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# CONSTITUTION

## Landcare NSW Incorporated



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The rules of Landcare NSW Incorporated herein are in accordance with section 11, and contain those matters specified in Schedule 1 of the *Associations Incorporation Act 1984*, and the *Associations Incorporation Regulation 1999* and as amended.

Signed: .....

Position: .....

### PART I - PRELIMINARY

#### 1. Definitions

(1) In these rules:

**Commissioner** means the Commissioner of the Office of Fair Trading

**ordinary member** means a member of the committee who is not an office-bearer of the association, as referred to in rule 14(2)

**secretary** means:

- (a) the person holding office under these rules as secretary of the association, or
- (b) if no such person holds that office – the public officer of the association

**special general meeting** means a general meeting of the association other than an annual general meeting

**the Act** means the *Associations Incorporation Act 1984*

**the Regulation** means the Associations Incorporation Regulation 1999.

(2) In these rules:

- (a) a reference to a function includes a reference to a power, authority and duty, and
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

- (3) The provisions of the *Interpretation Act 1987* apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

## **PART II – OBJECTS OF THE ASSOCIATION**

### **2. Name**

The name of the association shall be Landcare NSW Incorporated (referred to in these rules as “the association.”)

### **3. Mission**

To represent, promote and advocate on behalf of community-based landcare and community driven sustainable natural resource management in NSW.

### **4. Objects**

- (i) Provide a forum for landcarers across NSW to work collaboratively to improve the resources and support structures available to community-based natural resource management organisations and actions;
- (ii) Develop landcare policies and programs which encourage and educate the community in sustainable natural resource management;
- (iii) Strengthen partnerships and networks to increase and support community involvement in sustainable natural resource management.
- (iv) Foster landcare projects across NSW which:
  - a. Increase the capacity of primary producers to introduce sustainable agricultural practices and practices conserving the natural environment;
  - b. Promote community action which protects and rehabilitates the native flora and fauna of NSW;
  - c. Protect, enhance and rehabilitate the natural environment in both urban and rural areas;
- (v) Represent the landcare community in NSW to all levels of government to affirm and promote the important role of community-based groups in sustainable natural resource management, planning and governance;
- (vi) Establish and maintain a public fund to be called the Landcare NSW Fund for the specific purpose of supporting the environmental objects/purposes of the association.

## **PART III – MEMBERSHIP**

### **5. Membership qualifications**

A person is qualified to be a member of the association if, but only if:

- (a) the person is a person referred to in section 15(1) (a), (b) or (c) of the Act and has not ceased to be a member of the association at any time after incorporation of the association under the Act, or
- (b) the person is a natural person:
  - (i) who has been nominated for membership of the association as provided by rule 6, and
  - (ii) who has been approved for membership of the association by the committee of the association.
- (c) The person is a natural person who by resolution of the Committee has been invited to become a member of the association and who has accepted that invitation.

## **6. Nomination for membership**

- (1) A nomination of a person for membership of the association:
  - (a) must be made in writing in the form set out in Appendix 1 to these rules;
  - (b) must be accompanied by a letter of endorsement from the community they represent, or by resolution of the Committee, in accordance with the *Rules of Procedure for Membership of Landcare NSW Inc.*, and
  - (c) must be lodged with the secretary of the association.
- (2) As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which is to determine whether to approve or to reject the nomination.
- (3) As soon as practicable after the committee makes that determination, the secretary must:
  - (a) notify the nominee, in writing, that the committee approved or rejected the nomination (whichever is applicable), and
  - (b) if the committee approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under these rules by a member as entrance fee and annual subscription.
- (4) The secretary must, on payment by the nominee of the amounts referred to in clause (3) (b) within the period referred to in that provision, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

## **7. Cessation of membership**

A person ceases to be a member of the association if the person:

- (a) dies, or
- (b) resigns membership, or

- (c) is expelled from the association, or
- (d) is non-financial for more than 12 months.

### **8. Membership entitlements not transferable**

A right, privilege or obligation which a person has by reason of being a member of the association:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

### **9. Resignation of membership**

- (1) A member of the association is not entitled to resign that membership except in accordance with this rule.
- (2) A member of the association who has paid all amounts payable by the member to the association in respect of the member's membership may resign from membership of the association by first giving to the secretary written notice of at least 1 month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (3) If a member of the association ceases to be a member under clause (2), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

### **10. Register of members**

- (1) The Secretary of the association must establish and maintain a register of members of the association specifying the name and address of each person who is a member of the association together with the date on which the person became a member.
- (2) The register of members must be kept by the Secretary of the association and must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- (3) A member of the association may obtain a copy of any part of the register on application and payment of a fee of \$1 for each page copied.

### **11. Fees and subscriptions**

- (1) The association's membership fees shall be determined by the committee at the annual general meeting of the association.
- (2) A member of the association must, on admission to membership, pay the annual membership fee to the association.

### **12. Members' liabilities**

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by rule 11.

### **13. Resolution of internal disputes**

- (1) Disputes between members (in their capacity as members) of the association, and disputes between members and the association, are to be referred to a community justice centre for mediation in accordance with the *Community Justice Centres Act 1983*.
- (2) At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

### **14. Disciplining of members**

- (1) A complaint may be made to the committee by any person that a member of the association:
  - (a) has persistently refused or neglected to comply with a provision or provisions of these rules, or
  - (b) has persistently and willfully acted in a manner prejudicial to the interests of the association.
- (2) On receiving such a complaint, the committee:
  - (a) must cause notice of the complaint to be served on the member concerned, and
  - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
  - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (3) The committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- (4) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under rule 15.
- (5) The expulsion or suspension does not take effect:
  - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
  - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under rule 14(3), whichever is the latter.

### **15. Right of appeal of disciplined member**

- (1) A member may appeal to the association in general meeting against a resolution of the committee under rule 14, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under clause (1), the secretary must notify the committee which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the association convened under clause (3):
  - (a) no business other than the question of the appeal is to be transacted, and
  - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
  - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
  - (d) If at the general meeting the association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

## **PART IV – THE COMMITTEE**

### **16. Powers of the committee.**

The committee is to be called the committee of the association and, subject to the Act, the Regulation and these rules and to any resolution passed by the association in general meeting:

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all such functions as may be exercised by the association and those functions that are required by these rules to be exercised by a general meeting of members of the association, and
- (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

### **17. Constitution and membership**

- (1) Subject in the case of the first members of the committee to section 21 of the Act, the committee is to consist of:
  - (a) the office-bearers of the association, and
  - (b) ordinary members elected by resolution of the committee as members of the committee in accordance with *Rules of Procedure for Membership of Landcare NSW Inc.*
- (2) The office-bearers of the association are to be:

- (a) the Chairperson
  - (b) the Deputy Chairperson
  - (c) the Treasurer, and
  - (d) the Secretary.
- (3) Office-bearers, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of their election, but is eligible for re-election.
- (4) Ordinary members of the association, in accordance with the *Rules of Procedure for Membership of Landcare NSW Inc.*, may by resolution of the committee be appointed to fill a vacancy on the committee at any time.

### **18. Election of members**

- (2) Nominations of candidates for election as ordinary members of the committee:
- (a) must be made in writing in accordance with the *Rules of Procedure for Membership of Landcare NSW Inc.*
  - (b) may be made at any time.
- (3) The ballot for the election of office-bearers of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

### **19. Secretary**

- (1) The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- (2) It is the duty of the secretary to keep minutes of:
- (a) all appointments of office-bearers and members of the committee
  - (c) the names of members of the committee present at a committee meeting or a general meeting, and
  - (d) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

### **20. Treasurer**

It is the duty of the treasurer of the association to ensure:

- (a) that all money due to the association is collected and received and that all payments authorised by the association are made, and

- (b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

## **21. Duties of Public Officer**

- (a) The first Public Officer shall be the person who completed the application for incorporation of the group
- (b) The committee may at any time remove the Public Officer and appoint a new Public Officer provided that the person appointed is 18 years of age or older and a resident of New South Wales.
- (c) The Public Officer shall be deemed to have vacated their position in the following circumstances:
  - i. death;
  - ii. resignation;
  - iii. removal by the committee or at a general meeting;
  - iv. bankruptcy or financial insolvency;
  - v. mental illness; or
  - vi. residency outside New South Wales.
- (d) When a vacancy occurs in the position of Public Officer the committee shall within 14 days notify the Office of Fair Trading by the prescribed form and appoint a new Public Officer.
- (e) The Public Officer is required to notify the Office of Fair Trading by the prescribed form in the following circumstances:
  - (i) appointment (within 14 days);
  - (ii) a change of residential address (within 14 days);
  - (iii) a change in the group's objectives or rules (within 1 month);
  - (iv) the group's financial affairs (the Annual Statement) (within 1 month after the annual general meeting);
  - (v) a change in the group's name (within 1 month).
- (f) The Public Officer may be an office bearer, committee member or any other person regarded as suitable for the position by the committee.
- (g) The Public Officer shall keep a register of members of the committee which must:
  - (i) contain the name and residential address of each committee member and the date on which they became a member of the committee;
  - (ii) be updated within 1 month of any change taking place; and
  - (iii) be made available for inspection by any person, at all reasonable hours and free of charge.
- (h) Except as otherwise provided in these rules all records, books and other documents relating to the group shall be kept in the custody and under the control of the Public Officer.

## **22. Casual Vacancies**

For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member:

- (a) dies, or
- (b) ceases to be a member of the association, or

- (c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
- (d) resigns office by notice in writing given to the secretary, or
- (e) is removed from office under rule 19, or
- (f) becomes a mentally incapacitated person, or
- (g) is no longer a member in accordance with the *Rules of Procedure for Membership of Landcare NSW Inc.*

### **23. Removal of member**

- (1) The association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the committee to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representation be notified to the members of the association, the secretary or the chair may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

### **24. Meetings and quorum**

- (1) The committee must meet at least two times in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by the chair or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least seven (7) days (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under clause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any six members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.

- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
- (a) the chair or, in the chair's absence, the vice-chair is to preside, or
  - (b) if the chair and the vice-chair are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

## **25. Delegation by committee to sub-committee**

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
- a. this power of delegation, and
  - (b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this rule, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn, as it thinks proper.

## **26. Voting and decisions**

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote.
- (3) Subject to rule 23(5), the committee may act despite any vacancy on the committee.

- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

## **PART V – GENERAL MEETING**

### **27. Annual general meetings – holding of**

- (3) With the exception of the first annual general meeting of the association, the association must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the association, convene an annual general meeting of its members.
- (2) The association must hold its first annual general meeting:
  - (a) within the period of 18 months after its incorporation under the Act, and
  - (b) within the period of 6 months after the expiration of the first financial year of the association.
- (3) Clauses (1) and (2) have effect subject to any extension or permission granted by the Commissioner under section 26(3) of the Act.

### **28. Annual general meetings – calling of and business at**

- (1) The annual general meeting of the association is, subject to the Act and to rule 26, to be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
  - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
  - (b) to receive from the committee reports on the activities of the association during the last preceding financial year,
  - (c) to elect office-bearers of the association,
  - (d) to receive and consider the statement which is required to be submitted to members under section 26(6) of the Act.
- (3) An annual general meeting must be specified as such in the notice convening it.

### **29. Special general meetings – calling of**

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the association.
- (2) The committee must, on the requisition in writing of at least four members, convene a special general meeting of the association.

- (3) A requisition of members for a special general meeting:
- (a) must state the purpose or purposes of the meeting, and
  - (b) must be signed by the members making the requisition, and
  - (c) must be lodged with the secretary, and
  - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in clause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who consequently incurs expenses is entitled to be reimbursed by the association for any expense so incurred.

### **30. Notice**

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under rule 27(2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

### **31. Procedure**

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.

- (2) Five members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
  - (a) if convened on the requisition of members, is to be dissolved, and
  - (b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least three) is to constitute a quorum.

### **32. Presiding member**

- (1) The Chair or, in the Chair's absence, the Deputy Chair, is to preside as chairperson at each general meeting of the association.
- (3) If the Chair and the Deputy Chair are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

### **33. Adjournment**

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (4) Except as provided in clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

### **34. Making of decisions**

- (1) A question arising at a general meeting of the association is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the association, a poll may be demanded by the chairperson or by at least four members present in person at the meeting.

3) If a poll is demanded at a general meeting, the poll must be taken:

- (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
- (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

### **35. Special resolution**

A resolution of the association is a special resolution:

- (a) if it is passed by a majority which comprises at least three-quarters of such members of the association as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which at least 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or
- (b) where it is made to appear to the Commissioner that it is not practicable for the resolution to be passed in the manner specified in paragraph (a), if the resolution is passed in a manner specified by the Commissioner.

### **36. Voting**

- (1) On any question arising at a general meeting of the association a member has one vote only.
- (2) All votes must be given personally.
- (3) A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

### **37. Appointment of proxies**

There shall be no proxy votes .

## **PART VI - ESTABLISHMENT OF PUBLIC FUND**

### **38. Establishment of the Public Fund**

To establish and maintain a public fund to be called the Landcare NSW Fund for the specific purpose of supporting the environmental objects/purposes of Landcare NSW Incorporated. The Fund is established to receive all gifts of money or property for this purpose and any money received because of such gifts must be credited to its bank account. The Fund must not receive any other money or property into its account and it must comply with subdivision 30-E of the *Income Tax Assessment Act 1997*.

### **39. Requirements of the Public Fund**

The association must inform the Department responsible for the environment as soon as possible if:

- (1) it changes its name or the name of its public fund; or

- (2) there is any change to the membership of the management committee of the public fund; or
- (3) there has been any departure from the model rules for public funds located in the Guidelines to the Register of Environmental Organisations.

#### **40. Ministerial Rules**

The association agrees to comply with any rules that the Treasurer and the Minister with responsibility for the environment may make to ensure that gifts made to the fund are only used for its principal purpose.

#### **41. Conduit Policy**

Any allocation of funds or property to other persons or organisations will be made in accordance with the established purposes of the association and not be influenced by the preference of the donor.

#### **42. Winding Up**

In case of the winding-up of the Fund, any surplus assets are to be transferred to another fund with similar objectives that is on the Register of Environmental Organisations.

#### **43. Statistical Information**

- (1) Statistical information requested by the Department on donations to the Public Fund will be provided within four months of the end of the financial year.
- (2) An audited financial statement for the association and its Public Fund will be supplied with the annual statistical return. The statement will provide information on the expenditure of Public Fund monies and the management of Public Fund assets.

### **PART VII - MANAGEMENT OF PUBLIC FUND**

- 44.** (1) The objective of the fund is to support the association's environmental purposes.
- (2) Members of the public are invited to make gifts of money or property to the fund for the environmental purposes of the association.
- (3) Money from interest on donations, income derived from donated property, and money from the realisation of such property is to be deposited into the fund.
- (4) A separate bank account is to be opened to deposit money donated to the fund, including interest accruing thereon, and gifts to it are to be kept separate from other funds of the association.
- (5) Receipts are to be issued in the name of the fund and proper accounting records and procedures are to be kept and used for the fund.
- (6) The fund will be operated on a not-for-profit basis.
- (7) A committee of management of no fewer than three persons will administer the fund. The committee will be appointed by the association. A majority of the members of

the committee are required to be 'responsible persons' as defined by the Guidelines to the Register of Environmental Organisations.

## **PART VIII - MISCELLANEOUS**

### **45. Insurance**

The association may effect and maintain insurance.

### **46. Funds – source**

- (1) The funds of the association are to be derived from registration fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

### **47. Funds – management**

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in pursuance of the objects of the association in such manner as the committee determines.
- (3) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments to a value more than \$500.00 must be signed by any two members of the committee or employees of the association, being members or employees authorised to do so by the committee.

### **48. Alteration of objects and rules**

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the association.

**End of Rules**

**Appendix 1**

**(Rule 3 (1))**

**APPLICATION FOR MEMBERSHIP OF ASSOCIATION**

.....Incorporated

(incorporated under the *Associations Incorporation Act 1984*)

I, .....

(full name of applicant)

of .....

(address)

.....

(occupation)

representing.....

(name of community environmental group)

hereby apply to become a member of the above named incorporated association. In the event of my admission as a member, I agree to be bound by the rules of the association for the time being in force.

.....

Signature of applicant

Date