

# EUROBODALLA NATURAL HISTORY SOCIETY INCORPORATED

## Objects and Constitution

### **Objects**

1. Foster and encourage the study, enjoyment and conservation of the natural environment of the area;
2. Arrange indoor meetings and field excursions for these ends;
3. Encourage and train members in the keeping of records of the wildlife of the area;
4. Prepare reports of these records from time to time;
5. Liaise with other societies, organizations and individuals with similar interests.

### **Interpretation**

In this constitution, association means the Eurobodalla Natural History Society Incorporated.

### **Membership**

Everyone interested in any aspect of natural history is to be eligible for membership.

An application for membership, accompanied by the fee, is to be lodged with the treasurer.

Membership fees are payable on 1 January each year and shall be decided by a majority vote at the annual general meeting.

Membership lapses if payment is not made by 1 April yearly.

### **Register of members**

The treasurer is to maintain a register of members of the association, open for inspection by any member at any reasonable hour.

If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available.

A member must not use information about a person obtained from the register to contact or send material to the person, other than for the purposes of sending the person a newsletter, a notice in respect of a meeting or other material relating to the association. -

### **Members' liabilities**

Members are not liable 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.

### **Management**

The association is to be managed by a committee consisting of a chair, secretary, treasurer, recorder and at least four other members.

Each member of the committee is permitted to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

A committee member may hold up to two offices.

### **Election of committee members**

Nominations of candidates for election as office-bearers or as ordinary committee members are to be made in writing, signed by two members of the association and accompanied by the written consent of the candidate and be delivered to the secretary at least seven days before the annual general meeting at which the election is to take place.

If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.

If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.

Casual vacancies on the committee may be filled by the committee. The Committee has the power to co-opt additional members. The Committee shall appoint the public officer.

### **Secretary**

It is the duty of the secretary to keep minutes of all appointments of office-bearers and members of the committee, and the names of members of the committee present at a committee meeting or a general meeting, and all proceedings at committee meetings and general meetings.

Minutes of proceedings at a meeting are to be signed by the chair of the meeting or by the chair of the succeeding meeting.

### **Treasurer**

It is the duty of the treasurer of the association to ensure that all money due to the association is collected and received and that all payments authorised by the association are made, and 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.

### **Committee meetings and quorum**

- (1) The committee is to meet at least two times in each calendar year.
- (2) Oral, electronic or written notice of a meeting is to be given by the chair to each member of the committee at least 48 hours (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.
- (3) Notice of a meeting 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, except business which the committee members present unanimously agree to treat as urgent business.
- (4) Any three members of the committee will constitute a quorum. .

### **Voting and decisions**

Questions arising at a meeting of the committee are to be determined by a majority vote. Each member present, including the person presiding, is entitled to one vote and in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

### **General meetings**

The annual general meeting of the association is to be specified as such in the notice convening it, and is to be held in May each year.

The business of an annual general meeting is to include the following:

- (a) to confirm the minutes of the last 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 preceding financial year,
- (c) to elect office-bearers of the association and ordinary committee members,
- (d) to receive and consider any financial statement or report required to be submitted to members.

### **Quorum for general meetings**

No item of business is to be transacted at a general meeting unless a quorum of ten members is present.

### **Special resolutions**

Twenty-one days notice must be given for the proposal of a special resolution. For the special resolution to be passed, it must supported by three-quarters of the members present.

### **Voting**

On any question arising at a general meeting of the association a member has one vote only, and in the case of an equality of votes, the chair of the meeting is entitled to exercise a second or casting vote. All votes are to be given in person.

## **Funds**

The funds of the association are to be derived from annual subscriptions of members, sales of the association's products, and donations.

All money received by the association is to be deposited as soon as practicable to the credit of the association's bank or other authorised deposit-taking institution account. An appropriate receipt is to be given, as soon as practicable, after receiving any money.

Subject to any resolution passed by the association in a 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.

In the case of voluntary dissolution of the association, the funds are to be distributed to another organisation of similar interests within the Shire.

Cheques are to be signed by anyone of two signatories.

## **Change of name, objects and constitution**

An application to the Director-General for registration of a change in the association's name, objects or constitution may be made by the public officer or a committee member.

## **Custody of books**

Except as otherwise provided by this constitution, minute books are to be kept by the secretary; financial records are to be kept by the treasurer; archival materials are to be kept by the chair, and other documents relating to the association are to be kept by the public officer.

## **Inspection of books**

All records, books and other financial documents of the association, this constitution, minutes of all committee meetings and general meetings of the association are to be open to inspection, free of charge, by a member of the association at any reasonable hour.

## **Financial year**

The financial year of the association is to end on 30 April.

**General.** The association shall have no political affiliation.

## **Resolution of disputes**

A dispute between a member and another member of the association, or a dispute between a member or members and the association, is to be referred to a community justice centre for mediation.

If a dispute is not resolved by mediation within three months of the referral to a community justice centre, the dispute is to be referred to arbitration.

A complaint may be made to the committee that a member of the association has refused or neglected to comply with a provision of this constitution, or has wilfully acted in a manner prejudicial to the interests of the association.

The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious.

If the committee decides to deal with the complaint, the committee must cause notice of the complaint to be served on the member concerned, and must give the member at least 14 days from the time the notice is served to make submissions to the committee in connection with the complaint, and must take into consideration any submissions made by the member in connection with the complaint.

The committee may, by resolution, expel the member from the association or suspend the member from membership of the association if it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.

If the committee expels or suspends a member, the secretary must, within seven days, cause written notice to be given to the member of the action taken and the reasons given by the committee.

A member may appeal in a general meeting against a resolution of the committee within seven days after notice of the resolution is served, by lodging with the secretary a notice to that effect. The secretary must notify the committee to convene a general meeting within 28 days of receipt of notice.

The appeal is to be determined by a simple majority of votes cast by secret ballot by members of the association.