

BRINDABELLA BUSHWALKING CLUB INC

Canberra, Australian Capital Territory

CONSTITUTION

1. NAME

The name of the Association shall be the 'Brindabella Bushwalking Club'.

2. OBJECTS

The objects of the Association are to provide a program of bushwalking and related activities including those in which adults and adults accompanied by children can take part together, and in this way to further interest in bushwalking, safety and survival in the bush, and maintenance of the natural environment.

3. MEMBERSHIP

(a) Families (comprising up to two adults and their children under 18 residing at the same address) or individuals become members on acceptance by the Membership Secretary of the membership application, joining fee and subscription set by the previous Annual General Meeting. Honorary members are those members who, for service to the association over a number of years, have been appointed an honorary member by a general meeting. The annual subscription shall be waived for honorary members, but not for their families.

(b) The Membership Secretary shall, on request, forward to the new member a copy of the Constitution of the Association.

(c) Where a family subscription has been paid all individuals of that family over eighteen years of age shall be considered eligible to vote at Association meetings.

(d) Children reaching the age of eighteen years shall not be covered by the family subscription.

(e) All subscriptions for membership become due at the start of the next Association membership year.

(f) The membership year is from 1st October to 30th September

(g) The Committee reserves the right to refuse membership, on review of the relevant membership application submitted by the Membership Secretary.

(h) (i) The Committee may expel from membership any member whom the Committee considers to have persistently refused or neglected to comply with this Constitution or acted in a manner prejudicial to the interests of the Association.

(ii) The member shall have the right to appeal to the Committee (either in writing or in person) at a meeting of the Committee held between 14-28 days from the delivery (electronically or by post) to the

member of the notification setting out the grounds for expulsion and the date, time and place of such a meeting.

(iii) If as a result of this meeting (Clause 3h(ii)), the Committee's resolution to expel the member is confirmed, then the member has the right to appeal to a special general meeting of the Association, which may confirm or revoke the expulsion; any appeal to do this must be made to the Secretary within 7 days after the notice of the Committee's resolution is served on the member; the Secretary will then advise the Committee to call a special general meeting of the Association to be held within 21 days after the date when the Secretary received the notice or as soon as possible after that date.

4. MEETINGS

(a) An annual general meeting shall be held within five months of the end of the financial year of the Association. A notice and an agenda shall be distributed (electronically or by post) to members at least fourteen days prior to the date set for the meeting. Where constitutional amendments are to be considered, the proposed amendments will be distributed to members at least 21 days prior to the meeting. The agenda shall include an explicit statement of any constitutional amendments proposed.-

(b) Special general meetings may be called by the Secretary at the direction of the Committee, or written request of ten per cent of the membership. Such meetings shall be notified to all members in the same manner as an annual general meeting, the agenda stating explicitly the business to be put to that meeting.

(c) Other general meetings may be arranged from time to time in accordance with the objects of the Association. Any business conducted at such general meetings shall be subject to reconsideration at the next Annual General Meeting.

(d) Notices of meetings may be included in general Association notices and programs, provided the required notice is given of the meeting.

(e) Fifteen members present in person and entitled to vote constitutes a quorum at an Association meeting.

(f) Voting at Association meetings shall be restricted to financial members present (see Clauses 3a and 3c above), except where a constitutional amendment is proposed, when a proxy vote by financial members is allowed. A proxy must take the form of the notice paper for the relevant meeting, signed by the member and marked in such a way as to indicate the manner in which the signatory may wish to vote. For constitutional amendments, a majority vote exceeding seventy-five per cent of the total of the valid votes is required to pass the motion. For all other matters, a simple majority of valid votes is required, except for a meeting to consider the resolution to expel a member, when the voting must be by secret ballot.

5. COMMITTEES AND OFFICERS

(a) The Committee responsible for the running of the Association shall consist of the office bearers, and up to three ordinary Committee members supported by two sub-Committees viz the Walks sub-Committee and the Social sub-Committee.

(i) The office bearers shall be:

President
 Vice-President
 Treasurer
 Secretary
 Membership Secretary
 Walks Officer
 Social Secretary
 Training and Development Officer
 Up to three Ordinary Committee Members

(ii) A Committee member may hold up to two offices (other than both the President and Vice-President positions together) e.g. Vice-President/Walks Officer or Treasurer/Membership Secretary.

(iii) The Walks sub-Committee shall be made up of the Walks Officer and at least four other members. This sub-Committee is responsible for the walks programs, normally for the periods January–June and July–December.

(iv) The Social sub-Committee shall be made up of the Social Secretary and at least two other members. This sub-Committee is responsible for the social program included in the published walks program.

(b) (i) The Committee must meet at least 3 times in each membership year.

(ii) Committee meetings may be called by the President or any two officer bearers.

(iii) Notice of Committee meetings shall be given to all Committee members at least 3 days in advance together with a proposed agenda.

(iv) Four office bearers shall form a quorum for the transaction of business with the President (or in the absence of the President), the Vice-President presiding; in the absence of both the President and Vice-President then one of the remaining members of the Committee may be chosen to preside.

(v) No business can be transacted without a quorum. If within 30 minutes of the time set for the meeting a quorum is not present, then the meeting is adjourned and a new date, time and place is subsequently set.

- (vi) Voting at Committee meetings will be restricted to the Committee members and decisions supported by a majority of the votes of the Committee members.
- (c) The office bearers shall be elected at the Annual General Meeting each year. A member of the Committee is eligible for re-election.
 - (i) All elections of the Committee members shall be conducted by the Returning Officer appointed by the Committee
- (d) In the event of the resignation or continuing unavailability of any member of the Committee, the remainder of the Committee shall appoint a member to fill the position. Notices shall be sent to all members so that the appointment may be ratified by a special general meeting if such is requested by ten percent of the membership.
- (e) Other members may be co-opted onto sub-Committees for one or more meetings as desired by that sub-Committee or to fill a vacancy.
- (f) A Public Officer shall be appointed by the Committee annually and shall be resident in the Australian Capital Territory. If for any reason a vacancy occurs in the office of Public Officer a new appointment shall be made by the Committee within fourteen days of the vacancy occurring. The duties of the Public Officer shall be as specified by the *Associations Incorporation Act 1991* of the Australian Capital Territory.

6. FINANCES

- (a) The Association's only sources of income shall be joining fees (set as outlined in Clause 6(c)), annual subscriptions of the members, donations and interest on the balance of Association funds.
- (b) The liability of members of the Association in respect of any claims arising out of activities of the Association is limited to the amount of their annual subscription.
- (c) The joining fee shall be zero or as set from time to time by a majority vote at an annual general meeting.
- (d) Appropriate subscriptions shall be recommended by the Committee to cover normal expenditure and to maintain only an adequate reserve. These subscription levels shall be proposed each year for approval by the Annual General Meeting for implementation in the following membership year.
- (e) The signatories of the Committee are authorized to spend up to 20% more than that in the previous year on a similar item and up to \$2,000, once only, on any new item. Expenditure beyond this requires authorization by the whole Committee. Statements of such expenditure shall be presented to the next general meeting of the Association.
- (f) The Treasurer shall keep proper books to account for all moneys received and expended by the Association. An audited statement of receipts and payments shall be prepared by the Treasurer for the Annual General Meeting each year.

(g) The Association's funds shall be kept in one or more accounts in the Association's name in such financial institutions as may be determined by the Committee. The President, Treasurer and up to two other Committee members chosen by the Committee shall have authority to operate the account(s). In addition, all payments from Association funds shall be made by cheque, signed by any two of those authorised, or by means of electronic banking, whereby payments are authorised or effected by any two persons authorised to sign cheques.

(h) New members joining on or after 1st July shall receive membership up until 30th September of the following calendar year.

(i) The Auditor shall be appointed by the Committee annually, and no officer of the Association or the Public Officer shall be eligible for this appointment.

(j) The financial year of the Association is the period beginning on the 1st July in each year and ending on 30th June the next following year.

7. SEAL

(a) The seal of the Association shall be in the form of a rubber stamp inscribed with the name of the Association encircling the word "seal".

(b) The seal of the Association shall not be affixed to any instrument except by authority of the Committee, and the affixing thereof shall be attested by the signatures of two office bearers, and the attestation is sufficient for all purposes that the seal was affixed with the authority of the Committee.

(c) The seal shall remain in the custody of the Treasurer.

8. BOOKS AND DOCUMENTS

(a) The Secretary must keep in his or her custody/control all records, books and other documents relating to the Association, apart from those relating to the financial records of the Association which are kept by the Treasurer (Clause 6f) or those held in the Australian Capital Territory Heritage Archive Library or those relating to walks, kept by the Walks Officer.

(b) Subject to the Privacy Act considerations, the records, books and other documents of the Association may be open to inspection within the Australian Capital Territory by any member, at no charge, at any reasonable time on application to the Secretary.

9. DISSOLUTION

In the event of the dissolution of the Association, winding up of the association shall be to the requirements of the *Associations Incorporation Act 1991* of the Australian Capital Territory.