

# **Constitution of the Southern Tasmanian Caverneers Incorporated**

Original version adopted 4 December 1996.

Amended 7 August 2002, 4 September 2002, 7 April 2004, 3 May 2006,

February 2009, December 2013, 20 March 2016, 7 March 2018

## **1. Name**

The name of the group shall be the Southern Tasmanian Caverneers Incorporated. Hereafter called the 'Organisation'.

## **2. Headquarters**

The headquarters of the Organisation shall be in Hobart, Tasmania.

## **3. Objects of the Organisation**

- 3.1 To further caving as a recreation, and speleology as a science;
- 3.2 To provide training to enable members to obtain knowledge in caving and speleological techniques;
- 3.3 To conduct investigations and experiments associated with the science, ecology and environment of caves and karst areas;
- 3.4 To investigate, map and document caves and karst;
- 3.5 To promote and encourage caving safety and accident prevention;
- 3.6 To promote friendship and courtesy socially and otherwise, amongst members, land managers, and other users of caves and karst areas;
- 3.7 To conserve caves, karst areas and karst scenery;

## **4. Purposes of the Organisation**

- 4.1 To raise funds for the purpose of attaining the objects of the Organisation;
- 4.2 To invest and deal with any moneys of the Organisation in such a manner as may be beneficial for long term benefit of the Organisation;
- 4.3 To affiliate, or otherwise associate with any other State, National or International organisation for any purpose consistent with the objects of the Organisation and to pay any dues to such organisation;
- 4.4 To do such other acts, matters and things as are needed to attain the above objects.

## **5. Membership and Non-Member Provisions**

### **5.1 Classes of membership:**

5.1.1 **Single Membership:** A person who has attained the age of eighteen years shall be eligible for Single Membership, and shall have full voting rights and be counted as part of a quorum.

5.1.2 **Concession Membership:** Full-time students, persons under the age of eighteen years, persons receiving a pension or persons holding a Government Health Care Card, shall be eligible for Concession Membership. Only Concession Members 18 years or older, shall have full voting rights and be counted as part of a quorum.

**5.1.3 Household Membership:** Married or de-facto partners and the children in their care are eligible for Household Membership. Only Household Members 18 years or older shall have full voting rights and be counted as part of a quorum.

**5.1.4 Introductory Membership:** A person may be eligible for Introductory Membership for a maximum period of 12 months. Within or at the end of that 12 months, an Introductory Member can be nominated for one of the above membership categories, providing they have met all other conditions as specified in the Rules. An Introductory Member does not have voting rights and shall not be considered as part of a quorum.

**5.1.5 Life Membership:** Life Membership may be conferred upon a member of not less than five years standing, in recognition of outstanding services rendered by that member to the Organisation. They shall be deemed financial without payment of a subscription, but shall be liable for their personal insurance and affiliation costs if so required. They shall have full voting rights and be counted as part of a quorum.

**5.2 Newsletter Subscriber:** A person or organisation may receive printed copies of any newsletter produced by the Organisation, upon payment of a subscription.

**5.3 Conditions of Membership:** Membership of the Organisation shall be open to all persons who accept the Constitution and Rules of the Organisation.

**5.4** The membership year shall be from the first day of April to the thirty-first day of March inclusive.

**5.5 Cessation of Membership:**

**5.5.1 Lapse:** When a Member has been financially in arrears for more than 3 months a person's membership, and entailed rights, shall lapse until all outstanding dues are paid.

**5.5.2 Resignation:**

**5.5.2.1** A Member wishing to resign must tender their resignation in writing. The resignation will take effect on its receipt by a member of the Executive.

**5.5.2.2** Members who are financially in arrears for more than twelve months are deemed to have resigned.

**5.5.3 Expulsion:** A member may be expelled for cause (which shall include misconduct, slanderous criticism of the Organisation, being financially in arrears for more than 6 months, or that the expulsion is otherwise in the interest of the Organisation) by a ballot with a three quarters majority at the Extraordinary General Meeting for which the matter has been scheduled. Fourteen days' notice of intention must be given to the Organisation and to the member concerned. Such a member shall have the right of appeal to the General Business Meeting following that at which the matter was voted upon.

## **6. Meetings**

6.1 An Annual General Meeting shall be held within 3 months of the end of the Organisation's financial year.

6.2 An Extraordinary General Meeting may be called at the discretion of the Executive, or upon the written request of not less than 10 per cent of the voting members of the Organisation.

6.3 A General Business Meeting shall be called at least six times a year to conduct the business of the Organisation.

## **7. Business and Quorum at Meetings**

7.1 All members over the age of 18 shall be entitled to attend and speak at meetings, but only Single, Concession, Household and Life members shall be entitled to vote, move or second motions, or be considered as part of a quorum.

7.2 Members may vote by proxy recorded in writing, provided that the proxy so appointed shall be entitled to vote. The proxy may be instructed how to vote or have a free hand.

7.3 A simple majority shall decide each ballot and poll unless otherwise provided for in the Constitution or Rules.

7.4 No item of business shall be transacted at an Annual General Meeting, Extraordinary General Meeting or General Business Meeting unless a quorum of voting members is present during the time that the meeting is considering that item.

7.5 A quorum for an Annual General Meeting and/or an Extraordinary General Meeting requires at least one quarter, or ten (whichever is fewer) of the financial voting members of the Organisation to be in attendance.

7.6 A quorum for a General Business Meeting requires at least six financial voting members of the Organisation to be in attendance.

## **8. Finances, Income and Property**

8.1 The income and property of the Organisation however derived, shall be applied solely towards the promotion of the objects and the purposes of the Organisation.

8.2 The financial year of the Organisation shall be from the first day of January to the thirty-first day of December inclusive.

8.3 Subscriptions, fees and levies may be fixed from time to time by an Annual General Meeting or by an Extraordinary General Meeting.

8.4 Newly accepted members (excluding Introductory members) shall be entitled to pay subscriptions for their first year on a pro rata basis.

8.5 The Organisation's bank accounts shall be of the type appropriate to an incorporated body. A clear and complete record of all financial transactions shall be maintained by the Treasurer.

8.6 All payments made by cheque shall be co-signed by any two members of the Executive. All electronic payments shall be digitally co-authorised by any two members of the Executive. All members of the Executive shall be invited to register with the bank as signing officers.

8.7 The accounts of the Organisation shall be maintained by the Treasurer and audited annually by an independent Auditor.

8.8 The Organisation shall lodge an annual return with the Commissioner for Corporate Affairs within six months of the end of each financial year, or as required by law.

## **9. Governance**

9.1 The Executive of the Organisation shall consist of the following

9.1.1 President

9.1.2 Vice-President

9.1.3 Secretary

9.1.4 Treasurer

9.2 The General Committee shall cover the following functions

9.2.1 The Executive

9.2.2 Equipment Officer

9.2.3 Librarian/Archivist

9.2.4 Karst Index Officer

9.2.5 Scientific Officer

9.2.6 Editor(s)

9.2.7 Search & Rescue Officer

9.3 No person shall hold the same executive position for more than three consecutive years.

9.4 The Organisation shall appoint a Public Officer, as required by law.

9.5 Nominees for Executive and/or Committee positions who are not present at the meeting of election, are required to give their consent in writing.

## **10. Delegates and Other Officer Bearers**

10.1 Delegates of the Organisation to other organisations shall be elected by a General Business Meeting, unless there is insufficient time. In such cases the Executive may appoint a delegate, or delegates, to hold office until the next General Business Meeting. A delegate may nominate a substitute, but the Executive may declare the position vacant and require a fresh election.

10.2 Additional General Committee Members may be elected at an Annual General Meeting or General Business Meeting to facilitate additional activities of the Organisation. These Office Bearers shall hold office until the next Annual General Meeting.

## **11. Responsibilities of the Executive and General Committee**

11.1 The day to day affairs of the organisation shall be conducted by the Executive and assisted by a General Committee.

11.2 All members of the Executive and General Committee shall be elected by majority vote at the AGM and shall hold office until the conclusion of the following AGM.

11.2.1 In the event of a vacancy occurring on the Executive, the position shall be filled by election at an Extraordinary General Meeting called for the purpose.

11.2.2 In the event of a vacancy occurring on the General Committee, the position shall be filled by election at a General Business Meeting.

11.3 **President's Responsibilities:** The President, in conjunction with the Executive and General Committee, shall manage the way in which the Organisation operates, and shall chair all meetings.

11.4 **Vice-President's Responsibilities:** The Vice-President shall exercise

all the powers of the President, but only in the absence of the President.

**11.5 Secretary's Responsibilities:** The Secretary shall receive and reply to all correspondence addressed to the Organisation, generate all letters as required for the Organisation, and take minutes of all meetings or nominate another member to do so.

**11.6 Treasurer's Responsibilities:** The Treasurer shall be responsible for the financial management of the Organisation. They shall ensure all authorised payments are made promptly, issue receipts for all monies paid to the Organisation and keep a register of financial members.

**11.7 Equipment Officer's Responsibilities:** The Equipment Officer shall be responsible for maintaining all equipment, storing equipment safely and securely, keeping an inventory of all items, and making available equipment as requested by financial members.

**11.8 Librarian/Archivist's Responsibilities:** The Librarian/Archivist shall be responsible for maintaining all written records created by, or received by the Organisation and maintaining a 'loans register' to keep track of all the Organisation's records, books and journals.

**11.9 Karst Index Officer's Responsibilities:** The Karst Index Officer shall be responsible for maintaining all records and documentation of caves and karst discovered and/or explored by the Organisation.

**11.10 Scientific Officer's Responsibilities:** The Scientific Officer shall be responsible for coordinating all scientific research and recommending any expenditure of any funds set aside for scientific research.

**11.11 Editor(s) Responsibilities:** The Editor(s) shall be responsible for compiling, editing and arranging the publishing of all the Organisation's publications.

**11.12 Search and Rescue Officer's Responsibilities:** The Search and Rescue Officer shall be responsible for Coordinating Search & Rescue callouts with Tasmanian Search & Rescue authorities, attending Search and Rescue liaison meetings, and maintaining an up-to-date Search and Rescue call-out register.

**11.13 Public Officer's Responsibilities:** The Public Officer shall notify the Commissioner for Corporate Affairs in writing within fourteen days of his or her appointment and of any change in his or her address, and shall lodge a notice with the Commissioner for Corporate Affairs within one month of any amendments to the Constitution or Rules. The Public Officer shall also maintain a record of the official activities of the Organisation. The Public Officer may be dismissed and replaced by the Executive at any time. Should the position become vacant, the Executive shall appoint a replacement within fourteen days.

**11.14** All members of the Executive and General Committee shall supply a written report prior to the Annual General Meeting.

## **12. Amendments to the Constitution**

Amendments to the Constitution shall be made only by a resolution passed by a majority of not less than three-quarters of voting members as may be present in person at an Extraordinary General Meeting or an Annual General Meeting. Notice of such a meeting, and of any proposed amendments to the Constitution, must be given in writing to all financial members at least seven days in advance of the meeting. Amendments to the Constitution shall be communicated to all financial members within thirty days of the amendment being passed.

## **13. Rules and Bylaws**

13.1 The Organisation can create additional Rules, providing they comply with the Objects and Purposes of the Organisation and do not contradict any part of the Constitution.

13.2 **Amendments to the Rules:** Amendments to the Rules shall be made only by a resolution passed by a majority of not less than three-quarters of voting members as may be present in person at a General Business Meeting. Notice of such a meeting, and of any proposed amendments to the Rules, must be given in writing, to all financial members at least seven days in advance of the meeting. Amendments to the Rules shall be communicated to all financial members within thirty days of the amendment being passed.

## **14. Disbandment**

A motion for disbandment of the Organisation shall be dealt with in the same manner as a motion for amendment of the Constitution but shall also require confirmation at an Extraordinary General Meeting called for the purpose not less than fourteen, nor more than thirty days after the meeting at which the motion was first passed.

## **15. Disposal of Properties, Assets and Liabilities**

In the event of disbandment the records and archives of the Organisation shall be offered to the archives of the Australian Speleological Federation. In the case of non-acceptance, they shall be transferred to the State Archives of Tasmania. All other properties and assets of the Organisation shall be given to another State or National Organisation with similar aims and objectives.

## **End of the Constitution of the Southern Tasmanian Caverneers Incorporated**

*Moved and carried at the 2018 AGM that*

*11.2 All Executive members shall be elected by majority vote at the Annual General Meeting and shall hold office until the following Annual General Meeting. In the event of a vacancy occurring on the Executive Committee, the position shall be filled by election at an Extraordinary General Meeting called for the purpose.*

*be replaced by*

*11.2 All members of the Executive and General Committee shall be elected by majority vote at the AGM and shall hold office until the conclusion of the following AGM.*

*11.2.1 In the event of a vacancy occurring on the Executive, the position shall be filled by election at an Extraordinary General Meeting called for the purpose.*

*11.2.2 In the event of a vacancy occurring on the General Committee, the position shall be filled by election at a General Business Meeting.*