



**BY-LAWS  
Of  
BUSHWALKING AUSTRALIA INC.**

(Adopted: 11th October 2009)

## **BY-LAW 1. – Membership Application**

Membership Application - Pursuant to Clause 9(1) of the Rules

The following information is required from each applicant:

- (1) Full Name of Organisation
- (2) Postal Address
- (3) Telephone numbers
- (4) Electronic mail address
- (5) Internet web site address
- (6) Australian State or Territory represented
- (7) Name of contact person
- (8) Postal address of contact person
- (9) Electronic mail address of contact person
- (10) At the date of application:
  - (a) Number of affiliated clubs
  - (b) Number of members of affiliated clubs
- (11) Acceptance of this Association's objects



## **BY-LAW 2. – Payment of Fees**

Provisions for the time for payment of membership fees (Clause 9(6) of the Rules). Each member shall comply with those by-laws.

The annual affiliation fees shall be payable no later than 4 weeks from the date of the notice of the capitation (per head) fee advice provided to all members.

The annual insurance fees shall be payable in sufficient time to permit the payment of the consolidated insurance premium to the insurance broker.



### **BY-LAW 3. – Nomination of Delegates**

Nomination of Delegates, pursuant to clause 11(4) of the Rules.

The following information shall be provided with the nomination:

- (1) Name of Member nominating the Delegate:
- (2) Delegate
  - (a) Name:
  - (b) Postal Address:
  - (c) Electronic Mail Address:
  - (d) Telephone:
- (3) Deputy Delegate
  - (a) Name:
  - (b) Postal Address:
  - (c) Electronic Mail Address:
  - (d) Telephone:



## **BY-LAW 4. – Electronic Meetings**

Conduct of Council Meetings on an electronic medium.

- (1) The Secretary shall give or cause to be given to each Delegate at least seven days notice in writing details of the date, time, electronic medium (including access method if appropriate), and agenda of the meeting of each Council Meeting which is to be conducted via an electronic medium.
- (2) Where possible, the Secretary shall cause archive copies to be made on a long life electronic storage medium of all messages exchanged during Council Meetings which are conducted via an electronic medium.
- (3) The Secretary shall produce, or cause to be produced, minutes of each Council Meeting which shall summarise the discussions and give details of all decisions.

## **BY-LAW 5. – Appointment of President**

For the President's election refer to clause 12(1) of the Rules.

- (1) To ensure that each member shall have the opportunity to provide one of its members as President of the Association it is proposed that the rotation sequence in which the states shall provide a member to be President shall be:
  - (a) South Australia
  - (b) New South Wales
  - (c) Western Australia
  - (d) Victoria
  - (e) Tasmania
  - (f) Queensland
- (2) Ideally, the President shall have served at least one year on the Council in another capacity prior to becoming President.
- (3) In the event that a state is unable or unwilling to provide a member to be President then the current presidential term for that state shall be deemed to have been served. Consequently the state next in the rotation order shall be called upon to provide the President.

## **BY-LAW 6. – Election Candidature**

Refer to clause 12(1) of the Rules.

Nomination of candidates for election shall be:

- (1) Received by the Secretary no later than 25 days before the annual general meeting;
- (2) In writing;
- (3) The candidate nominated shall indicate to the Secretary no later than 25 days before the annual general meeting whether he or she is prepared to accept the nomination.

The means of conducting elections for positions other than that of the President shall be:

- (4) If no written nominations have been received for a position then nominations for that position may be received from the floor of the meeting;
- (5) If there is only one candidate nominated for the position, that candidate shall be considered elected without the need for a ballot;
- (6) Where there is more than one candidate for a position, then the meeting shall appoint a returning officer who shall receive the votes of the members attending the meeting. The candidate receiving the greatest number of votes shall be declared elected to the position.

## **BY-LAW 7. – Financial Management**

*(Pursuant to Section 16.5 of the Constitution)*

### ***Signatories***

The council shall appoint at least three council members as signatories to the accounts, one of whom shall be the treasurer.

Two signatories shall be required to authorize each payment.

Authorization shall be in the form of a signature, or by its electronic equivalent as provided by the bank.

Signatories are jointly and severally responsible for ensuring the entering of payment details on the official record as required below.

No payment shall be authorized unless it has been approved by council at a meeting, approved by the treasurer and at least one other of the president or secretary, or is in accordance with the council's approved budget.

### ***Operators***

The council may appoint another person or persons in addition to the above signatories to bank moneys received, and enter corresponding transaction details onto the official record.

### ***Official Record***

The accounts shall record the following detail in relation to each and every transaction:

- Date of transaction
- Person or entity to whom paid or from whom received
- Purpose of transaction
- Account classification (relating to balance sheet and income and expenditure statements)
- Amount
- Whether debit or credit
- Transaction identifier(s) such as Cheque Number or equivalent

Accounts shall be stored in the form of a spreadsheet or database which shall be available for perusal at any time by any council member.

Transactions shall be updated onto the official record within 14 days of their occurrence.

The treasurer shall be responsible for setting up and maintaining a chart of accounts and related records enabling the required reports to be produced (monthly, annual and ad hoc).



### ***Banking Records***

Council members shall be able to access bank statements as and when required, typically on-line. These records should be easily matched against the official record if and when required.

### ***Required Reports***

In accordance with standard accounting practice, budgets, balance sheets and income and expenditure statements shall be presented to the Annual General Meeting, or other meetings as required.

### ***Expenses Incurred***

Where it is impractical for payments on behalf of Bushwalking Australia to be made by the above methods, it is recommended that payments be made through a personal credit card, purchase card or similar facility, and for that person to seek reimbursement through Bushwalking Australia.