



Members Manual & Constitution

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Part 1 Preliminary

1 Definitions

(1) In these rules:

- **Commissioner** means the Commissioner of the Department of Fair Trading.
- **Committee member** means a member of the committee who is not an office-bearer of the Association, as referred to in rule 28(2).
- **Secretary** means the person holding office under these rules as secretary of the Association.
- **Special general meeting** means a general meeting of the Association other than an annual general meeting.
- **The Act** means the Associations Incorporation Act 1984.
- **The regulation** means the Associations Incorporation Regulation 1999.
- **The Association** means Wildlife Rescue South Coast Incorporated.
- **Wildlife Rescue** means Wildlife Rescue South Coast Incorporated.
- **NPWS** means the National Parks and Wildlife Service
- **Member** means a financial member of the Association.

(2) In these rules:

- a reference to a function includes a reference to a power, authority and duty
- a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty

(3) The provisions of the Interpretation Act 1987 apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.



IMPORTANT: THIS CONSTITUTION SETS THE RULES OF THE ORGANISATION. MEMBERS NEED TO BE AWARE OF THESE RULES AS IT IS POSSIBLE THAT BEING IN BREACH COULD LEAD TO MEMBERSHIP BEING REVOKED.

Part 2 Introduction

2 What is the Status of the Manual?

This 2011 manual replaces all previous versions of the constitution and by-laws.

3 Our Beginnings

In 1989, four wildlife carers (Norm Potter, Carmel Howell, Barrie and Florence Sawyer) met at Norm Potter's Wild Country Animal Park at Foxground to discuss the possibility of forming a cooperative network of carers.

In June 1992 the group became incorporated, and National Parks & Wildlife Service issued the group with a general license to rehabilitate protected fauna. At this stage the group took the name Native Animal Network Association. The license is renewed annually, conditional upon our members operating within the conditions specified in the license. We have held a license continuously since 1992.

On July 1 2011 we formally changed our name to Wildlife Rescue South Coast Inc. The membership felt that this name reflected our charter more clearly, and would help the public locate us more easily.

4 As we are today

The members of Wildlife Rescue are dedicated to the rescue, rehabilitation and release of native fauna back into their natural environment. We respond to around three thousand calls each year.

We are licensed to recruit members for the purpose of rescuing and caring for animals over a wide area stretching from the lower Illawarra to the Victorian border, and west to the Southern Highlands, as specified in the details of our license.

It is our policy is to cooperate with other reputable animal welfare bodies.

5 What all members should know

It is the responsibility of all members to be aware of this constitution. It is especially important that members read and understand the following sections:

16 Right to care for native animals

17 Responsibilities of Members

25 Disciplining of members

63 Appendix 1 - Membership Approval

65 Appendix 3 – Association By-Laws

6 Versions of the Constitution

The first constitution was created in 1992, when the association was registered.

It was re-written in 2005 to make it compatible with the new model rules, to update by-laws and to allow us to register for Deductible Gift Recipient Status.

In 2007 it was changed to specify rules for the granting of an authority to rehabilitate, separated from the issuing of membership of the association

This latest version was created in 2011, when we formally changed our name. There were no changes other than those needed to encompass the new name, and some minor formatting / cosmetic changes.

Part 3 Objects of the Association

7 Our Charter

Our core objectives are to rescue and rehabilitate sick, injured, and orphaned native animals and release them back into their natural environment. We also aim to address those human activities that cause harm to wildlife, so as to reduce the need for wildlife to come into care. To achieve these aims, we commit to:

- help our members stay abreast of the latest advances in wildlife rehabilitation
- improve public awareness and appreciation of native fauna
- encourage the public to act in ways that improve the welfare of native fauna
- protect and conserve wildlife habitat, and assure the safety and wellbeing of local indigenous fauna

8 Establishment of the Public Fund

To establish and maintain a public fund to be called the **Wildlife Rescue Fund** for the purposes of supporting the environmental objects/purposes of the Association. The fund is established to receive all gifts of money or property for this purpose and any money received because of such gifts are to be credited to its bank account. 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.

9 Requirements of the Public Fund

The Association must inform the department responsible for the environment as soon as possible if:

- It changes its name or the name of its public fund; or
- There is any change to the membership of the management committee of the public fund; or
- There has been any departure from the model rules for public funds located in the Guidelines to the register of Environmental Organisations.

10 Ministerial Rules

The Association 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.

11 Not-for-profit

The income and property of the Association 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 organisation.

12 Conduit Policy

Any allocation of funds or property to other persons or organisations will be made in accordance with the established purpose of the organisation and not be influenced by the preference of the donor.

13 Winding Up

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.

14 Statistical Information

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.

The audited financial statement for the organisation 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.

Part 4 Membership

15 Membership qualifications

A person is a member of the Association if the person:

- (1) has been nominated and approved for membership as specified in the membership approval process (see Appendix 1 - Membership Approval) and;
- (2) has paid all membership fees due.

16 Right to care for native animals

Membership does not automatically authorize a person to rescue, rehabilitate, euthanase or release an animal. The committee will consider each member and issue an authority under the terms of our rehabilitation license to those people who are considered to meet requirements current at the time. These will include as a minimum:

- (1) Being a financial member of the Association
- (2) Residing within the areas prescribed in our license
- (3) Being 18 years of age or older
- (4) Capable of safely undertaking rescue & rehabilitation activities
- (5) Working cooperatively with others, within the rules and regulations of the association
- (6) Deemed to be being competent, by virtue of training or experience, to undertake rehabilitation (or other specified) tasks
- (7) Complying with all legal requirements appropriate to the activities being authorized (EG Firearms license for shooters)
- (8) An authority will not generally be issued to a member who holds an authority issued by another association.
- (9) The committee may issue, withdraw, cancel or place conditions upon any authority issued by the association. The committee must implement these requirements strictly, fairly and impartially.

17 Responsibilities of Members

Members have rights and responsibilities. Each member is expected to:

- (1) Know and work within the association's rules.
- (2) Act openly, fairly and impartially towards other members.
- (3) Accept majority decisions even if they do not accord with his/her views.
- (4) Act in such a way that reflects well on the Association

18 Cessation of membership

A person ceases to be a member of the Association if the person:

- (1) dies, or
- (2) resigns membership, or
- (3) has not paid due fees, or

- (4) is expelled from the association.

19 Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of the Association:

- (1) may not be transferred or transmitted to another person, and
- (2) terminates on cessation of the person's membership.

20 Resignation of membership

- (1) A member of the Association who has paid all membership fees may resign by giving written notice, noting the date on which they intend to resign.
- (2) In every case where a member ceases to hold membership, an appropriate entry in the register of members must be made, recording the date on which the member ceased to be a member.

21 Register of members

- (1) The association must establish and maintain a register of members, specifying the name and address of each person who is a member of the Association together with the date on which the person became a member.
- (2) The register of members must be made available for inspection, free of charge, by any member of the Association at any reasonable hour.
- (3) A member of the Association may obtain a copy of any part of the register on payment of a fee of \$1 for each page copied or, if some other amount is determined by the committee, that other amount.

22 Fees and subscriptions

- (1) A member of the Association must, on admission to membership, pay to the association an initial joining fee as listed in Appendix 1 - Membership Approval.
- (2) In addition to any amount payable by the member under clause (1), a member of the Association must pay to the association an annual membership fee as listed in Appendix 1 - Membership Approval).

23 Members' liabilities

The liability of a member to contribute towards the payment of the debts and liabilities of the association or the costs and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership as listed in Appendix 1 - Membership Approval.

24 Resolution of internal disputes

- (1) Disputes between members (in their capacity as members) of the Association, and disputes between members and the association, are to be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.
- (2) At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

25 Disciplining of members

- (1) A complaint may be made to the committee by any person that a member of the Association:
 - (a) has persistently refused or neglected to comply with a provision or provisions of the Association's rules and by-laws or

- (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association.
- (2) On receiving such a complaint, the committee must:
 - (a) cause notice of the complaint to be served on the member concerned; and
 - (b) give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint; and
 - (c) take into consideration any submissions made by the member in connection with the complaint.
- (3) The committee may, by resolution, expel or suspend the member from membership if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- (4) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, give written notice to the member of the action taken, of the reasons given by the committee and of the member's right of appeal under rule 26.
- (5) The expulsion or suspension does not take effect:
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (b) if within that period the member exercises the right of appeal, until the association confirms the resolution under rule 26 Right of appeal of disciplined member whichever is the later.

26 Right of appeal of disciplined member

- (1) A member may appeal to the association at a general meeting against a resolution of the committee under rule 18 or 25, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under clause (1), the secretary must notify the committee which is to arrange to raise this issue as a separate agenda item at the next general meeting of the association. Alternatively a special general meeting may be convened within 28 days for the sole purpose of discussing this appeal.
- (4) At a general meeting of the association convened under clause (3):
 - (a) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (b) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

Part 5 The committee

27 Powers of the committee

The committee, subject to the Act, the Regulation and these rules and to any resolution passed by the association in general meeting:

- (1) is to control and manage the affairs of the Association, and
- (2) may exercise all such functions as may be exercised by the association, other than those functions that are required by these rules to be exercised by a general meeting of members, and
- (3) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association, and

28 Constitution and membership

(1) The committee is to consist of the following members, each of whom is to be elected at the annual general meeting of the association under rule 42:

- (a) the office-bearers of the Association, and
- (b) at least 3 ordinary members, but
- (c) no more than a total of 9 members

(2) The office-bearers of the Association are to be:

- (d) the president
- (e) the vice-president(s)
- (f) the treasurer, and
- (g) the secretary

(3) The committee members shall vote for one of the office bearers to act as the association's public officer for the term of their office.

(4) Each member of the committee is, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

(5) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Association to fill the vacancy and the member so appointed is to hold office, until the conclusion of the annual general meeting next following the date of the appointment.

29 Ethical Behaviour

(1) All committee members:

- (a) Must act reasonably and prudently in all matters relating to the Association
- (b) Must demonstrate integrity in all actions undertaken as a committee member
- (c) Must possess and maintain demonstrated interpersonal and group process skills
- (d) Should not let personal views or prejudices affect their conduct.
- (e) Are duty bound to protect the property of the Association.
- (f) Must ensure that the property of the Association is applied for the purpose consistent with the Association's charter.
- (g) Are to conduct all business fairly and equitably

- (2) Any committee member who has interests that conflict with his/her duties and responsibilities must:
 - (h) Declare his / her interest when they are nominated for a committee position, or at the first general meeting held after the conflict of interest comes into being. The declaration must be recorded in the minutes.
 - (i) Abstain from discussions and decisions about the matter

30 Election of committee

- (1) Nominations of candidates for election as office-bearers of the association or as ordinary members of the committee: may be made in writing, signed by 2 members of the association and accompanied by written consent of the candidate, delivered to the secretary of the Association at least two weeks before the date fixed for the holding of the annual general meeting at which the election is to take place
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting. The nominators must be present at the meeting, and the candidate must verbally accept the nomination
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held
- (6) The ballot for the election of office-bearers and ordinary members of the committee is to be conducted at the annual general meeting.

31 Conduct of election of committee members

- (1) Candidates intending to nominate for election to the committee at the AGM may, at their own expense, circularize association members with details of their candidature.
- (2) The election is conducted by the President's representative or his/her nominee.
- (3) Counting of votes is done by the President's representative or his/her nominee with the assistance of any person he/she chooses (scrutineers) provided they are not candidates to any committee position.
- (4) The results of the election and the names of the elected committee must be recorded in the minutes of the AGM.
- (5) When the new office bearers take office, the outgoing office bearers must give the incoming office bearers all books and documents they maintained as an office bearer of the association so that a record of the associations activities is maintained intact. The outgoing office bearer must not retain any official records of the association.

32 President

The president is expected to act fairly and impartially in all matters. His / her duties and responsibilities are fully documented in Roles & Duties of Committee Members .

33 Vice President/s

There may be one or two Vice Presidents. One Vice President may chair the association meetings when the president is absent.

34 Secretary

- (1) As soon as practicable after being appointed, the Secretary must lodge notice with the association of his or her address.

- (2) It is the duty of the secretary to keep minutes of:
 - (a) all appointments of office-bearers and members of the committee,
 - (b) the names of members of the committee present at a committee meeting or a general meeting, and
 - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (4) Preparation of all association correspondence is the responsibility of the secretary unless delegated by the committee to another member. Association correspondence must be:
 - (d) On official letterhead, and typed
 - (e) Dated and signed by the Secretary or President
 - (f) Easy to understand, and accurate

35 Treasurer

It is the duty of the treasurer of the Association to ensure:

- (1) that all money due to the association is collected and received and that all payments authorised by the association are made,
- (2) that complete and correct books and accounts are kept showing the financial affairs of the association, including details of all receipts and expenditure connected with the activities of the association, and
- (3) compliance with all items in rules 55 and 56, and all financial guidelines or regulations agreed by the association and / or the committee.

36 Casual vacancies

For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member:

- (1) dies, or
- (2) ceases to be a member of the Association, or
- (3) resigns office by notice in writing given to the secretary, or
- (4) is removed from office under rule 37, or
- (5) becomes a mentally incapacitated person, or
- (6) is absent from all meetings of the committee held during a period of 3 months

37 Removal of committee member

- (1) The association in general meeting may by resolution remove any member of the committee and may by resolution appoint another person to hold office until expiration of the term of office.
- (2) If a member of the committee to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representation be notified to members of the association, the secretary or the president may send a copy of the representations to each member or, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

38 Meetings and quorum

- (1) The committee must meet at least 9 times in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) The secretary must give oral or written notice to each committee member at least 48 hours before the time of the committee meeting.
- (4) Notice of a meeting must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent.
- (5) Any 5 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting may stand adjourned to a place and date to be agreed.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed, the meeting is to be dissolved.
- (8) At a meeting of the committee:
 - (a) the president or, in the president's absence, the vice-president is to preside, or
 - (b) if the president and vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

39 Delegation by committee to sub-committee

- (1) The committee may delegate to one or more sub-committees the exercise of such of the functions of the committee as are specified in the instrument, other than:
 - (a) this power of delegation, and
 - (b) a duty imposed on the committee by the Act or any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this rule, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn, as it thinks proper.

40 Voting and decisions

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to rule 38(5), the committee may act despite any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

Part 6 General meetings

41 Annual general meetings (AGM) – holding of

- (1) The association must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the association, convene an AGM of its members.
- (2) Clause (1) has effect subject to any extension or permission granted by the Commissioner under section 26(3) of the Act.

42 Annual general meetings (AGM) – calling of and business at

- (1) The AGM of the association is, subject to the Act and to rule 41, to be convened on such date and place and time as the committee thinks fit.
- (2) The business of an AGM is to include the following:
 - (a) to confirm the minutes of the last preceding AGM and of any special general meeting held since that meeting,
 - (b) to receive from the committee reports on the activities of the association during the last preceding financial year,
 - (c) to elect office-bearers of the association and ordinary members of the committee,
 - (d) to receive and consider the statement which is required to be submitted to members under section 26(6) of the Act.
- (3) An AGM must be specified as such in the notice convening it.

43 Special general meetings – calling of

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the association.
- (2) The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting.
- (3) A requisition of members for a special general meeting:
 - (a) must state the purpose or purposes of the meeting, and
 - (b) must be signed by the members making the requisition, and
 - (c) must be lodged with the secretary.

- (4) If the committee fails to convene a special general meeting to be held within 1 month after which a requisition for the meeting is lodged with the secretary, any one or more of those members may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in clause (4) must be convened in the same manner as general meetings are convened by the committee and any member who consequently incurs expenses is not entitled to be reimbursed for any expense so incurred.

44 Purpose of Special General Meetings

All association members are eligible to attend general meetings. Proxy votes are allowed at this meeting. The purpose of the general meeting is to:

- (a) Discuss and decide upon association objectives and actions.
- (b) Inform members of the activities of the association.
- (c) Raise and address members' queries about the association.
- (d) Ratify Expenditure.
- (e) Deal with correspondence and reports.
- (f) Inform and educate members on issues relevant to the Association's aims & objectives.

45 Frequency

- (1) At least nine (9) general meetings of the association (excluding the AGM) must be held during each financial year.
- (2) General association meetings should be held on a regular schedule e.g.: Second (2nd) Wednesday of each month. This schedule should be drawn up after each AGM for the next twelve (12) months and if schedule has changed must be adequately publicized.

46 The General Association Meeting Agenda

- (1) Opening
The chairperson declares the meeting open, noting the time.
- (2) Apologies
The names are recorded by the secretary.
- (3) Confirmation of the minutes of the previous meeting:
 - (a) Copies of which are tabled at meeting for members to read are discussed.
 - (b) They should be read out unless a majority of members present agree that this is not required. The chairperson asks those who were present at the previous meeting if they consider the minutes to be a true record. If there is a dispute, an amendment may be moved. When adopted, the secretary presents the official copy of the minutes to the President who signs and dates each page.
- (4) Business Arising from Minutes:
This item allows members to ask questions and raise any issues. Issues that were resolved at the previous meeting should not be debated again. Where an issue that is mentioned in the minutes also appears later in the agenda as a separate item it is usual to deal with it then, not under business arising.
- (5) Correspondence:
Correspondence includes letters, memos, newsletters, circulars, magazines, cards and bulletins. It does not include financial items.
Inward and outward correspondence is to be brought to the meeting by the secretary and made available for perusal by members, if required. Correspondence may be

read in full, or outlined with a short summary if the correspondence load is heavy. Correspondence can be divided into items that:

- (a) require a decision
- (b) are for information only

(6) Reports:

Reports may be presented by the President, Secretary, Treasurer, or any other member who has been assigned a particular task.

Reports may be oral or written. A brief written and signed report must be included in the minutes. After discussion and any amendments/resolutions, a motion is put that each report be adopted. If a report contains recommendations, any decisions should be recorded as separate resolutions.

(7) General Business:

This item allows members to raise, discuss and act on issues not dealt with elsewhere in the meeting. General business should be used to:

- (a) deal with minor matters.
- (b) answer straight forward questions from the membership.
- (c) raise more major issues or issues on which more information is required, for discussion at the next meeting.
- (d) Major policy issues should not normally be raised and finalised at the same meeting.

(8) Motions On Notice:

Members wishing to raise major policy issues for discussion can raise them on motions on notice during general business.

A motion on notice is then listed as a separate item (after business arising) on the agenda for the next general meeting. Examples of motions normally dealt with as motions on notice are:

- (a) motion of no confidence in an office bearer or the committee.
- (b) a motion that the association be voluntarily dissolved.
- (c) a motion that a major purchase be made.
- (d) a motion that amendments be made to the constitution.

(9) Attendance Book

An attendance book must be circulated and signed by all members present at the meeting. The Secretary should sign the book to confirm that the record of attendance of members and visitors is correct.

47 Notice

- (1) The secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and nature of the business proposed.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying the intention to propose the resolution as a special resolution.
- (3) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

48 Procedure

- (1) No item of business is to be transacted unless a quorum of members is present at the time the meeting is considering the item.
- (2) Ten financial members present in person constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - (a) if convened on the requisition of members, is to be dissolved, and
 - (b) in any other case, is to stand adjourned to another place & time specified at the time of the adjournment by the person presiding at the meeting.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) is to constitute a quorum.

49 Presiding member

- (1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the association.
- (2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson.

50 Making of decisions

- (1) A question arising at a general meeting of the association is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the association, a poll may be demanded by the chairperson or by at least 3 members.
- (3) If a poll is demanded at a general meeting, the poll must be taken;
 - (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
 - (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs,
 - (c) and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

51 Special resolution

A resolution of the association is a special resolution:

- (1) if it is passed by a majority which comprises at least three-quarters of such members of the association as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which at least 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or
- (2) where it is made to appear to the Commissioner that it is not practicable for the resolution to be passed in the manner specified in paragraph (1) if the resolution is passed in a manner specified by the Commissioner.

52 Voting

- (1) On any question arising at a general meeting of the association a member has one vote only.
- (2) All votes must be given personally or by proxy but no member may hold more than 3 proxies.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

53 Appointment of proxies

- (1) Each member is to be entitled to appoint another member as proxy by notice given to the secretary no later than 48 hours before the time of the meeting in respect of which the proxy is appointed.

The notice appointing the proxy is to be in the form set out in Appendix 2 – Proxy Voting Form

Part 7 Miscellaneous

54 Insurance

The association may effect and maintain insurance.

55 Funds - Source

- (1) The funds of the association are to be derived from entrance fees and annual subscriptions of members, donations, grants and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- (2) All money received by the association must be deposited as soon as practicable and without deduction to the Association's bank account.
- (3) The association must, as soon as practicable after receiving any money, prepare an appropriate receipt.

56 Funds – management

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in pursuance of the objects of the association in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 authorised members of the committee.
- (3) All members, committee members and office bearers serve in a voluntary capacity and shall receive no wages, salaries or other compensation for duties undertaken as a member of the Association.
- (4) Any out of pocket expenses claimed by members are to be approved by the Treasurer and ratified by the committee at the next committee meeting. The reimbursement may be for the full amount of the claim or pay in part, this will depend on funds available and other factors, such as agreed procedures in place for certain types of expenses.
- (5) All Capital Expenditure is to be approved by the Committee. The person proposing the expenditure should present to the committee an outline of the expenditure,

emphasizing how this acquisition will affect the Association's operation, and/or benefit wildlife.

Anyone opposing the acquisition should be given equal time to prepare and present their case. If the Committee supports the proposal, it may vote to approve the expenditure.

- (6) A register of any payment made to an association member by the association must be kept by the Treasurer
- (7) No payment may be made to an association member unless approved by the committee
- (8) The association's financial year ends on the 30th June
- (9) Within 21 days of this date, the treasurer is to have books available for audit for the immediate preceding year.
- (10) The Treasurer shall submit a full 12 month audited financial report within 90 days of the end of the financial year.

57 Public Fund

- (1) The objective of the fund is to support the Native Animal network Association's environmental purposes.
- (2) Members of the public are to be invited to make gifts of money or property to the fund for the environmental purposes of the organisation.
- (3) 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.
- (4) 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.
- (5) 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.
- (6) The fund will be operated on a not-for-profit basis.
- (7) 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.

58 Alteration of objects and rules

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the association.

59 Common Seal

A common seal may or may not be held by the association. If one is held:

- (1) The common seal must be kept in the custody of the nominated member.
- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures of 2 members of the committee.

60 Custody of books

- (1) Except as otherwise provided by these rules, all nominated office bearers must keep in his or her custody or under his or her control all records, books and other documents relating to the association, for which they have responsibility by virtue of holding that office.
- (2) All of these records, books and other papers are to be handed over in the event that the person ceases to be an office bearer of the association for any reason.

61 Inspection of books

The records, books and documents must be open to inspection, free of charge, by a member of the association at an agreed reasonable hour.

62 Service of notices

- (1) A notice may be served on or given to a person:
 - (a) by delivering it to the person personally, or
 - (b) by sending it by pre-paid post to the address of the person, or
 - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) for the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
 - (d) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - (e) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - (f) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

Appendices

63 Appendix 1 - Membership Approval

(1) Membership Qualifications

A person is a member of the Association if the person:

- (a) Has been nominated and approved for membership of the association by the committee of the Association in the nomination for membership process below, and
- (b) Has paid all membership fees due.

(2) Nomination for membership

An application for membership of the Association:

- (a) Must be made in writing on the approved form, and;
 - must be lodged with the Secretary or membership officer, or posted to the official post office box of the Association.
- (b) As soon as practicable after receiving a nomination for membership, the nomination must be referred to the committee which is to determine whether to approve or reject the nomination.
- (c) As soon as practicable after the committee makes that determination:
 - The nominee must be notified in writing that the committee approved or rejected the nomination (whichever is applicable), and
 - If the committee approved the nomination and payment has not already been submitted, request the nominee to pay (within 28 days after receipt by the nominee of the notification) the sum payable under these rules as entrance fee and annual subscription.
- (d) After payment has been accepted and cleared, the nominee's name must be entered in the register of members and at this point the nominee becomes a member of the Association.

(3) Fees and subscriptions

- (a) A member of the Association must, on admission to membership (as detailed above) must pay to the association a joining fee of \$15, or such other amount as the committee may decide.
- (b) In addition to any amount payable by the member under clause (a) above, a member must pay to the association an annual membership fee of \$15, at the time they become a member, and before 1 July each calendar year after the year in which they join. (So members will not pay two annual membership fees in one calendar year if they join before July 1).

FORM OF APPOINTMENT OF PROXY

I,..... of
(full name) (address)

being a financial member of this Association, hereby appoint
..... of
(full name of proxy) (address)

being a member of that incorporated association, as my proxy to vote for
me on my behalf at the general meeting of the association (annual
general meeting or special general meeting, as the case may be) to be
held on the

.....day of.....
(day, month and year)

and at any adjournment of that meeting.

- My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).
- to be inserted if desired.

.....
Signature of member appointing proxy

Date.....

NOTE: A proxy vote may not be given to a person who is not a member of the association.

65 Appendix 3 – Association By-Laws

(1) Context:

- (a) The Association is licensed by the National Parks & Wildlife Service (NPWS) under the National Parks & Wildlife Act. Where any conflict between these rules and this legislation (or any other law) arises, the legislative requirements will take precedence.
- (b) These by-laws exist within the framework of the Association's constitution, and by virtue of that constitution can be made and changed by the committee.

(2) Definition.

For the purposes of this document 'captive wildlife' shall mean any Australian native wildlife that is being held under the authority of the Association's licence, for the purpose of care, rehabilitation and / or release. This shall include all mammals, birds, reptiles and amphibians.

(3) Compliance with these by-laws.

- (a) It is a condition of membership that members comply with these rules and regulations. If a member is in breach, the committee has a duty to take action under section 17 of the constitution.
- (b) If (after appropriate processes have been followed) a member is found to have seriously or continuously breached the by-laws section 3 (animal welfare), the committee should revoke membership and report the person to the authorities. This is to ensure that the authorities do not consider the person as an appropriate candidate for an individual license.

SECTION 1 - GENERAL:

- (1) All members must act in accordance with the Association's constitution and by-laws, published policy, the general principals of animal welfare, and relevant legislation.
- (2) Members may not, through their actions or words, bring the Association into disrepute.

SECTION 2 - ADMINISTRATION:

- (3) The Association has the right to inspect the care facilities of any of the Association's volunteer carers. The Association's volunteers must allow reasonable access to inspect these facilities.
- (4) Members may undertake fundraising activities only with the approval of the Treasurer.
- (5) Members may accept donations from members of the public under the following conditions:
 - (a) The Treasurer must be notified of the donation;
 - (b) All donations of over \$20 must be handed to the Treasurer to be deposited in the Association's bank account;
 - (c) Donations of \$20 or less may be retained by the volunteer to offset costs (rule 5a still applies).
- (6) Veterinary expenses of \$30 or more must be discussed with the Area Coordinator, Species Coordinator, or Treasurer before the expense is incurred. While permission is not needed for lesser amounts, members are expected to use their discretion to avoid unnecessary or unreasonable expense.
- (7) No member has the right to incur other expenses, or make financial or non financial commitments on behalf of the Association without the approval of the committee.
- (8) No member may make statements to the media on behalf of the Association without the permission of the President (or Publicity Officer if appointed).
- (9) The Association has the right to appoint coordinators. There may be three types of coordinator:
 - (d) Head Coordinator responsible for coordinating the efforts of the other coordinators;
 - (e) Area Coordinator responsible for coordinating and reporting the activities of volunteers in his/her designated areas
 - (f) Species Coordinator responsible for coordinating and reporting the activities, and guidelines for care, of specific species
- (10) All members must report all statistics of animals they rescue and animals in care to the area coordinator within one week after the end of each month.
- (11) All mammals rescued should be reported to the coordinator within 12 hours so that a decision can be made as to the placement of that animal.
- (12) The coordinator may decide to transfer the care of any animal to another carer. The coordinators decision is final.
- (13) No animal may be transferred to another carer, or to any other person or organisation for any reason without the approval of the area or species coordinator.

SECTION 3 - ANIMAL WELFARE:

- (14) All animals (including feral/pest species) must be treated humanely.
- (15) Animal facilities must be kept in good order and in hygienic condition.
- (16) Captive wildlife must be housed in facilities appropriate to their species and condition.
- (17) All food and medicines given must be appropriate to the species.
- (18) All captive wildlife must be released or euthanized. Specifically:
 - (a) Any captive wildlife that cannot be feasibly rehabilitated should be euthanized;
 - (b) Exceptions to (a) above are rare, as outlined in our license conditions from NPWS. In the case of permanent retention of an un-releasable animal, a request must be made to the committee who will determine the value and if necessary seek NPWS approval.
 - (c) All other captive wildlife must be rehabilitated and released. They must be capable of functioning normally in the wild without human help. They must be wary of humans and predators;
 - (d) Appropriate, safe release sites must be chosen;
 - (e) No captive wildlife may be kept for breeding purposes;
 - (f) No captive wildlife (whether captured or born in captivity) may be retained in captivity for any reason other than above, or for any longer than absolutely necessary.
- (19) Euthanasia must be done humanely. It is not always practical to get an injured animal to a vet. The preferred methods of euthanasia are:
 - (a) Lethal injection by a vet
 - (b) Shooting by an appropriately experienced & licensed person
 - (c) Other methods are acceptable providing that they result in a quick and humane death for the animal
 - (d) Methods that cause further suffering or which take longer than one minute to bring about death are unacceptable
- (20) If an animal is to be euthanized by shooting, the shooter must be experienced or instructed appropriately and licensed. The animal must be checked afterwards to ensure it is dead. The order of preference for the person to do the shooting is:
 - (a) A member who is a designated 'shooter'
 - (b) Council Ranger
 - (c) Police Officers - a the Association member to advise and check
 - (d) Appropriately licensed member of the public – the Association member there to advise and check
- (21) Wildlife in care must not be subject to unnecessary stress.
 - (a) Displaying the animals in public is forbidden
 - (b) Noisy, unnatural environments should be avoided
 - (c) Proximity to feral or natural predators should be avoided

66 Appendix 4 – Roles & Duties of Committee Members

(1) The President

Qualities: An Association President must

- (a) be able to exercise authority with tact and courtesy
- (b) have good communication and organizational skills
- (c) be knowledgeable about the Association, its rules and policies
- (d) be well informed about the Association's past decisions and objectives
- (e) be fair and impartial
- (f) have a good knowledge of meeting procedures
- (g) be able to attend meetings regularly.

Duties: The duties of the President are to

- (h) chair association general meetings
- (i) preserve order and enforce rules of procedures at meetings
- (j) rule on contentious issues of procedure
- (k) maintain continuity of policy e.g.: by reminding the meeting of previous discussions which are relevant to the matter being discussed
- (l) assist the handling of association business in an efficient way by preventing irrelevant or repetitious discussion
- (m) encourage the expression of all points of view
- (n) maintain good association moral
- (o) make sure that resolutions are followed up with appropriate action
- (p) ensure association records are properly maintained and securely kept

President may exercise the casting (second) vote if voting on a motion is tied.

(2) The Vice Presidents

Qualities: Vice Presidents require the same qualities as the President.

Duties:

Vice President chairs the association meetings when the president is absent.

(3) The Secretary

Qualities: The association secretary must:

- (a) be well organized and self disciplined
- (b) be well informed about meeting procedures and the business of the association
- (c) be capable of taking clear, concise minutes
- (d) have excellent oral and written communication skills
- (e) be able to attend meetings regularly.

Duties: The duties of the secretary are to:

- (f) record the minutes of all association meetings
- (g) ensure that all reports (written or verbal) are recorded in the minutes
- (h) maintain the association's attendance books, bring the book to meetings, ensure it is circulated for signature by those present and sign it at the conclusion of the meeting
- (i) prepare the agenda for association meetings, in consultation with the President
- (j) open, record and present incoming correspondence to association meetings
- (k) prepare and sign out-going correspondence
- (l) ensure that the Treasurers (and other) reports are attached to minutes
- (m) keep the association's committee informed of occurrences between association meetings
- (n) communicate regularly with the association's President to keep him/her informed of any important matters to be discussed at them by letter and /or notice in local newspaper
- (o) maintain accurate records of all association business
- (p) maintain non-financial records e.g.: correspondence, memos, newsletters, bulletins
- (q) notify appropriate authorities of any change in committee membership, constitution or by-laws within fourteen (14) days
- (r) initiate any follow-up action needed as a result of a resolution at a meeting e.g.: letters, phone calls

(4) The Treasurer

Qualities: The Treasurer must:

- (a) be well organized
- (b) fully comprehend and implement all financial control requirements
- (c) be free of any financial conflicts of interest.

Duties: The duties of the Treasurer are to:

- (d) oversee all financial transactions of the association
- (e) ensure that official receipts endorsed with the association's stamp, are made out for all monies received by the association
- (f) oversee the banking of all income received
- (g) prepare cheques for approval as required
- (h) sign association's purchase orders
- (i) maintain the association's financial records
- (j) ensure an annual financial statement of income, expenditure, assets and liabilities is audited and presented to members within 6 months of the end of the financial year
- (k) prepare a treasurers report, comprising an income and expenditure statement, for presentation at each general association meeting

- (l) ensure signatories are properly registered with the bank/building society
- (m) present monthly details of received income and expenditure to the committee at a committee meeting

(5) The Publicity Officer

Qualities: The association may appoint a publicity officer. The publicity officer may be a committee member and may hold another position (e.g.: secretary president). The publicity officer must:

- (a) have excellent written and oral communication skills
- (b) be familiar with the policies of the association

Duties: The duties of the publicity officer are to:

- (c) be responsible for any statement to the media
- (d) co-ordinate displays
- (e) liaise with local media (newspapers, magazines, radio and newsletter.)

(6) The Committee Members

Committee members that are not office bearers must:

- (a) Attend meetings regularly
- (b) Lead by example, always working within our rules & regulations
- (c) be familiar with the business and policies of the association
- (d) be prepared to head sub-committees and/or assist sub-committees.

67 Appendix 5 - Meeting Procedures

(1) Purpose

Meeting procedures are needed to make sure every person at a meeting can have his/her point of view considered and ensure that every eligible person has an equal right to vote on any issue. These procedures also expedite the dispatch of business in the meeting while protecting the rights of members.

(2) Definitions

- (a) A Motion is a proposal put to the meeting by one (1) of the members that:
- something is done or not done
 - something that has been done already is approved (ratified)
 - the meeting expresses an opinion on something.

There are 3 types of motion: substantive, procedural and rescission

- (b) A Resolution is what a motion is called after it has been agreed to at a meeting. A motion that is agreed to is "carried" or "passed" and becomes a resolution.
- (c) An Amendment is a proposal to alter a motion in some way, by adding to and/or taking away from it. If the members agree to the amendment they agree to altering the original motion. The altered motion is then debated and becomes a resolution if it is agreed to.

(3) Substantive Motions

(d) DEFINITIONS:

A substantive motion is a proposal that calls for a decision related to the purposes of the meeting e.g.: to construct a bird aviary. It is different from a procedural motion which deals with how the meeting itself is conducted.

(e) WORDING:

A substantive motion is addressed to the chairperson. An amendment can be put by altering the original motion. A motion must be worded so it:

- is unambiguous
- is easy to understand.
- is preferably expressed in one (1) sentence.
- contains only one (1) fundamental idea.
- is in the positive form

(f) MOVING A MOTION:

A motion may only be put to a meeting by a financial member. The chairperson may reject a motion if:

- it concerns a matter outside the association's area of responsibility
- it is about a matter not included in the notice of meeting.
- it is irrelevant to the matter before the meeting
- it is inconsistent with a previous decision

- it is ambiguous

The chairperson may require that a complex motion be put as several separate motions and / or ask that the motion be put in writing

(g) WITHDRAWAL OF A MOTION:

Once a motion has been accepted by the chairperson and placed before the meeting it can only be withdrawn if everyone present agrees. If a motion is not seconded, the motion is automatically withdrawn or lapses.

(h) DEBATE OF MOTION:

Debate is the procedure for discussion of a motion by the meeting. Firstly, the mover explains the reason for the motion. The chairperson calls for a member to second the motion, i.e. state they agree, the seconder then indicates their support for the motion and may speak in favour of it.

The chairperson calls for a speaker against the motion and then proceeds to call speakers alternately for and against it. When all speakers have spoken or when any time limit that may have been set has expired the debate ends, the chairperson calls upon the mover of the motion to reply to the points made during the debate, The mover can summarise but may not introduce any new points. The chairperson then puts the motion to a vote, If no one speaks against the motion after it has been seconded it can be put to the vote without debate.

If an amendment is moved, the amendment must also be seconded. If it is agreed to by the meeting the amended motion becomes the substantive motion. Only one amendment at a time may be put.

(i) VOTING ON MOTIONS:

Motions and amendments to motions are carried if a majority of those voting support them i.e.: more than half of those voting. If the same number of people vote for and against a motion the motion is lost.

Voting is by a show of hands unless two or more members ask for a secret ballot. Only financial members may vote.

(4) Procedural Motions

(j) DEFINITION

A motion to control the conduct of a meeting in a specific way.

(k) PURPOSE.

Procedural motions are used to allow a meeting to:

- Proceed with the business of the meeting where the matter under debate has already been discussed
- Ensure a matter is discussed later so more thought can be given to it

Procedural motions can only be moved and seconded by people who have not already taken part in the debate on the substantive motion.

(l) TYPES OF PROCEDURAL MOTIONS

- Closure Motion

That the question be now put to terminate a debate by taking a vote.

If Carried the debate is closed and a vote is taken. If Lost the debate continues.

- **The Next Business Motion**
That the meeting proceed to the next business (To close a debate without a vote being taken). If Carried the debate is closed without a vote. If Lost the Debate continues.
- **Adjournment Motion**
That the meeting be adjourned (until....) To temporarily stop the debate in progress. If Carried the meeting is adjourned (postponed) until the date or time agreed and the business is then taken up where it left off. If Lost the meeting continues as before.
- **Rescission Motions**
A motion to reverse a previous resolution. Rescission motions are used to protect a meeting against taking ill-considered unduly hasty decisions. (CAUTION Rescission motions should not be used as a tactical weapon to frustrate the will of the majority of members.)
Notice of intention to move a rescission motion must be given in writing to the secretary before the close of the meeting at which the resolution it is intended to reverse is carried. The wording of the rescission motion at the next meeting if the mover is present and if another member seconds the motion. If the mover is not present or the rescission motion is not seconded, the motion lapses. Once notice of a rescission motion is given, action cannot be taken on the original resolution.
- **Naming a Member**
When a member disobeys a ruling from the chair the chairperson may say "I name (person). The Vice President then asks the person to apologise to the chairperson. If the member does not apologise the Vice President moves that the person is suspended (asked to leave the meeting) and the motion is put to the meeting without debate. It is normally carried.
- **Points of Order**
If a meeting procedural rule appears to have been broken, any member may rise and call "point of order". The chairperson rules whether the point of order is accepted or rejected. Calling "points of order" should not be used as a disruptive tool but only where a genuine or serious breach has occurred.
- **Challenge to Chairperson's Ruling**
A member whose point of order has been rejected may move that the chairperson's ruling be dissented from. No seconder is needed.
The chairperson hands the meeting to a Vice President who asks the mover to state their reason. The chairperson replies. The Vice president then moves that the chairperson's ruling be upheld. If carried, the meeting proceeds as normal with the president in the chair. If lost, the president resumes the chair and reverses the original ruling.

- **Censure**
A censure of a President, any office bearer or an entire committee is a serious caution and an indictor that the membership will not approve action or behavior of the type that the censure motion relates to. If a censure motion is carried the person/s censured are not required to resign.
- **No Confidence**
A vote of no confidence can be moved against the President and/or any office bearer or the entire committee for reasons of incompetence and/or serious bias or prejudice.

The form is to move a motion of no confidence in (name) or “The Committee”. If the motion is carried, the person or committee is removed from office immediately. If the person removed is the chairperson a temporary chairperson (normally the Vice President) can continue the meeting.

If an entire committee is removed, the meeting is closed forthwith. The secretary must advise the appropriate body on the next working day when any no confidence motion is carried. Notice is normally given of no confidence motions but this is not obligatory.

- **Minutes**
Minutes are a permanent written record of the transactions of a meeting. The minutes when confirmed (agreed to at a general meeting) are an official record of the proceedings. Minutes must be kept of all association:
 - Ordinary meetings.
 - Annual general meetings
 - Special meetings
 - Formal minutes of sub-committee and association committee meetings are to be kept at all times.

Taking of the minutes is the responsibility of the secretary, to help him/her make accurate minutes, the taker may use:

- A tape recorder and/or
- Shorthand and/or
- Brief notes of the names of speakers, the main points they make and the text of all resolutions.

Minutes need not be written up in full at the meeting itself, this can be done at a later date. Minutes must be written up in full within 14 days of each meeting. Minutes must record:

- The name and nature of the meeting.
- The date, time and place where the meeting was held
- The names of those present including first names and surname
- The name of any people who gave apologies.

- A record of any decisions made, listing for each decision:
 - The item heading (e.g. correspondence)
 - Identify the mover and the seconder of the motion that led to the resolution being reached.
 - Stand out clearly in the text of the minutes.
 - The result of any motions moved that were not carried.
 - The time meeting was closed.

DRAFT