

Constitution of the Southern Tasmanian Caverneers Incorporated

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1. **Name**
The name of the group shall be the Southern Tasmanian Caverneers. 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 cooperate with similar organisations;
 - 3.7 To promote friendship and courtesy socially and otherwise, amongst members, land managers, and other users of caves and karst areas;
 - 3.8 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 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:**
The following classes of Membership are available:
 - 5.1.1 Single Membership;
 - 5.1.2 Concession Membership;
 - 5.1.3 Household Membership;
 - 5.1.4 Introductory Membership;
 - 5.1.5 Life Membership;
 - 5.2 **Single Membership:** A person who has attained the age of eighteen years shall be eligible for Single Membership.
 - 5.3 **Concession Membership:** A full-time student, persons under the age of eighteen years, or person receiving a pension or social security benefit, shall be eligible for Concession Membership.

- 5.4 **Household Membership:** Married or de-facto partners and the children in their care are eligible for Household Membership. The children in their care do not have voting rights and shall not be considered part of a quorum.
- 5.5 **Introductory Membership:** A persons may be eligible for Introductory Membership for a period of no longer than three months. An Introductory Member does not have voting rights and shall not be considered as part of a quorum.
- 5.6 **Life Membership:** Life Membership may be conferred upon members 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 the payment of a subscription, but shall be liable for their personal insurance and affiliation costs if so required.
- 5.7 **Friend of STC:** A member of not less than five years standing may be made a Friend of STC, in recognition of outstanding services rendered by that member to the Organisation. Friends of STC are entitled to receive free copies of any newsletter produced by the Organisation, however are not members of the Organisation. Friends of STC are not required to pay a subscription, neither shall they incur any personal insurance and affiliation costs. The procedure for the registration or expulsion of a Friend of STC shall be the same as that for a member.
- 5.8 **Newsletter Subscriber:** A person or organisation may receive printed copies of any newsletter produced by the Organisation, upon payment of a subscription.
- 5.9 **Conditions of Membership:** Membership of the Organisation shall be open to all persons who accept the Constitution and Rules of the Organisation.
- 5.10 **Resignation:** Members wishing to resign may, at the discretion of a General Meeting, be required to return their current membership cards. Furthermore, they may be required to furnish a written letter of resignation.
- 5.11 **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 majority of three fourths at the 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 Meeting following that at which the matter was voted upon.

6. Meetings

- 6.1 An Annual General Meeting shall be held during the first three months of each financial year.
- 6.2 An Extraordinary General Meeting may be called at the discretion of the Committee, or upon the written request of not less than 10 per cent of the voting members of the Organisation.
- 6.3 An Ordinary General 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 shall be entitled to attend and speak at meetings, but only

financial Single, Concession, adult Household and Life Members shall be entitled to vote or move or second motions.

- 7.2 Members may vote by proxy recorded in writing, or by other electronic means, provided that the proxy so appointed shall be entitled to vote.
- 7.3 A simple majority shall decide each ballot and poll unless otherwise provided for in the Rules.
- 7.4 No item of business shall be transacted at an Ordinary General 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 of the financial voting members of the Organisation to be in attendance.
- 7.6 A quorum for an Ordinary General 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. All moneys and pertinent details thereof shall be handed to the Treasurer.
- 8.4 Ten percent of all income, excluding any fees collected on behalf of the Australian Speleological Federation, shall be set aside in a separate account for scientific research purposes only.
- 8.5 Members who are financially in arrears for more than three months shall be deemed unfinancial and as such shall forfeit all privileges and rights until all outstanding dues are paid.
- 8.6 Members who are financially in arrears for more than twelve months are deemed to have resigned.
- 8.7 New members joining in the last 3 months of any membership year shall receive membership for the following membership year.
- 8.8 The Organisation's bank accounts shall be of the type appropriate to an incorporated body. All transactions shall be by cheque and/or receipt so that there is a clear and complete record of all financial transactions.
- 8.9 All cheques shall be signed by any two of the Executive. All members of the Executive shall be invited to register with the bank as signing officers. The Scientific Officer shall be invited to be a signatory for the account set aside for scientific purposes, along with the other members of the Executive.
- 8.10 The accounts of the Organisation shall be balanced and audited annually by an independent Auditor.
- 8.11 The Organisation shall lodge an annual return with the Commissioner for Corporate Affairs within six months of the end of each financial year.

9. Officers of the Organisation

- 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 Public Officer
 - 9.2.4 Librarian/Archivist
 - 9.2.5 Karst Index Officer
 - 9.2.6 Scientific Officer
 - 9.2.7 Editor(s)
 - 9.2.8 Search & Rescue Officer
- 9.3 No person shall hold an executive position for more than three consecutive years.

10. Delegates and Other Officer Bearers

- 10.1 Delegates of the Organisation to other organisations shall be elected by a General Meeting, unless there is insufficient time. In such cases the Executive may appoint a delegate, or delegates, to hold office until the next General Meeting. A delegate may nominate a substitute, but the Executive may declare the position vacant and require a fresh election.
- 10.2 Additional Office Bearers may be elected at an Annual General Meeting or Ordinary General Meeting to facilitate additional activities of the Organisation. These Office Bearers shall hold office until the next Annual General Meeting. The consent of nominees not present at the meeting of election is required in writing or recorded by other electronic means.

11. Responsibilities of the General Committee

- 11.1 All Executive members shall be elected and shall hold office until the following Annual General Meeting. The consent of nominees not present at the Annual General Meeting of election is required in writing or recorded by other electronic means. 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.
- 11.2 **President's Responsibilities**
The President, in conjunction with the Committee, is expected to manage the way in which the Organisation operates, and shall Chair all meetings.
- 11.3 **Vice-President's Responsibilities**
The Vice-President shall exercise all the powers of the President, but only in the absence of the President.
- 11.4 **Secretary's Responsibilities**
The Secretary is the chief Administrative Officer of the Organisation, and is the coordinating link between Members, Committee and outside agencies. He/she must ensure all correspondence is acknowledged promptly.
- 11.5 **Treasurer's Responsibilities**
The Treasurer is responsible for the financial management of the Organisation, and must keep proper records of all financial transactions

and financial members.

11.6 Equipment Officer's Responsibilities

The Equipment Officer is responsible for arranging the maintenance and safe storage of all the Organisation's gear. He/she is also responsible for keeping an inventory of such gear, which shall be open for inspection on request by any financial member. Organisation gear shall be always readily available by prior arrangement.

11.7 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.

11.8 Librarian/Archivist's Responsibilities

The Librarian/Archivist is responsible for maintaining all written records created by, or received by the Organisation and maintaining a 'loans register' to keep track of all the Organisations records, books and journals.

11.9 Karst Index Officer's Responsibilities

The Karst Index Officer is responsible for maintaining all records and documentation of caves and karst discovered and explored by the Organisation.

11.10 Scientific Officer's Responsibilities

The Scientific Officer is responsible for coordinating all scientific research and recommending any expenditure of the dedicated funds set aside for scientific research. The Scientific Officer must also assess the written reports provided by members seeking funding for research projects, and seek outside advice from relevant experts in the field regarding these projects. The Officer must also ensure all written reports in regards to projects are received.

11.11 Editor(s) Responsibilities

The Editor(s) is/are 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 is 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 All members of the Committee shall supply a written report at 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. Written notice of such a meeting, and of any proposed amendments to the Constitution, shall be given 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. 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 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 Organisation properties and assets shall be disposed of by advertised auction or tender and any monetary balance after consideration of liabilities shall be divided equally between the financial members of the Organisation.

End of the Constitution of the Southern Tasmanian Caverneers Incorporated