

Constitution

Carers of Point Hut Pond



Member of Southern ACT Catchment Group



This Constitution was approved 30 June 2015

Version 1

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1 Context

The **Carers of Point Hut Pond** was created in 2014 and is a member organisation of the Southern ACT Catchment Group. The **Carers of Point Hut Pond** is a non-incorporated body and relies upon the Southern ACT Catchment Group to hold and manage any funds and assets on its behalf.

2 Objectives

The objectives of the **Carers of Point Hut Pond** are:

- To promote the positive and constructive use for active and passive recreation of the Point Hut Pond area and its surrounds;
- To engage with the community to assist in informing the community about the benefits of this asset and the risks to its continuing quality;
- To promote the use of the Pond as a learning tool, especially for young residents of the district;
- To develop and maintain a plan for the positive use of the Pond, and to assist with the management of issues surrounding the continued quality of the asset;
- To lobby for attention from Government and relevant agencies to invest effort and resources in maintaining and developing the Pond;
- To contribute, as far as possible, directly toward maintaining the Pond through individual and group effort; and
- To protect and foster wildlife.

3 Membership

Membership is open to any adult individual person who:

- Supports and adheres to the Objectives of the **Carers of Point Hut Pond**;
- Submits an application to the Committee of **Carers of Point Hut Pond**, in a form approved by the Committee, pays any relevant fee, and has his or her membership application accepted; and
- Continues to remain in contact with the Group.

Membership is continuing, and a member will remain a member provided the member:

- Has not resigned;
- Has been in contact with the Group within the previous 12 months and remains a financial member; and
- Has not had his or her membership withdrawn by a decision of the Committee.

Applications for membership must be considered by the Committee, and a decision should not be unreasonably delayed. Before an application is considered, the applicant must complete a membership application form and pay any applicable fees. Note that fees accompanying an application should be returned to the applicant if the application is declined.

4 Membership Rights

Members are encouraged to take part in activities supporting the Objectives of the **Carers of Point Hut Pond**.

Members have the right to stand for membership of the Committee and vote for the election of Committee members, at the Annual General Meeting of the **Carers of Point Hut Pond**.

Members have a right of access to the minutes of any meeting of the Committee.

Members have the right to be furnished with a complete list of Members, and a List of Committee Members on request.

5 Friends of the Carers of Point Hut Pond

The **Carers of Point Hut Pond** recognises that not all contributors will choose to become members. The Group welcomes contributions from any member of the Community and does not require individuals to become a member in order to be able to support the activities of the Group.

6 Committee

The Committee will be elected annually from amongst the Members of the **Carers of Point Hut Pond**.

The maximum number of Committee Members is to be determined ahead of each Annual Meeting. The minimum number of Committee members is four.

The Committee shall meet at least three times annually.

The Committee is free to assign any and all roles to Committee Members including those of Chair, Secretary, Treasurer, Public Officer, Publicity Officer and any other such role as the Committee deems necessary. The powers of these individual appointees will be determined by the Committee at the time of their creation.

Any vote of the Committee will be determined by a simple majority of Committee members present at a meeting that has been advertised to Committee members, and that has achieved a quorum.

A quorum comprises at least three Committee Members.

7 Powers of the Committee

All the Executive power of the **Carers of Point Hut Pond** are held by the Committee.

The Committee must adhere to the Objectives of the **Carers of Point Hut Pond**, and ensure that all of its decisions are consistent with the Objectives.

In furthering these Objectives, but not otherwise, the Committee has the power to

- Promote the health and wellbeing of the residents of the area through activities related to Point Hut Pond and to work together as Members irrespective of age, sex, ethnicity, ability, religion or political view.;
- Promote environmental improvement and conservation by educating, encouraging and assisting the local population in environmental practice, working in partnership with similar groups and organisations;
- Publicise and promote the work of the Group and organise meetings, promotional activities, training courses, events or seminars etc.;
- Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations;
- Set annually, the fee or fees for membership of the Group;
- Consider applications from any person to become a Member, and keep a record of the reasons for any decision to refuse membership to a person. The reasons for any decision to grant, or not to grant membership to an individual *must* be made available to that individual on request, but *must not* be made available to any other person who is not a Committee Member;
- Co-opt, as required additional Members onto the Committee if deemed necessary;
- Employ volunteers as necessary to conduct activities to meet the objects; and
- Take any form of action that is lawful, which is necessary to achieve and protect the objects of the Group

The Committee *may* hold its meetings in public, and *may* also hold meetings or parts of meetings *in camera*.

The Committee *must* keep a record of its deliberations and decisions and make them available on request to any Member of the Group, except in relation to Membership decisions.

The Committee may authorise any person to attend any or all of its meetings.

8 Finances

The Committee will be responsible for the management of any finances under its control.

- Any money acquired by the **Carers of Point Hut Pond**, including donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Group. All funds must be applied to the objects of the Group and for no other purpose;
- When and if required, bank accounts shall be opened in the name of the Group. Any deeds, cheques etc relating to the Group's bank account shall be signed by at least two committee members, who will be authorised to do so by the Committee from time to time;

- Where funds are held electronically, the treasurer will be provided with explicit rules providing controls for the authorisation of transactions. These shall be developed by the Committee as required; and
- Any income and expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Group stays within budget. Official accounts shall be maintained, and will be examined annually by an independent auditor who is not a member of the Group and who has appropriate expertise. An annual financial report shall be presented at the Annual General Meeting each year.

9 Amendments to this Constitution

Amendments to this Constitution can only be made through a meeting of all members. Amendments may only be proposed by a member of the Committee, authorised by the Committee for that purpose.

All members must be given notice 2 weeks ahead of any meeting to consider changes to the Constitution in written or electronic form, and must be provided with copies of the proposed amendments ahead of any meeting. Provided due notice has been provided a quorum at such a meeting is three members.

10 Dissolution

The Group may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Committee.

Adoption

This Constitution was adopted on Friday 17 July 2015 at a meeting of all members.

Approved

Pauline Gattenhof

August 2015