

**BRINDABELLA BUSHWALKING CLUB INC**  
Canberra, Australian Capital Territory

**CONSTITUTION**

**1. NAME**

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

**2. OBJECTS**

The objects of the Club 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**

Applicants become members of the Club on acceptance by the Membership Secretary of the membership application, joining fee and subscription set at the previous Annual General Meeting. The Committee reserves the right to refuse an application for membership.

Subscriptions for membership become due at the start of the Club's membership year, which is from 1<sup>st</sup> October to 30<sup>th</sup> September. Subscription fees are waived for Honorary Life Members.

The Club has three classes of Member.

- (a) **Single.** Any adult.
- (b) **Family.** Up to two adults and their children under 18 residing at the same address.
- (c) **Honorary Life Member.** Any member who, for outstanding service to the Club has been so appointed at an Annual General Meeting. There is a separate policy document on the Club's website detailing the process involved.

**4. DISCIPLINARY PROCEDURES**

The Club will act in accordance with the procedures contained in the Model Rules in force at the time.

<https://files.accesscanberra.act.gov.au/legacy/2303/Associations%20model%20rules.pdf>

## 5. MEETINGS

- (a) An Annual General Meeting shall be held within three months of the end of the financial year. 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) A Special General Meeting 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, with the agenda stating explicitly the business to be put to that meeting.
- (c) Other General Meetings may be arranged from time to time. Any business conducted at such General Meetings shall be subject to reconsideration at the next Annual General Meeting.
- (d) Fifteen members present in person and entitled to vote constitutes a quorum at a General Meeting. 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 must subsequently be set.
- (e) Voting at General Meetings shall be restricted to financial members present, 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. A simple majority of valid votes is required for ordinary and Annual General Meetings.
- (f) All members, other than children, are eligible to vote at Club meetings.
- (g) For constitutional amendments and Special General Meetings called to hear an appeal by a member who is subject to disciplinary action, a majority vote exceeding seventy-five per cent of the total of the valid votes is required to pass the motion. Votes on an appeal by a member who is subject to disciplinary action must be by secret ballot.

## 6. COMMITTEES AND OFFICERS

- (a) The Committee responsible for the running of the Club shall consist of the office bearers, and up to three ordinary Committee members. The Committee is supported by two subcommittees; i.e.; the Walks Subcommittee and the Social Subcommittee.

The Club's 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

- (b) A Committee member may hold up to two offices (other than both the President and Vice-President positions together).
- (c) The office bearers shall be elected at the Annual General Meeting each year and current members of the Committee shall be eligible for re-election. The election of the Committee members shall be conducted by the Returning Officer appointed by the outgoing Committee.
- (d) The Committee must meet at least 3 times in each membership year.
- (i) Committee meetings may be called by the President or any two office bearers.
- (ii) Notice of Committee meetings shall be given to all Committee members at least 3 days in advance together with a proposed agenda.
- (iii) 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.
- (iv) 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 must be adjourned and a new date, time and place must be set.
- (v) Voting at Committee meetings is restricted to the Committee members, with decisions supported by a majority of the votes of the Committee members.
- (e) The Walks Subcommittee shall be made up of the Walks Officer and at least four other members. This Subcommittee is responsible for producing the walks programs.
- (f) The Social Subcommittee shall be made up of the Social Secretary and at least two other members.
- (g) The members of the Walks Subcommittee and the Social Subcommittee will be appointed at the Annual General Meeting.

- (h) **Casual Committee Vacancies.** 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.
- (i) Any member may be co-opted to fill a vacancy in a subcommittee.
- (j) 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.

## 7. FINANCES

- (a) The Club's only sources of income shall be the joining fee, annual subscriptions of the members, donations and interest on the balance of Club funds.
- (b) The liability of members of the Club in respect of any claims arising out of activities of the Club 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 Club.
- (f) The Treasurer shall keep proper books to account for all moneys received and expended by the Club. An audited statement of receipts and payments shall be prepared by the Treasurer for the Annual General Meeting each year.
- (g) The Club's funds shall be kept in one or more accounts in the Club'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 Club funds shall be made by means of electronic banking authorised by the Treasurer and approved by one other Committee member who has authority.

- (h) New members joining on or after 1<sup>st</sup> July shall receive membership up until 30<sup>th</sup> September of the following calendar year.
- (i) The Auditor shall be appointed by the Committee annually, and no member of the Club shall be eligible for this appointment.
- (j) The financial year of the Club is the period beginning on the 1st July in each year and ending on 30<sup>th</sup> June the next following year.

## 8. **BOOKS AND DOCUMENTS**

- (a) The Secretary must keep in his or her custody/control all records, books and other documents relating to the Club, apart from:
  - (i) those relating to the financial records of the Club which are kept by the Treasurer; or
  - (ii) membership application forms and the Club database, which are kept by the Membership Secretary; or
  - (iii) those relating to walks, kept by the Walks Officer; or
  - (iv) those deposited from time to time with the Australian Capital Territory Heritage Library.
- (b) Subject to the Privacy Act considerations, the records, books and other documents of the Club 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 Club, winding up of the Club shall be to the requirements of the *Associations Incorporation Act 1991* of the Australian Capital Territory.