



***Constitution of the
Council of Australasian
Weed Societies
(Inc)***

Revised 20 May 2008

CONSTITUTION OF THE COUNCIL OF AUSTRALASIAN WEED SOCIETIES INC.

CONSTITUTION OF THE COUNCIL OF AUSTRALASIAN WEED SOCIETIES (INC)

1. Name:

The name of the organisation shall be the Council of Australasian Weed Societies (Inc).

2. Objects:

The object of the Council is to encourage and foster the study and promotion of weed science and technology in Australia and New Zealand and in particular to:

- Provide independent, representative leadership for weed management¹ in Australia and New Zealand, including weed science, policy, planning and operations
- Initiate and maintain activities of national significance to meet Australian and/or New Zealand member's interests
- Maintain the Australasian Weeds Conference and provide other activities for information exchange, networking and debate
- Provide national and international policy positions, promote weed awareness and provide a capacity to respond to weed issues
- Support national and international weed publications
- Provide national and international level services, products and engagement opportunities to individual members of member Societies

¹ = **Weed management** – all activities that are directly or indirectly aimed at preventing or reducing the impact of weeds; includes weed science, extension, communication, training, policy, planning and on-ground operations.

3. Membership:

Membership of the Council is restricted to Weed Societies or similar bodies based in Australasia whose aims are similar to those of the Council, and acceptable to the Council. Applications for membership shall be made, in writing, to the Executive Committee. Each application shall be accompanied by a copy of the Constitution/Rules binding the society of the prospective Member Organisation. Approval of applications shall be by unanimous decision of the Executive Committee.

4. Administration:

(i) Executive Committee

a) Composition

The Executive Committee shall be the administrative body of the Council. The Committee shall consist of two Delegates from each member Society, a President, a Vice President, and a Secretary/Treasurer.

b) Elections

The President shall be elected from the Executive Committee at the General Meeting of Council. Wherever practical, the position of President shall be rotated amongst the member Societies.

The Vice President shall be elected from the Executive Committee after the election of the President. For both positions, the assent of the nominee must be received prior to the acceptance of the nomination and voting is by the Executive Committee in session (that is, including proxies).

c) Delegates

CONSTITUTION OF THE COUNCIL OF AUSTRALASIAN WEED SOCIETIES INC.

Delegates from each member Society preferably to be

1. The current president of each member Society, as elected in accordance with that Society's constitution.
2. The immediate past President, or proxy, of each member society.

d) Terms of Office

The President shall not be eligible for election for three consecutive terms except in the case where the first term was in filling a vacancy caused by the unavailability of the previous President. The terms of the President, Vice President and Secretary/Treasurer shall commence three months after the close of the Annual General Meeting at which the elections are held, and shall end three months after the close of the next Annual General Meeting. The terms of Delegates are not limited and each member Society shall notify the Secretary/Treasurer in writing of its Delegates whenever a change occurs.

e) Duties of President and Vice President

The President shall;

- preside at meetings of Executive Committee and other meetings as necessary
- be an ex-officio member of all sub-committees, and
- perform such other duties as ordinarily pertain to such office.

In the absence of the President, the Vice President shall preside, or in the absence of both the President and Vice President the Delegates may elect one of their number to chair the meeting.

ii) Appointment of Secretary/Treasurer

A Secretary/Treasurer, preferably from the same member Society as the President, shall be appointed by the Executive Committee on such terms and for such period as are decided by Executive Committee.

iii) Duties of Secretary/Treasurer

The Secretary/Treasurer shall;

- Record and preserve minutes of meetings of the Executive Committee, General Meeting and Annual General Meetings
- Record attendance at meetings,
- At least 30 days prior to an Executive Committee meeting, General Meeting or Annual General Meeting advise all Delegates of the meeting.
- Make reports and handle correspondence as required,
- Maintain a Register of Members with current name, electronic & postal addresses.
- Have custody of all funds of the Council, accounting for same to the Council annually and at any other time on request of Executive Committee,
- Ensure the Council is incorporated under the appropriate legislation at all times, and
- Perform such other duties as ordinarily pertain to such office.

All funds, books of account and other property of the Council held by the Secretary/Treasurer shall be turned over to the incoming Secretary/Treasurer or to the President immediately upon the Secretary/ Treasurer's retirement from office.

5. Vacancies:

Any vacancy on the Executive Committee, apart from President or Vice President, shall be filled by a further appointment made by the member Society or, in the case of the

CONSTITUTION OF THE COUNCIL OF AUSTRALASIAN WEED SOCIETIES INC.

Secretary/Treasurer, by the Executive Committee, for the remainder of the term. A vacancy in the position of President or Vice President shall be filled by a person elected by the Executive Committee for the remainder of the term. Any vacancy on the Committee shall be filled by a further appointment made by the member Society.

Casual vacancies occur in the office of a committee member and that office becomes vacant if the committee member:

- a) Dies
- b) Resigns by notice in writing to the President
- c) Is convicted by an offence under the Act
- d) Is permanently incapacitated by mental or physical ill-health
- e) Is absent from more than 4 committee meetings in the same year without tendering an apology
- f) Ceases to be a member of a member organisation

6. Meetings:

(i) Quorum and Proceedings of the Executive Committee

- a) The Executive Committee shall meet at least once per year at a time and place to be fixed either at a previous meeting or at the discretion of the President or on the request of the representatives of two member Societies.
- b) At a committee meeting, 10 Executive Committee members constitute a quorum.
 - i. If within 30 minutes after the time specified for the holding of a committee meeting a quorum is not present, the meeting stands adjourned to the same time on the same day within the following month.
 - ii. If within 30 minutes of the time specified for the adjourned meeting a quorum is still not present, the members present may proceed with the business of that meeting as if a quorum were present.

(ii) General Meetings

- a) The Executive Committee:
 - i. May at any time convene a special General Meeting
 - ii. Must convene an Annual General Meeting in every calendar year within 4 months after the end of the Associations financial year (1st July to 30th June).
- b) When a special General Meeting is convened, the Association must pay the reasonable expenses of convening and holding that meeting.
- c) The Secretary must give to all Delegates not less than 30 days notice of a special General Meeting or Annual General Meeting and must specify in that notice when and where the general meeting will take place and the business to be transacted.
- d) Notice of meetings to be deemed as properly effected if the notice is sufficiently addressed and posted in ordinary prepaid mail or electronic mail address.

(iii) Quorum and Proceedings at General Meetings.

- a) At a General Meeting, 10 Executive Committee members constitute a quorum
 - i. If within 30 minutes after the time specified for the holding of a General Meeting a quorum is not present, the meeting stands adjourned to the same time on the same day in the following week.

CONSTITUTION OF THE COUNCIL OF AUSTRALASIAN WEED SOCIETIES INC.

- ii. If within 30 minutes of the time specified for the adjourned meeting a quorum is still not present, the members present may proceed with the business of that meeting as if a quorum were present.

7. Voting:

The business of the Executive Committee shall be transacted by viva voce vote and in the case of a tied vote the President shall have a casting vote. The Secretary/Treasurer shall have no vote.

8. Proxies:

Delegates may be represented at meetings of the Executive Committee by a proxy who shall be nominated in writing and who shall have all rights and privileges of the Delegate. A proxy may represent one Delegate only at any meeting.

9. Sub-Committees:

The Executive Committee may appoint, from time to time, sub-committees to investigate or carry out specific matters or projects. Except where authority is given by the Executive Committee or the President, sub-committees shall not take action until a report has been made to the Executive Committee and approval to act has been obtained from the Executive Committee.

10. Business Year:

The business and financial year recognised by the Council shall be from 1 July to 30 June.

11. Annual Report

Each year the Executive Committee shall produce a report on its activities and circulate it to all member Societies.

12. Membership Fees:

Each member Society shall pay an annual membership fee based on its number of members as listed in their books on 1 July of that year. A member Society with less than 50 members shall pay a minimum fee as agreed to by the Council each year; a member Society with between 50 and 100 members shall pay twice the minimum fee; a member Society with between 100 and 150 members shall pay three times the minimum fee etc. Membership fees are payable by the end of July in each year. Membership fees need to be paid in Australian dollars.

13. Finances:

From time to time the Executive Committee shall draw up a budget to cover certain projects and activities of the Council and funds shall be sought from the member Societies as well as from other appropriate sources. The Council shall have the right to borrow money to finance specific projects.

The Secretary/Treasurer shall deposit all funds in a bank account or accounts approved by the Executive Committee. All accounts shall be paid only by cheques signed by any two of three people authorised by the Executive Committee. An audit by a suitably qualified person shall be made once each year of all the Council's financial transactions. The auditor shall be appointed by the member Society in which the Secretary/Treasurer resides.

14. Common Seal of Association

CONSTITUTION OF THE COUNCIL OF AUSTRALASIAN WEED SOCIETIES INC.

- a) The Association must have a common seal on which its corporate name or logo appears in legible characters.
- b) The common seal of the Association must not be used without the express authority of the Executive committee and every use of the common seal must be recorded in the minute book.
- c) The common seal of the Association must be kept in the custody of the Secretary or such other persons as the Committee deems appropriate.

15. Inspection of Records, etc of the Association

A delegate may at any reasonable time inspect without charge the books, documents, records and securities of the Association.

16. Non-profit:

The income and property of the Council whencesoever derived shall be applied solely towards the promotion of the objects of the Council as set out in the Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to or amongst the individual members of member Societies of the Council. The Council may distribute any income or property amongst member Societies provided that no profit shall accrue to individual members of those Societies. Provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him to the Council or otherwise owing by the Council to him or of remuneration to any officers or servants of the Council or to any member of the Council or other person in return for any services actually rendered to the Council. Provided further that nothing herein contained shall be construed so as to prevent the repayment to any member out of pocket expenses and interest on money lent or hire of goods or rent for premises demised to the Council.

17. Dissolution:

If upon the winding up of the Council, there remains after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed amongst the members or former members, but shall be given or transferred to another association incorporated under the Act which has similar objects and to which income tax deductible gifts can be made as approved by the Australian Commissioner of Taxation and/or the New Zealand Inland Revenue Department and which association shall be determined by resolution of the members.

18. Amendments:

Amendments to the Constitution may be made on at least a three fourths majority vote of member Societies, provided that notice of proposed amendment has been mailed to each member Society at least two months before the closing date for voting set by the mover of the amendment, or the Council meeting at which the amendment will be considered. In the case of a postal vote the Secretary/Treasurer shall receive and count votes and advise member Societies of the result.

CONSTITUTION OF THE COUNCIL OF AUSTRALASIAN WEED SOCIETIES INC.

19 By-laws:

The Council may compile such by-laws and/or standing orders as may be desirable for the operations of the Council.

President

Secretary/Treasurer