

CONSTITUTION

1 NAME

The name of the Association shall be THE A.C.T. HERPETOLOGICAL ASSOCIATION (herein after called the “Association”)

2 IMPLEMENTATION

2.1 This constitution with amendments shall be deemed to be implemented on 17 August 2004 being the date on which the amendments were approved by a majority of the members present.

3 OBJECTS

The object of the Association is to promote the preservation of reptiles and amphibians and to promote the interests of herpetology:

3.1 to increase members’ knowledge and understanding of herpetology through meetings, field trips, publications and any other appropriate activities.

3.2 To develop an awareness and appreciation of reptiles and amphibians by the community.

4 MEMBERSHIP

4.1 Membership shall be open to any person who is interested in the objects of the Association.

4.2 All applications for membership shall be approved by the Executive Committee.

Categories of membership shall be:

ORDINARY MEMBERSHIP – any person who pays full subscription

STUDENT MEMBER – any person who is a full-time student at an educational institution

PENSIONER MEMBER – any person whose income consists of a pension

FAMILY MEMBER – members of immediate family shall be eligible for Association membership on one family subscription

OTHER CATEGORIES OF MEMBERSHIP may be determined by the Executive Committee

5 MEETINGS

- 5.1 There shall be regular monthly General Meetings unless otherwise notified
- 5.2 There shall be an Annual General Meeting held in the month of August, September or October each year.

SPECIAL GENERAL MEETINGS

- 5.3 The Executive Committee may at any time, and shall on the receipt of a written request signed by at least six members, convene a Special General Meeting within six weeks of the request.
- 5.4 Notice of the Special general meeting shall be given to each member in writing at least 21 days before the meeting is held. The business to be transacted at the meeting shall be stated on the notice.
- 5.5 At a Special General Meeting, a resolution shall be carried by a two thirds majority of the members.
- 5.6 A quorum at a General Meeting, Special General Meeting or Annual General Meeting shall consist of ten financial members or one-sixth of the financial membership, whichever is smaller.

6 SUBSCRIPTIONS

- 6.1 The annual subscription shall be set by the Executive Committee
- 6.2 The member shall cease to be entitled to the privileges of membership if his subscription is more than ninety days overdue

7 MANAGEMENT

- 7.1 The management of the Association shall be vested in the Executive Committee
- 7.2 The Executive Committee may, from time to time, appoint such other committees and vest in them such powers as the Executive may decree

8 COMMITTEES

- 8.1 The Executive Committee shall consist of the following:

President
Vice-President
Secretary
Treasurer
Editor
Excursions Officer
Tertiary Student Representative
Public Officer
And up to three Ordinary Committee Members

- 8.2 The Executive Committee may appoint such sub-committees as it considers necessary for carrying out the work of the Association
- 8.3 No sub-committee shall act without the consent of the Executive Committee
- 8.4 A quorum for an Executive Committee meeting shall be three persons

9 DUTIES OF OFFICERS

- 9.1 The President, or in his absence the Vice-President, shall act as Chairman at all business meetings of the Association. The President may appoint any Member of the Executive Committee to carry out the duties of the Chairman in the absence of himself and the Vice-President. If no member of the Executive Committee has been appointed the meeting may elect a Chairman from among the Members present
- 9.2 The Secretary shall keep all records of the Association and shall be responsible for their correctness; and shall keep minutes of all business and Association meetings.
- 9.3 The Treasurer shall keep all funds and monies and shall disburse them on behalf of the Association; and shall be responsible for their correctness. He/she shall not keep more than \$100 in the form of cash and shall deposit any money in excess of this amount in the bank account.
- 9.4 The Editor shall collect material for, edit and issue publications of the Association.
- 9.5 The Secretary and the Treasurer shall prepare and the Association Committee shall approve reports on the Association activities in each year. These reports may be presented at an appropriate General Meeting and abstracts shall be circulated.

10 PUBLIC STATEMENTS

- 10.1 Public statements on behalf of and in the name of the Association shall only be made by members of the Executive Committee or members of the Association authorized by the Executive Committee.

11. LIABILITY

- 11.1 The Association or any of its members shall not be liable for death, injuries, loss or damage caused to any member or any participant in Association activities. The Association shall not be liable for any damage or loss of personal property.
- 11.2 The Executive Committee may pass rulings on matters affecting the safety and welfare of the members and the best interests of the Association.

12 **FIELD EXCURSIONS**

- 12.1 The Association field excursions shall be authorized by the Executive Committee
- 12.2 The Executive Committee shall appoint one leader for each Association field excursion. His decisions shall be binding on all persons taking part in the excursion.

13 **FINANCE**

- 13.1 There shall be 3 trustees of the Association. These shall be the President, Secretary and Treasurer
- 13.2 Withdrawal of any monies from an Association account shall be by cheque signed by any two of the following – President, Secretary, Treasurer or such other members as the Executive Committee may determine. These same persons may endorse cheques for payment into the account.
- 13.3 There shall be kept a due account of all monies received, expended or disbursed by the Association and a record of the matters in respect of which such receipts, expenditure or disbursements occur and of the assets, credits and liabilities of the Association.
- 13.4 The financial year of the Association shall run from July of each year through to the following June.

1. **14** **AMENDMENTS TO THE CONSTITUTION**

- 14.1 Any proposal to amend the Constitution shall be submitted by the Executive Committee, or by a request in writing signed by at least six members, stating the proposed amendment
- 14.2 No amendment to the Constitution shall be made except at a Special General meeting or an Annual General meeting
- 14.3 Amendments to be carried by a two thirds majority for Annual General meetings.

2. **15** **ELECTIONS**

- 15.1 Members of the Executive Committee shall be elected at each Annual General meeting
- 15.2 All Executive Committee members shall vacate their positions at the Annual General meeting but shall become eligible for re-election
- 15.3 Nominations of candidates for election as officers of the ACT Herpetological Association or as ordinary Committee members:
 - (a) shall be made in writing signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) shall be delivered to the Public Officer of the Association at least ten days before the date fixed for the holding of the Annual General Meeting

- 15.4 If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General meeting

16 **VOTING**

- 16.1 A financial member shall be entitled to one vote
16.2 The Chairman shall be entitled to one vote
16.3 Financial members unable to attend a meeting reserve the right to forward a written vote before a meeting

17 **AFFILIATION**

- 17.1 The Executive Committee may, at any time affiliate the Association with any other legally constituted incorporated body with similar interests
17.2 The Executive Committee may, at any time, revoke such affiliation
17.3 The Executive Committee shall appoint representative(s) to any body with which the Association is affiliated

1. **18** **RESIGNATIONS AND EXPULSIONS**

- 18.1 A resigning Executive Committee member shall surrender all Association property, correspondence and documents to an Executive Committee member or Chairman
18.2 Members who in the opinion of The Executive Committee, have acted in a manner injurious to the good name of the Association, may be suspended or expelled from membership by a two thirds majority of the members present at a Meeting

2. **19** **DISSOLUTION OF THE ASSOCIATION**

- 19.1 Notice of a motion to dissolve the Association shall be distributed not less than one month prior to the Special general meeting at which a vote on the issue will be taken by financial members.
19.2 A committee of 3 shall be appointed to act as trustee to carry out the directions of this meeting.

3. **20** **AUDITOR**

- 20.1 An auditor shall be appointed annually in accordance with clause 9.5.

4. **21** **SEAL AND HOLDER**

- 21.1 The common seal shall have the name of the Association inscribed on it, and shall be kept by the Public Officer of the Association. The Public Officer who must reside in the ACT shall be appointed by the membership at the Annual General Meeting.

21.2 The Executive Committee shall have the power to use the seal in the execution of any powers vested in it or otherwise in relation to the affairs of business of the Association. The seal shall not be used except by authority of the Executive Committee. The Public Officer (or in his absence the President) and one other member of Council shall sign every instrument to which the seal is affixed.