

# Australian Student Environment Network Constitution

## 1 Name

The name of the association shall be Australian Student Environment Network (ASEN).

## 2 Objectives

The objectives of ASEN shall be:

- a. the protection, conservation and enhancement of the natural environment;
- b. the provision of information and education to the public about the natural environment;
- c. to establish and maintain a public fund to be known as the ASEN Fund for the specific purpose of supporting the environmental objects of the Australian Student Environment Network. The fund is established to receive all gifts of money or property for this purpose and any money received because of such gifts must 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 (Cth).

These objectives will be achieved through the following means:

- a. a to facilitate a national network for environmental change and social justice, breaking down geographic boundaries and harnessing student energy to build a just and sustainable society;
- b. to achieve campaign goals pursuing environmental and social justice by initiating public education campaigns and collaborating with other environmental and social justice organisations and networks on local, state and national campaigns;
- c. to offer support in the form of resources, fundraising, information, strategy and the added momentum of national coordination;
- d. to increase the discussion and sharing of information, skills, and experiences in the environment and social justice movement;
- e. to strengthen the student environment movement through long term information and skills training as directed by the identified needs of members;
- f. to get more students involved in environmental education and campaigning by nurturing existing and potential collectives on all campuses, TAFEs and high schools;
- g. for the purpose of carrying out its objectives, to raise loans, borrow, invest, donate, expend and lend funds, acquire and dispose of any form of property, employ staff, enter into contracts and establish companies; and
- h. to undertake such other activities as the association shall deem necessary to achieve its objectives.

## 3 Non-profit making

3.1 ASEN is not established or maintained for profit of individuals, and the services envisaged and the objectives of the association are not established or maintained for the profit of individuals.

3.2 The assets and income of ASEN shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly except as bona fide compensation for services rendered or expenses incurred on behalf of the association.

## 4 Definitions

- a. Association means Australian Student Environment Network (ASEN).
- b. Member refers to a natural person who is a member of an affiliate group of ASEN, agrees with the ASEN and has been approved as a member by the National Council.
- c. National Convener(s) is/are the main organiser(s) of the ASEN National Council and convene the network.
- d. ASEN National Council (National Council) is the main decision-making body of ASEN.
- e. Student refers to any person enrolled in a University, High school, TAFE or any other educational institution, whether full-time or deferred.
- f. Youth refers to persons under the age of 30.
- g. Affiliate Group is defined as three or more people who work together in a distinct geographical locality, on objectives aligned with those of ASEN, agree with the ASEN Charter, consider themselves a group, and have been endorsed as an Affiliate Group by National Council.
- h. Working Group is defined as three or more members who work together on a campaign, or on an aspect of ASEN organisational development and outreach, agree with the ASEN Charter, consider themselves a group, and have been endorsed as a Working Group by National Council.
- i. Affiliate Group Delegate is the person with the primary communication responsibility between their Affiliate Group and ASEN National Council.
- j. Working Group Delegate is the person with the primary communication responsibility between their Working Group and ASEN National Council.
- k. Office Bearers of ASEN – National Convenor(s), Financial Officer(s), Public Officer, Administration Officer(s).
- l. Students of Sustainability (SoS) is the annual conference of the Australian Student Environment Movement.
- m. The Act refers to the Associations Incorporation Act 1981 VIC.

## 5 Membership

5.1 ASEN Members must be individual students or youth. ASEN members must nominate themselves as a member of one affiliate group.

5.2 Rights of individual member:

- a. put a proposal to National Council;
- b. vote at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM);
- c. vote to nominate a delegate for national Council from their affiliate group;
- d. propose or participate in a working group; and
- e. are entitled to a Germinate subscription for the period of their membership.

5.3 Responsibilities of individual members:

- a. To read the agenda, proposals and supporting documents before attending an ASEN council meeting or AGM;

- b. To actively include people of minority and oppressed groups within ASEN activities;
- c. To engage in modeling sustainable organising; and
- d. To abide by the principles in the ASEN Charter.

5.4 The membership rate for individuals is set annually by the ASEN National Council as set out in the ASEN Rules and Regulations. Request for waiver of membership dues may be granted by National Council.

5.5 To become a member of ASEN, individuals must fill out the applicable membership form. They must nominate the affiliate group of which they are a member, or intend to become a part of, or propose to establish. They must read and agree to the ASEN Charter, pay their membership fee, and be approved as a member at the next National Council meeting.

5.6 The Administrative Officer shall maintain a register of members.

## **6 Affiliate Groups**

All ASEN members must nominate themselves as part of an affiliate group on commencement of membership. If they do not consider themselves part of a current affiliate group of ASEN then they may nominate a new group to ASEN council for approval.

### **6.1 Affiliate Group Delegates**

Affiliated bodies must nominate through internal elections who will be their delegates to ASEN Council. Groups have the right to nominate two delegates, but should not feel compelled to do so, as they might prefer to focus on local or state organising. If a delegate resigns, leaves the group they represent, dies, or is otherwise unable to fulfill their role they can be replaced by their group at any time by nomination of a new delegate.

### **6.2 Accountability of National Council Delegates to Affiliate Groups**

National Council Delegates are responsible for notifying their Affiliate Group of proposals that come before the National Council and seeking input.

## **7 Working Groups**

All ASEN members can nominate themselves as part of a working group or propose a new one.

### **7.1 Working Group Delegates**

Working groups may nominate through internal elections who will be their delegates to ASEN Council. Groups have the right to nominate one delegate, but should not feel compelled to do so, as they might prefer to focus on local or state organising.

If a delegate resigns, leaves the group they represent, dies, or is otherwise unable to fulfill their role they can be replaced by their group at any time by nomination of a new delegate.

### **7.2 Accountability of National Council Delegates to Working Groups**

National Council Delegates are responsible for notifying their Working Group of proposals that come before the National Council and seeking input.

## **8 ASEN National Council**

### **8.1 Purpose**

The National Council is ASEN's guiding body on the national level.

## 8.2 National Council Members

The National Council shall be composed of ASEN Affiliate Group Delegates, Working Group Delegates and elected Office Bearers of ASEN.

### a. Voting Members

The elected ASEN Office Bearers, Affiliate Group Delegates and Working Group Delegates all have a vote at National Council meetings.

### b. Non-voting Attendants

The ASEN National Council can decide to appoint any person who is not an ASEN member to be a non-voting participant for any meeting to act as an advisor. Any individual of an ASEN member organisation or an individual member of ASEN has the right to attend any meeting of the National Council at their own expense. They can act as participants in the meeting without decision-making rights. Any member who attends is automatically granted speaking rights.

## 8.4 Responsibilities of the National Council

The National Council is the highest decision making body in ASEN. It has final authority in all matters relating to ASEN and its operations. The responsibilities expressly given to the National Council to deal with and over which it has sole authority follow:

- a. Yearly Budgeting;
- b. Approval of large Expenses/Significant Budget Changes;
- c. Campaign Endorsements;
- d. Strategic Planning and Programming;
- e. Training Curriculum Development;
- f. Employment and Employee Evaluations;
- g. Create regulations governing the operation of ASEN;
- h. Approve policy;
- i. Endorse and dis-endorse Working Groups responsible for various ASEN projects and activities; and
- j. Affiliate and disaffiliate Affiliate Groups.

Any duties and projects of the National Council can be delegated to any working group established by the National Council. These delegations may have conditions or directives associated with them.

## 8.5 Description of roles of National Council Members:

- a. Attending both National Council face to face meetings (Winter and Summer);
- b. Participate in National Council online chats and/or conference calls and online discussions over email;
- c. Reporting to and seek feedback from their local group regarding proposals to National Council, outcomes of Council meetings, campaign progress and other ASEN happenings;
- d. Be familiar with ASEN Policy and Rules and Regulations;
- e. Facilitate participation from your local group in ASEN;
- f. Maintain regular contact with State Conveners and the National Convener and support them in their

roles;

- g. Strongly encourage individual ASEN membership within your group;
- h. Handover – training new National Council in their responsibilities;
- i. Help fundraise for ASEN (by holding local events and participating in national events etc.);
- j. Bring proposals to the National Council meetings from your group in their interests;
- k. Help organise, set the agenda for and facilitate National Council meetings; and
- l. Be an individual member of ASEN.

## 8.6 Schedule of Meetings

### 8.6.1 Face to face meetings

The ASEN National Council will meet face-to-face at least twice a year, once in the winter Semester holidays at the annual Students of Sustainability Conference and once in the summer at ASEN January Meeting. The Council will determine the dates of other face-to face meetings as needed as long as at least 2 months notice is given.

### 8.6.2 Non face to face meetings

The National Council shall meet online or via conference call at least once every two months. The time, date, place and agenda for the meeting shall be determined by the National Council at least 2 weeks before hand and posted on an email list of all voting members of ASEN National Council.

### 8.6.3 Additional Meetings

Any member of the National Council can call for an additional meeting of the National Council to address an issue that s/he deems as essential to address before the next scheduled meeting. If the member's request is supported by two other members of the National Council, they will set a date for the meeting in conjunction with the National Convener(s) within 10 days of the request being put to National Council.

### 8.6.4 Emergency Meetings

If a situation arises that seriously threatens the operation or integrity of the organization, an emergency meeting can be called by any three members of National Council. Notice for emergency meetings will be at least 24 hours. All efforts must be made to contact all members of National Council about the emergency meeting.

## 8.7 National Council Working Groups

These groups would operate under a mandate endorsed by National Council. Any individual ASEN member can join these Working Groups.

A delegate of the Working Group has a vote at National Council and is responsible for reporting between National Council and the Working Group.

## 9 Decision Making Processes

### 9.1 Proposals

Any member of ASEN has the right to submit a proposal to the National Council, AGM or EGM on any issue pertaining to ASEN. Persons who are not members of ASEN may only submit proposals dealing with the relationship or possible relationship between their organisation and ASEN.

Proposals are due at least 10 days before the National Council meeting, AGM or EGM and must be distributed by the proposer via email to all voting members. Proposals that do not make the 10 day deadline need to be accepted as items without notice.

### 9.2 Decision Making Guidelines

### 9.2.1 Procedural Decisions

All procedural decisions such as approving agenda items without notice, vote-to-vote, meeting times, and the manner of voting (ballot, show of hands etc), accepting motions without notice require single consensus falling to 66% majority of the National Council members present.

### 9.2.2 Major Decisions

All decisions that are not procedural decisions are Major Decisions. The following decision making process applies to all National Council meetings of ASEN, including the Annual General Meeting and the Extraordinary General Meeting.

The decision making model is as follows:

- a. Initial test for consensus after reading and explanation of proposal.
- b. If, after appropriate discussion and negotiation, full consensus has not been achieved, the issue shall be deferred to a later point in the meeting or if impossible to resolve at the time, adjourned until the next meeting.
- c. If a decision is urgent, and cannot be deferred to another meeting then:
  - i. After a delay of at least ten minutes, attempt again to seek consensus. If consensus is not achieved this second time then:
  - ii. A vote-to-vote must be taken, and passed by a 66% majority.
  - iii. A 80% majority of the members is required to pass the resolution. Abstentions may be recorded but will not count as a vote cast, either for or against.

### 9.3 Quorum

Ten voting members of National Council from at least 4 different States or Territories must be present, in person or via phone, video or computer link, for quorum to be reached for all ASEN National Council meetings.

Quorum for an AGM or EGM is 50 members of ASEN from at least 4 states.

### 9.4 Proxies

No proxies shall be allowed.

## 10 Office Bearers

10.1 The office bearers of ASEN are: National Convener(s), Financial Officer(s), Public Officer, Administrative Officer(s).

### 10.2 Selection Process -

When a current Office bearer's term is up, or if they choose to resign, or if the council by an 80% majority determines at a face-to-face meeting that an ASEN Office Bearer should be replaced for any reason, an election for a new Office bearer will take place.

Election of new Office Bearers will take place between July and December. Emergency elections in the case of a resignation or removal can take place at any time.

A call for nominations must be sent out to all members of ASEN. Nominations must be called no later than the last week in October. Nominations will remain open for 3 weeks. Election will take place at National Council within one month of the close of nominations.

Any individual member of ASEN may nominate for an ASEN Office Bearer Position. At their nomination all nominees must write a nomination statement to be made available to all members of ASEN. At National Council Election each candidate has the right to make a speech and answer questions from the floor.

This National Council decision will go to the next AGM or EGM, whichever ever is first, to be ratified by the

broader ASEN membership. If this decision is not ratified, nominations will re-open.

### 10.3 Transfer of Office Bearer Terms

The Office Bearers Elect are responsible for learning the duties that are required of them to be ready to hold the position. They will also plan the summer National Council Meeting/Summer Training Camp with the current National Convener and the Training Camp Working Group. January will be a common month between out-going and in-coming Office Bearers in which hand-over is to take place.

### 10.4 Term of Office

Officer bearers of the Association shall hold office from January 1st to January 31st the following year. The finance officer shall hold office from two weeks before the end of the financial year until two weeks after the end of the following financial year and is also responsible for lodging financial reports from that year with appropriate bodies after their finance officer term ends. Each Officer of the Association is eligible to stand for election for more than one term in office.

### 10.5 Responsibilities of the National Convener(s)

Responsibilities of the National Convener(s) include to carry out the following while respecting and supporting the principles and purpose of ASEN:

- a. organising National Council meetings;
- b. being an ASEN spokesperson;
- c. being up to date with the functioning of Working Groups and Affiliate Groups and remaining in regular contact with these groups;
- d. advocate consensus, participatory democracy, and an awareness of sexism, racism, homophobia and classism within society;
- e. disseminating any information developed by Working Groups, Affiliate Groups or National Council;
- f. facilitate co-ordinating ASEN Campaigns as directed by the National Council;
- g. ensuring that O-week mailouts are compiled and disseminated;
- h. facilitates the dispute resolution process;
- i. to model sustainable organising;
- j. to plan the summer National Council Meeting with the outgoing National Convener(s);
- k. promote membership of ASEN and build the network;
- l. facilitates ASEN fundraising and grant writing;
- m. oversee ASEN's legal obligations; and
- o. other things as directed by National Council.

### 10.6 National Convener Honourarium

The National Convener will receive a honourarium as well as a travel budget and phone allowance. National Council shall set the amount of the honourarium and these allowances in the budget.

### 10.7 Responsibilities of the Financial Officer

Responsibilities of the Financial Officer include:

- a. respect and support the principles and purpose of ASEN;
- b. responsibility for ensuring ASEN complies with all incorporation law requirements;
- c. responsibility for ensuring that ASEN complies with all tax laws and obligations;
- d. administer ASEN's bank account;
- e. facilitating an open budget process and disseminating financial information to all ASEN members;
- f. day to day management of ASEN finances;
- g. ensuring appropriate records for ASEN financial transactions are kept;
- h. facilitating information dissemination and skill sharing about ASEN finances;
- i. developing effective financial processes;
- j. drafting financial regulations and suggesting modifications;
- k. ensuring all paid ASEN office bearers are paid according to the regulations;
- l. evaluation of ASEN financial processes and strategic planning;
- m. model sustainable organizing; and
- n. other things as directed by National Council.

#### 10.8 Financial Officer Honorarium

The Financial Officer will receive a honourarium. National Council shall set the amount of the honourarium in the budget.

#### 10.9 Responsibilities of the Administrative Officer

The responsibilities of the Administrative Officer include the following while respecting and supporting the principles and purpose of ASEN:

- a. Keeping a register of ASEN members;
- b. Keeping a register of ASEN Working Groups;
- c. Keeping a register of ASEN Affiliate Groups;
- d. Keeping a register of ASEN National Council Members;
- e. Processing applications for fee-waivers;
- f. Processing and updating any applicable forms;
- g. Processing the disciplinary procedures;
- h. to promote membership of ASEN and to build the network; and
- i. other things as directed by National Council;

#### 10.10 Responsibilities of the Public Officer

The responsibilities of the Public Officer include:

- a. Ensuring that ASEN complies with all its obligations as an Incorporated Not for Profit Association as per the Associations Incorporation Act 1981 VIC;
- b. Liaising with relevant government departments; and
- c. other things as directed by National Council

#### 10.11 Responsibilities of ASEN National Council to the Office Bearers of ASEN

Prior to the beginning of a new Office Bearers term the National Council will set position descriptions for each of the Office Bearers in the case of:

- a. any additional responsibilities to those outlined in the ASEN Constitution;
- b. the respective Office Bearer roles being shared by more than one person.

#### 10.11 Office Bearer Vacancies -

The office of an officer of the Association, or of an ordinary member of the committee, becomes vacant if the officer or member:

- (a) ceases to be a member of the Association; or
- (b) becomes an insolvent under administration within the meaning of the Corporations Law; or
- (c) resigns from office by notice in writing given to the Administrative Officer.

In the event of a casual vacancy in any office bearer position under section 10.1 the National Council may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

### **11 National AGM and EGM**

11.1 Each year, an ASEN AGM will be held at SoS. The National Convener(s), at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.

In addition to other matters, the AGM shall:

- a. Elect the National Convenor, Administration Officer, Finance Officer and Public Officer;
- b. Receive reports and financial statements on the activities of Members, Officer Bearers and Working Groups;
- c. Review national campaigns, spokespeople and regional contacts;
- d. Devise a budget for the following financial year; and
- e. Consider proposal(s) to make changes to the ASEN Constitution.

This meeting will be open for all members to attend and have speaking rights. All members can vote on decisions at the AGM.

11.2 The voting process for electing ASEN office bearers and the National Convenor is as follows:

- a. After sufficient discussion, a vote-to-vote must be made and passed by consensus falling to a 66% majority;
- b. All voting shall be by secret ballot

- b. If there is only one candidate for the position then members are asked to vote to endorse or not endorse the candidate;
- c. If there is more than one candidate members are required to vote for the candidate of their choice in order of preference, with the option to not endorse any candidate.
- d. A candidate is considered successful when they have achieved a total of 80% of the vote of the members present. The candidate with the lowest vote will be eliminated in the count and their preference distributed until one candidate reaches the required majority. The further specific operation of this voting procedure is outlined in the Rules and regulations.

11.3 Each year ASEN will hold an EGM (extraordinary General Meeting) at Training Camp in January

The National Convener, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.

In addition to other business, the EGM will:

- a. Receive reports and financial statements on the activities of Members, Officer Bearers and Working Groups;
- b. Review national campaigns, spokespeople and regional contacts;
- c. Consider the operation of the budget for the remainder of the year; and
- d. Consider proposal(s) to make changes to the ASEN Constitution.

This meeting will be open for all members to attend, and have speaking rights. All members can vote on decisions at the AGM.

11.4 Quorum

Quorum is 50 ASEN members from at least 4 States.

## **12 Discipline, suspension and expulsion of members**

A member may be expelled or suspended from ASEN by special resolution to the effect that the member has acted in a way that has:

- a. prevented or hindered ASEN in carrying out its objectives; or
- b. brought ASEN into disrepute; or
- c. been contrary to one or more ASEN principles as described in the ASEN charter or objectives and has caused ASEN harm;
- d. been detrimental to the interests of ASEN.

12.2 A meeting of the ASEN National Council must be called in order to expel or suspend a member.

12.3 Written notice of the proposed resolution must be given to the member at least 21 days before the date of the meeting at which the special resolution is to be moved, including setting out the grounds on which suspension or expulsion is being considered, the date, place and time of the meeting, and the member must be given a reasonable opportunity to be heard at the meeting.

12.4 Processes for expelling or suspending a member, or appealing such a decision, are outlined in detail in the Rules and Regulations Dispute Resolution Process.

## **13 Dispute and mediation**

Dispute resolution and mediation processes are outlined in the Rules and Regulations Dispute Resolution Process.

If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute through dispute resolution, in accordance with the Act or otherwise at law.

## **14 Funds**

14.1 The ordinary funds of the association shall be banked in such bank accounts and in such manner as the ASEN National Council shall approve.

14.2 Any national funds shall be administered in a manner decided by the national face-to-face meetings. All such accounts shall require two or more signatories. Each person authorised to operate an account shall undertake in writing to expend the funds of the association in accordance with the objectives of the association and in conformity with the directions of National Council meetings.

14.3 'Funds' for the purposes of this constitution shall be;

(i) A fee levied from each member and affiliate group. To be set annually by the ASEN National Council and is to be found in the ASEN Rules and Regulations.

(ii) Any grants or donations to the Australian Student Environment Network.

(iii) Specific fund-raising carried out by, or on behalf of, the Australian Student Environment Network.

## **15 Seal**

15.1 The common seal of the Association must be kept in the custody of the Administrative Office

15.2 The common seal must not be affixed to any instrument except by the authority of the National Council as outlined in the Rules and Regulations.

## **16 Custody and inspection of books and records**

16.1 Except as otherwise provided in these Rules, the Finance Officer ~~Secretary~~ must keep in his or her custody or under his or her control all books, documents and securities of the Association.

16.2 All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.

## **17 Public fund**

17.1 Establishment of the Public Fund

a. The fund shall be called the Australian Student Environment Network Fund;

b. The objective of the fund is to support ASEN's objectives;

c. The fund will receive all gifts of money or property for this purpose and any money received because of such gifts must be credited to its bank account;

d. The Fund must not receive any other money or property into its account;

e. The fund must comply with subdivision 30-E of the Income Tax Assessment Act 1997.

f. 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. Only

gifts of money or property must be placed the public fund's account. Sponsorship monies or testamentary gifts must not be deposited into the fund's bank account but rather be deposited into one of the organisation's other accounts.

g. Members of the public fund management committee must be the only signatories to the public fund account.

h. 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.

i. Members of the public are to be invited to make gifts of money or property to the fund for the achievement of the objectives of the organisation. ASEN will actively seek donations of money or property from the community.

j. 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.

k. The release of monies from the public fund account and the management of, and sale of, public fund assets must be authorised by the fund's management committee.

l. Receipts are to be issued in the name of the fund. Receipts should contain the following elements:

- the number of the receipt
- the date the donation was received
- name of the organisation
- the organisation's Australian Business Number (ABN)
- name of the fund

signature of a person authorised to act on behalf of the fund

- name of the donor
- an indication that the fund is listed on the Register
- that the amount is for a gift

m. Proper accounting records and procedures are to be kept and used for the fund.

n. It is the responsibility of the Financial Officer to keep proper accounting record for the fund.

## 17.2 Management of the fund

a. A committee of management of no fewer than three persons will administer the fund.

b. The committee will be appointed by National Council.

c. Members of the committee of management must be natural persons who agree with the ASEN Charter.

d. 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.

e. Members of the public fund management committee must be permanently located in Australia.

## 17.3 Requirements of the Public Fund

ASEN must inform the Department responsible for the environment as soon as possible if:

a it changes its name or the name of its public fund; or

b there is any change to the membership of the management committee of the public fund; or

c there has been any departure from the model rules for public funds located in the Guidelines to the Register of Environmental Organisations.

#### 17.4 Ministerial Rules

The organisation 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.

#### 17.5 Not-for-profit

The income and property of the organisation 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.

#### 17.4 Conduit Policy

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

#### 17.5 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.

An 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.

#### 17.6 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.

### **18 Amendment of Rules**

These rules may be amended by resolution of an Annual General Meeting or Extraordinary General Meeting. Resolutions must be passed by double consensus falling to 80% vote by members present.

This Constitution and the statement of purposes of the Association must not be altered except in accordance with the Act.

### **19 Dissolution**

The association may be dissolved nationally by a resolution supported by double consensus of the members present at an Annual General Meeting or Extraordinary General Meeting falling to 80% majority, especially summoned for the purpose. Such resolution to dissolve shall specify an association towards which the funds of the dissolved association shall be transferred which is also on the Register of Environmental Organisations.

If the organisation is wound up or if the endorsement of the organisation as a deductible gift recipient is revoked, the following assets remaining after the payment of the organisation's liabilities shall be transferred to a fund, authority or institution to which income tax deductible gifts can be made with similar objectives:

- gifts of money or property for the principal purpose of the organisation
- contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation, and
- money received by the organisation because of such gifts and contributions.