

Committee Members' Responsibilities

Chairperson

- Chair ordinary meetings
- Cast the deciding vote in a tied vote
- Prepare an Annual Report of Branch activities and submit it to the Regional Secretary before the Region Annual General Meeting.
- **Vice**
 - Fulfil the roll of the Chair in their absence
- **Treasurer**
 - Table a Financial statement of the branch at ordinary meetings
 - Prepare an annual Statement of Receipts and Expenditure and forward it to the Regional Secretary for incorporation in the Society's Financial Statement by not later than 31st January each year. Then table it at the branch AGM
 - Maintain a register of financial members from year to year.
- **Secretary**
 - Keep meeting Minutes and table said minutes at the following meeting
 - Collect correspondence and action as necessary
 - Compose and distribute correspondence as required by the committee
 - Advise the Regional Bulletin Editor of the times, places and, if possible, subject matter of meetings for publication in the "Bulletin".
 - Upon election of the new committee notify Regional Secretary of the names and addresses of those elected by post, email or fax.
 - Inform the Region Secretary of the financial branch members by not later than 31st January each year.
- **Newsletter editor**
 - Liaise with Treasurer to keep membership up to date
 - Timely publication of Newsletter
 - Forward newsletter to Qld branch
 - Write articles for the Bulletin and forward them to the editor

SOCIETY FOR GROWING AUSTRALIAN PLANTS
(Queensland Region) Inc.
(CAIRNS BRANCH)
CONSTITUTION

1.0 The name of the Society shall be Society for Growing Australian Plants (Queensland Region) Inc., Cairns Branch.

2.0 AIMS: The aims of the Society shall be –

2.1 To conserve Australian Native Flora by promoting its introduction into gardens;

- 2.2 To improve existing species by breeding and selection;
- 2.3 To advocate the establishment of National Parks, Flora Reserves and Botanic Gardens in all types of soil and climate for the enjoyment and education of the people;
- 2.4 To obey and strengthen the laws and regulations of all bodies given authority under the governments of the States or Commonwealth for the preservation of the flora;
- 2.5 To interest nurserymen in propagating and supplying Australian native plants to the public;
- 2.6 To record and publish information on Australian native plants,-,-
- 2.7 To support research into Australian native plants;
- 2.8 To establish and maintain association with organisations having compatible aims;
- 2.9 To carry on any other activities appropriate to the aims of the Society.

3.0 MEMBERSHIP:

- 3.1 Membership shall be open to all persons interested in the aims of the Society.
- 3.2 A member shall be -
 - A person paying a full subscription.
 - An Honorary Life Member.
- 3.3 Honorary Life Members shall be entitled to all the privileges of members. They shall be persons whose outstanding and meritorious service in furthering the aims of the Society have earned such recognition. Honorary Life Members shall bear the unanimous recommendation and the approval of two thirds of the members present at an Annual General Meeting.
- 3.4 A member must be a member of S.G.A.P., Queensland Region.

4.0 FINANCE:

- 4.1 The annual subscription shall become due on April 1st of each year.
- 4.2 The rates of the annual subscription shall be determined by the Annual General Meeting.
- 4.3 Members shall be notified of the subscription rates for the

following year one month before the due date.

4.4 A member shall be deemed unfinancial if his subscription is not paid by 30th April.

4.5 The Treasurer shall keep the Financial Records of the Society, shall receive and deposit all monies in an approved Bank, and shall pay by cheque all accounts authorised by the Society and shall present an Annual Statement of same at the Annual General Meeting.

4.6 The Statement of Accounts may be internally audited by the whole of the Committee or by an Honorary Auditor. An external audit is not required but the records of account shall be made available to the Society's Auditor on request.

4.7 Funds raised wholly by the Branch shall be used solely in the interests of, and for the benefit of, the Branch.

4.8 The Branch may raise its own funds by way of a levy on its members and/or by other means not inconsistent with the objectives of the Society.

5.0 OFFICE BEARERS:

5.1 At the Annual General Meeting all elected positions shall be declared vacant and nominations shall be called from the floor. Nominations will not be required in advance. The Society shall elect from its financial members the following Office Bearers -

President
Vice-President
Secretary
Treasurer
and any other position deemed necessary.

5.2 All Office Bearers shall act in an honorary capacity.

5.3 The maximum period of consecutive office of the President shall be three years.

5.4 After a new President has been elected, the outgoing President will remain in the chair until the end of the Annual General Meeting.

6.0 MEETINGS:

6.1 The Society shall hold General Meetings at such times and places as decided by the Annual General Meeting.

6.2 The Annual General Meeting shall be held not later than the 31st March of each year.

6.3 A Special General Meeting may be summoned by the Committee, or may be called upon by the written request of a quarter or more members. Such a Special Meeting shall be held within three months of the receipt of the request which shall state the purpose for which the Meeting is to be called and no other subject shall be discussed at that Meeting. All members must be notified of a Special General Meeting at least fourteen days before the date of such meeting.

6.4 A quorum for a General Meeting shall be five (5) members.

6.5 The President shall preside at all meetings of the Society. In his absence a Vice-President shall assume his duties and in the event that there be no Vice-President present the meeting shall appoint its own Chairman from among those present.

6.6 At all meetings of the Society the resolution of the majority of members present and voting shall be binding except as provided in Clause 3.4.

6.7 Each member shall be entitled to vote at all General Meetings.

7.0 BY-LAWS:

7.1 The Society may make such By-laws not inconsistent with this Constitution as it deems necessary for the proper and effective administration of the Society and may alter and repeal such By-laws. Notice of such By-laws or changes to By-laws is to be given in the usual periodical notices and they are to be presented for endorsement at the next General Meeting.

8.0 CONSTITUTION:

8.1 This Constitution can only be altered by resolution of a two-thirds majority of the financial members voting, either in person or by postal vote at an Annual General Meeting or a Special General Meeting. Notice of Motion to Amend signed by a minimum of five financial members shall be given at the previous General Meeting and forwarded to all members at least fourteen days prior to the Annual General Meeting or Special General Meeting.

8.2 Each member shall receive a copy of the Constitution of the Society upon becoming a member.

9.0 DISBANDING:

9.1 The Society shall be dissolved in the event of the membership being less than three persons. It may be dissolved upon the vote of a three fourths majority of the members present at a General Meeting

convened to consider the question. Any assets on hand shall, after payment of all expenses and liabilities, be handed over to S.G.A.P., Queensland Region.