

RULES OF THE ASSOCIATION
of the GINNINDERRA CATCHMENT GROUP
AN ASSOCIATION INCORPORATED UNDER THE AUSTRALIAN CAPITAL
TERRITORY ASSOCIATIONS INCORPORATION ACT (1991)

Preamble

These are the Rules of the Association for the Ginninderra Catchment Group for the purposes of incorporation and will be subject to review by the Executive of the Ginninderra Catchment Group as required.

The Ginninderra Catchment Group may include any landcare and environment group or individual operating within the catchment.

1. Name

The name of the incorporated body shall be the "Ginninderra Catchment Group" Incorporated (hereinafter called the Group or GCG).

2. Organisation

The Group is a community based, not for profit, incorporated association.

3. Goal

The goal of the Group is to improve the health and sustainability of the Ginninderra Creek catchment.

4. Objectives and Purposes

The objectives of the Group are as follows:

- (a) To maintain and improve the environment of the Ginninderra Creek catchment (including Gooromon Ponds) in its regional context.
- (b) To achieve real change in the management of the catchment's natural resources through increasing the profile, influence and effectiveness of the Ginninderra Catchment Group.

- (c) To foster a community identity and host a local forum for voicing landcare concerns in relation to environmental issues affecting the Ginninderra Creek catchment of the wider Murrumbidgee catchment.
- (d) To preserve, improve or restore, wherever possible and practical, the environment including natural sites and places as well as historical and cultural sites of significance within the Group's area of interest.
- (e) To host forums and discussions with a view to fostering community interest and action in catchment strategies.
- (f) To initiate, support and undertake or participate in or coordinate any appropriate action or activity or event advantageous to the catchment environment, including acting as agents or representatives of members.
- (g) To join or form alliances with any individual, group, organisation, government body or business that can actively and positively aid, assist or benefit the promotion of the goals, objectives and purposes of the Group.
- (h) Whenever possible, the Group will seek to achieve these objects and purposes by:
 - (i) ensuring that the aims and objectives or wishes of the membership are not subordinated to partisan positions;
 - (ii) ensuring that legislators and officials are fully informed of community needs and expectations in relation to the catchment environment as expressed in Group activities;
 - (iii) developing co-operative working arrangements with government agencies and landholders with responsibilities for land and water management in the Ginninderra Creek catchment.
- (i) To establish and maintain a public fund to be called the ***Ginninderra Environment Restoration Fund*** for the specific purpose of supporting the environmental objects/purposes of the Ginninderra Catchment Group.

5. Membership

The members of the Group are:

- (a) Either:
 - Organisations with full voting rights or
 - individuals with no voting rights

- (b) Any organisation or individual with an interest in the objectives, goals and purposes of the group may apply for membership. On acceptance by the Executive, group members will be listed on the Ginninderra Catchment Group website. Individual members will be recorded internally by the Group.

6. Fees and Subscriptions

The Group may levy membership fees or subscriptions as agreed to by the Executive or by a majority at a general meeting.

7. Members' Liability

- (a) The liability of members of the Group is limited to \$1.
- (b) If upon winding up or dissolution of the Group there remains after the satisfaction of all its debts and liabilities, any property, assets or monies whatsoever, the same shall not be paid or distributed to members of the Group, co-opted or appointed members or any individual community members, but shall be given or transferred to some other community Landcare group or groups with objects of the same intent to those of the Group, or to some charitable community organisation or organisations situated in the catchment and that prohibits the distribution of its, or their, income and property among its members. Such organisations are to be determined by the Group at or before the time of dissolution and insofar as effect cannot be given to such provision then to some charitable object.

8. Discipline

Where the Group or any sub-committee of the Group is of the opinion that a member has:

- (a) refused or neglected to comply with any provision of the rules set by the Group or has demonstrated impropriety which adversely affects the Group; or
- (b) acted in any manner prejudicial to the objects and interests of the Group, then:
 - (i) such acts shall be drawn to the attention of the Executive of the Group for action to overcome any adverse consequences for the Group;
 - (ii) such actions may include removal of the member from the Group and/or its affiliations.

- (c) any appeal against a decision by the Executive can at the appellant's written request be either referred to the full meeting of the Group by way of the Executive for vote by the membership or to a sub-committee established by the Executive with the agreement of the member subject to the adverse decision to hear the grievance.

9. Executive and Group Structure

- (a) The Executive shall consist of at least six persons but no more than ten elected at the general meeting. The minimum number of members at a Committee Meeting that constitute a Quorum shall be three.
- (b) The Executive shall elect from within its numbers the following office bearers:
- Convenor
 - Vice-Convenor
 - Education Officer
 - Secretary
 - Treasurer
 - Public Officer
- (c) No holder of an executive office in a known or registered political party may hold a position in the Executive unless his or her position is declared.
- (d) The minimum age for election or appointment to the Executive of the Group as an office bearer shall be eighteen years.
- (e) The Executive may appoint a person to speak on behalf of the Group.

10. General Meetings

- (a) General meetings of the Group shall be convened not less than twice a year.
- (b) Each member organisation may be represented by one or two persons.
- (c) Special meetings of the Group may be called at the discretion of the Executive or by request of at least three member groups.
- (d) Each General Meeting shall be chaired by the Convenor or a deputy as appointed by the Executive.

- (e) The procedures to be followed at any meeting of the Group shall be those in accordance with standard meeting procedures.
- (f) The minimum number of members that constitute a Quorum at a General Meeting of the Group shall be six.
- (g) Notices of General Meetings shall be circulated by the Secretary not less than seven days prior to date of meeting.
- (h)
 - (i) The Executive may establish Standing Committees and sub-committees of the Group.
 - (ii) Each Standing Committee and sub-committee shall have a chair, vice-chair and secretary and at least two ordinary members, who may be volunteers from members or persons invited to join the Standing Committee or sub-committee because of their expertise or interest.
 - (iii) All Standing Committees and sub-committees shall report through the Chair to the Executive and the Executive shall report to the membership at general and special meetings.

11. Election and appointment of members of Executive and Subcommittees

- (a) The election or appointment of members of the Executive shall be by simple majority vote of members present.
- (b) The term of office of members shall be twelve months.
- (c) Should any office fall vacant the Executive may appoint an office holder for the remainder of the term.

12. Voting

- (a) Voting on resolutions at General Meetings or special meetings shall be by majority of at least 75% of members entitled to vote and who vote in person at the meeting or by proxy.
- (b) Each organisation member shall be entitled to one vote, with up to two votes being put forth per member organisation. Votes by proxy are permitted.

13. Stakeholder Forums

- (a) The Executive shall arrange regular forum meetings of representatives of stakeholders with interests in the management of the Ginninderra Creek catchment.
- (b) The forums are to provide an opportunity for discussion of issues of common interest concerning the condition and management of the Ginninderra Creek catchment and issues related thereto, and for the dissemination of information that can assist in achieving the goals, objectives, and purposes of the Group.

14. Financial Year

The Financial Year of the Group shall be from 01 July to 30 of June of the succeeding year.

15. Funds

- (a) The sources from which the funds of the Group may be derived shall be from free will grants, donations, gifts or legacies within the community, fund raising activities and fees, subscriptions or sales of goods and services.
- (b) The assets and income of the organisation shall be applied solely in furtherance of its above-mentioned objects and goals, and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.
- (c) The Treasurer of the Group shall be responsible to the Executive for the management of the funds of the Group.
- (d) A bank account shall be maintained in name of the Group, and cheques and withdrawal transactions over \$5000 shall only be drawn on the account by two Executive members appointed signatories to that account. Cheques or withdrawal transactions under \$5000 may be made by one of a minimum of two delegates appointed by the Treasurer.
- (e) The Group has Deductible Gift Recipient (DGR) status.

16. Public Fund

- (a) The objective of the fund is to support the organisations environmental purposes. It will be named the Ginninderra Environmental Restoration Fund.

- (b) Members of the public are to be invited to make gifts of money or property to the fund for the environmental purpose of the organisation.
- (c) 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.
- (d) 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 organisation.
- (e) 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.
- (f) The fund will operate on a not-for-profit status.
- (g) A committee of management of no fewer than three persons will administer the fund. The committee will be appointed by the organisation. 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.
- (h) If the Ginninderra Restoration Fund is wound up, any surplus assets of the fund are to be transferred to another fund that is on the Register of Environmental Organisations.
- (i) The organisation must inform the Department responsible for the environment as soon as possible if:
 - (i) it changes its name or the name of its public fund; or
 - (ii) there is any change to members of the management committee of the public fund; or
 - (iii) there has been any departure from the model rules for public funds located in the Guidelines to the Register of the Environmental Organisations.
- (j) The Group 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.
- (k) The income and property of the organisation shall be used and applied solely in promotion of its objects and no portion shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or by way of profit to members, directors or trustees of the Group.
- (l) Any allocation of funds or property to other persons or organisations will be made in accordance with the established purposes of the Group and not be influenced by the preference of the donor.

- (m) 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.
- (n) 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.
- (o) An audited financial statement for the Group 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.
- (p) 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.
- (q) 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.

17. Common Seal

The Group is to have a common seal which shall be kept by the Secretary. The common seal shall be fixed by the authority of the Executive only, and attested by the signature of one of the Executive members or their delegate.

18. Custody of Books and Documents

Provision for custody of any books, documents or securities of the Group shall be the responsibility of the Secretary at the direction of the Executive.

19. Inspection of Books and documents held by the Group

All minutes of the Group or any other books or documents shall be kept by the Secretary and be made available for inspection by any member of the Group upon request.

20. Amendments

Any changes to these Rules of the Association shall require a three-quarters majority decision by members present at a General or Special Meeting.