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**FRIENDS OF BELAIR NATIONAL PARK**

**CONSTITUTION**

**1. NAME**

The name of the organisation shall be the 'Friends of Belair National Park', hereinafter called the "Group".

**2. AFFILIATION**

The Group shall be a Member of Friends of Parks Incorporated, (FOPInc).

**3. OBJECTS**

The objects of the Group shall be:-

- 3.1. to provide voluntary assistance to Belair National Park in close cooperation and liaison with the staff.
- 3.2. to raise funds for special projects to benefit Belair National Park and for administration and social activities of the Friends of Belair National Park.
- 3.3. to provide cultural and social activities for the enjoyment of Members and the public.
- 3.4. to provide support for the protection and preservation of the natural and historic values of Belair National Park.

**4. MEMBERSHIP**

- 4.1. Members shall be any person or body who agrees with the objects outlined above and having an interest in the well being of the Park.
- 4.2. Types of membership
  - 4.2.1. Individual. Single Membership.
  - 4.2.2. Family Membership
  - 4.2.3. The Group can elect Honorary members on the recommendation of the Committee
  - 4.2.4. The Group can grant Life Membership upon the recommendation of the Committee, and this shall be declared at an A.G.M

4.2.5. "Honorary Members" and "Life Members" are deemed to be financial members.

4.2.6. A Corporate Group Membership or an Association Membership will be deemed to be an "individual single member" in respect of subscriptions & voting rights.

4.3. On joining the Group a new member shall;-

4.3.1. pay the subscription due.

4.3.2. be provided with a copy of the Constitution, information on the history of the Park and the Group, and any documentation specified by FOPInc.

4.4. Subscriptions.

4.4.1. Subscriptions are due on joining and subsequently shall fall due at the start of each financial year (defined below).

4.4.2. The annual subscription rates for each class of membership shall be such sum as the members shall determine annually for the ensuing financial year. Changes to be advised in a newsletter prior to the start of the new rates.

4.4.3. Any new member joining more than six months into the financial year shall pay half the full subscription rate applicable at that time.

4.5. Resignation

Resignation of membership shall be in writing and forwarded to the secretary or after six months of non-payment of fees a member shall be deemed non-financial and after twelve months of non-payment of fees such person shall cease to be a member.

4.6. Refund of Fees

Upon any person resigning for any reason whatsoever a refund of fees shall not apply.

## **5. OFFICE BEARERS AND COMMITTEE**

5.1. Office Bearers shall consist of President, Vice President, Secretary and Treasurer and shall be elected from the financial members at the Annual General Meeting.

5.2. The Office Bearers together with not less than two additional financial members constitute the Committee, of which a quorum shall be four.

5.3. In the event of a tied vote the Chairperson shall have a casting vote.

5.4. The Committee has the power to co-opt members to fill casual vacancies on the Committee. An absent member may nominate another member in writing to act as proxy.

5.5. Only the President, or a member directed by the committee or a general meeting, can be a spokesperson for the Group. The spokesperson may only make statements in accordance with previously agreed policy.

## **6. MEETINGS**

- 6.1. General Meetings shall be held once a month, excepting in the month of January when no meeting shall be held.
- 6.2. At a General Meeting, a quorum shall consist of fifteen (15) per cent of financial members.
- 6.3. Voting.
  - 6.3.1 Each financial member shall be entitled to one vote.
  - 6.3.2 Two members of a Family Membership, if it is financial, will have one vote each.
- 6.4. Voting shall be by a show of hands unless the meeting decides that it should be by secret ballot.
- 6.5. In the case of a tied vote the Chairperson's casting vote must be in favour of the status quo.
- 6.6. The Secretary shall call a special General Meeting at the request in writing of not less than fifteen (15) per cent of members and shall give at least two weeks' notice of such meeting with full particulars of the purpose for which it has been called

## **7. ANNUAL GENERAL MEETING**

- 7.1. The Annual General Meeting shall be held at least once every calendar year and not more than four months after the close of the financial year.
- 7.2. At least four (4) weeks written notice shall be given for the Annual General Meeting and for the agenda of the Meeting.
- 7.3. A quorum shall be fifteen (15) per cent of the financial membership.
- 7.4. The business of the Annual General Meeting shall be:-
  - 7.4.1. to receive the audited financial statement for the previous financial year.
  - 7.4.2. to appoint an Auditor for the following financial year.
  - 7.4.3. to elect or re-elect Office Bearers and Committee, according to the rules.
    - 7.4.3.1. All positions for Office Bearers and Committee shall be declared vacant but any Office Bearer or Committee Member may stand for re-election. The returning Officer shall be the outgoing President (or nominee).
    - 7.4.3.2. Nomination for each candidate for election of Office Bearer or Committee Member shall be proposed and seconded respectively by two members.
    - 7.4.3.3. The election of Office Bearers and the other Committee Members shall be by show of hands or secret ballot of members present as deemed appropriate. A ballot shall be required when the number of candidates for each office exceeds the number of vacancies.

7.4.4. To conduct any other business placed on the agenda before the commencement of the meeting.

**8. TREASURER'S DUTIES**

- 8.1. The Treasurer shall keep records of the financial affairs of the Group, including records of monies received and banked and monies dispersed by cheque or as petty cash. Financial statements and a report on the financial affairs of the Group shall be presented to General Meetings. Cheques shall be signed by any two of the following three, viz. President, Secretary or Treasurer.
- 8.2. At the Annual General Meeting the Treasurer shall present an audited financial statement for the previous financial year.

**9. FINANCES AND PROPERTY**

- 9.1. The Group is a non-profit organisation
- 9.2. The financial year shall be deemed to be from 1<sup>st</sup> January to 31<sup>st</sup> December each year.
- 9.3. The income and the assets of the Group shall be applied exclusively to the promotion and carrying out of its objectives and no portion shall be paid or applied to the members except by way of reimbursement for authorised expenses incurred on its behalf
- 9.4. On dissolution of the Group all property of the Group remaining after payment of all debts and legal liabilities shall be transferred to Friends of Parks Incorporated, to be used by other Friends of Parks Groups.
- 9.5. The Group can only be dissolved by a vote of two thirds of financial members (personal or by proxy) at a special meeting called for that purpose. Advice of not less than one calendar month's written notice, including notice of the proposed dissolution, must be given to all members by the Secretary or representative of the Secretary.

**10. AMENDMENT OF THE CONSTITUTION**

This Constitution may be repealed, altered or amended by resolution of two thirds of members present at an Annual General Meeting of which four weeks' notice of the proposed repeal, alteration or amendment has been given to all members.

President ..... Secretary .....

Date..4/..2/..2012.