is often more effective to share ideas early and informally.

One helpful step is to think about who might be stakeholders—people who may be affected by, interested in, or able to contribute to the project.

Where possible, identify aspects of the idea that are open for discussion or improvement. Many people are more willing to engage when they are invited to help shape a proposal rather than simply being asked to approve it.

Broad questions that can help involve others include but should not be limited to:

- a) What might strengthen this idea;
- b) Are there risks or practical issues we should think about;
- c) Who else might like to be involved.

7. Suggested Process

A simple staged approach often works well:

- a) Prepare a short concept note and circulate it for feedback, including how others might be involved in developing the idea;
- b) Refine the proposal in light of the feedback received;
- c) Present the proposal at a meeting, indicating where stakeholder views have been incorporated.

This approach allows concerns and suggestions to surface early and can prevent the need for major revisions later.

8. Keeping Proposals Simple

In most cases, a proposal can be described clearly in about one page covering:

- a) Purpose – what the initiative aims to achieve and what success might look like;
- b) Leadership – who will lead or coordinate the project;
- c) Stakeholders – people or groups who may have an interest or be affected;
- d) Estimated cost (if any);
- e) What approval or support is being sought.

This guide is intended to support members in developing ideas collaboratively so that good initiatives have the best chance of gaining support and moving forward.

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