

DR ARTHUR CRAWFORD FOUNDATION

CONSTITUTION

1. NAME

The name of the association will be DR ARTHUR CRAWFORD FOUNDATION.

2. NATURE OF THE ASSOCIATION

The association will be a non profit charity for the purposes of promoting safety and security for babies, children, young adults and others.

3. MAIN OBJECTIVES

The main objects for which the association is established are-

to perpetuate the memory of Dr Arthur Crawford, a man who left a great legacy for Australia and beyond

to provide food, shelter, education and rehabilitation for children and young adults suffering hardship, poverty, abuse, or homelessness

to provide pre- and post- natal support for young mothers overseeing the care of babies so offering an alternative to abortion or separation of a baby from its family

to provide for domestic pets of the poor and needy so enabling continuation of therapy and security for the vulnerable

4. AUTHORITY / POWERS

The association has, in the exercise of its affairs, the following powers:-

to raise money by way of public appeals, contests, product sales, events, performances, Art Unions, or otherwise, subject to the relevant Acts in force at the time;

to make agreements and make such purchases, leases, sales and dispositions of property as it considers likely to assist in achieving the objectives of the association

the members of the management committee must appoint an Honorary Secretary

the management committee may appoint or remove a secretary at any time by a consensus of the Management Committee

5. MEMBERSHIP

A. THE MANAGEMENT COMMITTEE

The management committee of the association shall consist of a president, vice-president, and treasurer, all of whom shall be members of the association, and other members as elected at any time.

Any 2 members of the association shall be at liberty to nominate any other member to serve as an officer or other member of the management committee

Any member of the management committee may resign from membership of the management committee at any time by giving notice in writing to the secretary but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice.

B. CLASSES OF MEMBERSHIP

The membership of the association shall consist of honorary members and ordinary members.

The number of ordinary members shall be unlimited.

Every applicant for any class of membership of the association shall be proposed by one member of the association and seconded by another member.

6. MEETINGS

A. THE MANAGEMENT COMMITTEE

The management committee shall meet at least 4 times per year to exercise its functions.

Notice of a meeting is to be given in the way decided by the management committee

At every meeting of the management committee a simple majority of the number of members elected and/or appointed to the management committee as at the close of the last general meeting of the members, shall constitute a quorum

The management committee may meet together and regulate its proceedings as it thinks fit.

The President shall preside as chairman of the management committee, or if there is no President present, the Vice president shall be chairman or if the Vice president is not present at the meeting then the members may choose one (1) of their number to be Chairman of the meeting.

CONSENSUS

Decision making will not be by voting but by consensus so as to ensure the full understanding and support long after the meeting has concluded.

B. ANNUAL GENERAL MEETING

An Annual general Meeting must be held at least once a year, usually within 3 months after the end of the financial year.

Business to be transacted

- a) the receiving of the statement of income and expenditure, assets and liabilities since last financial year;
- a) the receiving of the auditor's report on the financial affairs of the association for the last financial year (if the income is or assets exceed that amount as stated by NSW Office of Fair Trading);
- c) the presenting of the audited statement to the meeting for adoption;
- d) the election of members of the management committee;
- e) the appointment of an auditor

QUORUM -

At any general meeting the number of members required to constitute a quorum shall be double the number of members presently on the management committee plus 1.

NOTICE OF ANNUAL GENERAL MEETING

The secretary shall convene all general meetings of the association by giving not less than 7 days notice of any such meeting to the members of the association.

The manner by which such notice shall be given shall be determined by the management committee.

Notice of a general meeting shall clearly state the nature of the business to be discussed.

C. EXTRAORDINARY MEETINGS

In the event of an immediate need of a customer of the association, internal or external (e.g. the special needs of a beneficiary), a special emergency meeting may be held by face to face communication, telephone, email, or similar tool in order to reach consensus / agreement regarding the decision to solve the problem or meet the requirements of the customer/s.

The decision will be written in minutes and tabled at the next regular meeting of the Management Committee.

7. FINANCES

A. FINANCIAL YEAR

The financial year of the association shall close on 30th June in each year.

B. FUNDS AND ACCOUNTING RECORDS

The funds of the association must be kept in the name of the association in a financial institution decided by the management committee.

All moneys shall be deposited as soon as practicable after receipt thereof.

The management committee shall determine the amount of petty cash which shall be kept "on hand".

All expenditure shall be approved or ratified at a management committee meeting.

The Management Committee shall maintain accounting records as appropriate to-

- a) enable the preparation of the statements of Income and Expenditure for presentation to the periodic meetings of the Management Committee and the Annual General Meeting.
- b) enable the preparation of a Statement of Financial Position (Balance Sheet) showing the assets at the end of each Financial Year
- c) account for any income received from public fundraising activities undertaken by the Dr Arthur Crawford Foundation and the expenses incurred therewith, and provide any reports and returns required by the Approving Authority under the relevant Acts
- d) provide for an audit by an appointed auditor when the balance of the account is greater than \$2,000.

C. DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

In the event of the organisation being wound up, any surplus assets remaining after the payment of the organisation's liabilities shall be transferred to another organisation in Australia which is a public benevolent institution for the purposes of any Commonwealth Taxation Act.

D. GIFT FUND

If the Gift Fund is wound up or if the endorsement (if any) of the organisation as a deductible gift recipient is revoked, any surplus assets of the Gift Fund remaining after the payment of liabilities attributable to it, shall be transferred to a fund, authority or institution to which income tax deductible gifts can be made.
