

# Constitution of AusTurtle Incorporated.

1. **The name** of the organisation shall be AusTurtle, hereinafter called the Organisation.
2. **The address** of the Organisation shall be:  
  
P.O. Box 34U  
Charles Darwin University  
Northern Territory 0815  
Australia
3. **The Aims** of the Organisation shall be:
  - 3.1. To support sea turtle research and conservation
  - 3.2. To support the objectives of the National Sea Turtle Recovery Plan through Research, Threat Abatement and Education
  - 3.3. To support the preservation of sea turtle habitat and their associated biota
  - 3.4. To engage in sea turtle education
  - 3.5. To engage in fundraising to support the above aims
  - 3.6. To support the continuation of a long-term research project at Bare Sand Island, Northern Territory
  - 3.7. To collaborate and form partnerships with other organisations and institutions to apply for funds to support the above aims
  - 3.8. To participate in discussions regarding sea turtle management, conservation and research at all levels including local, regional, national and international.
4. **Membership**
  - 4.1. New membership shall be open to any person in agreement with the objects of the Organisation.
  - 4.2. Membership is available under the following categories:
    - 4.2.1. **General membership** will be available to individuals.
    - 4.2.2. **Corporate membership** will be available to businesses, companies, government agencies and other organisations.
  - 4.3. Expulsion of membership may occur if the Executive considers that a member should be expelled from membership of the Organisation because his or her conduct is detrimental to the interests of the Organisation. The Executive shall communicate the expulsion of membership in writing to the member.
5. **Meetings**
  - 5.1. An **annual general meeting** shall be held in October at a date set by the executive for the following purposes:
    - 5.1.1. To receive from the Treasurer a statement of financial accounts for the financial year just ended.
    - 5.1.2. To elect any required board positions for the following 12 months.
    - 5.1.3. To discuss any proposal, or matter, and transact any other business which shall be duly submitted to the meeting.
  - 5.2. A **general meeting** will be held in March to discuss the contribution of AusTurtle to the coming field season at Bare Sand Island.

**5.3.** A **special general meeting** may be held for any reason decided by a board member. Agenda for the meeting should be distributed to all board members two weeks prior to the meeting.

## **6. Operation of the Organisation**

**6.1.** The organisation will strive to operate in an open and transparent manner

**6.2.** All accounting and minutes of meetings will be available to all members

**6.3.** The organisation will strive to communicate regularly with all members

**6.4.** AusTurtle embraces Workplace Diversity Principles

**6.5.** AusTurtle aims to operate with best possible practice regarding Occupational Health and Safety

## **7. The Executive of the Organisation shall consist of the following:**

### **7.1. Chairperson**

The Chairperson is responsible for:

- (a) The proper control and planning of the activities of the organisation in accordance with this Constitution
- (b) chairing all meetings.
- (c) Acting on behalf of the organisation in matters forthcoming to the organisation

### **7.2. Secretary**

The Secretary is required to:

- (a) ensure that members are aware of the dates, times and places of meetings
- (b) take full and accurate minutes of all meetings of the organisation. These minutes are to be typed and available to all members within one week of minutes.
- (c) Carry out correspondence on behalf of the Organisation as required.
- (d) Retain a record/copy of all correspondence received by and sent on behalf of the organisation.

### **7.3. Treasurer**

It is the duty of the Treasurer of the organisation to ensure that:

- (a) all money due to the organisation is collected and received and that all payments authorised by the organisation are made;
- (b) correct books and accounts are kept showing the financial affairs of the organisation, including full details of all receipts and expenditure connected with the activities of the organisation.
- (c) financial statements are prepared and tabled to the Annual General Meeting.

## **8. Elections**

Elections will be held when a new position becomes available, or an existing board member retires from their position. Elections will be held at the Annual General Meeting or at a Special General Meeting.

## **9. Voting**

Each member is entitled to one vote. In the event of equal voting, the Chairperson will have the casting vote. Members may appoint a proxy to vote for them in their absence. This intent must be given in writing to the Secretary three days before the general meeting.

## **10. The Constitution**

### **10.1. Supply of copies of the constitution**

The Secretary shall supply a copy of this Constitution to all members requesting a copy. A copy shall be kept in the organisation's official records.

### **10.2. Amendment of the constitution**

The Constitution may be repealed, or amended, or new sections inserted by a three fifths majority of members present and voting at an Annual General Meeting, or Special General Meeting in accordance with Section 5.

### **10.3. Interpretation of the constitution**

Any doubt arising as to the application or meaning of any clause of this Constitution shall be decided by a vote at an annual general meeting or special general meeting.

## **11. Accounts and Auditing**

**11.1.** All accounts will be held with Westpac Bank, Casuarina. The treasurer will keep all accounting of the organisation current and will update all books fortnightly. All accounts will be available for all members to view. Annual summaries of accounts will be made readily available to all members.

**11.2.** A **Gift Fund** is held with Westpac Bank in the name of AusTurtle. The purpose of this fund is to support sea turtle associated research and conservation. All donated monies will be deposited into this account.

**11.3.** If the Gift Fund is wound up or if the endorsement of the Organisation as a deductible gift recipient is revoked, any surplus assets of the Gift Fund remaining after the payment of liabilities attributable to it, shall be transferred to a fund, authority or institution to which tax deductible gifts can be made.

**12. Non-profit clause:** "The assets and income of the Organisation shall be applied solely towards the promotion of the objects of the Organisation and no portion shall be distributed directly or indirectly to members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation."

## **13. Dissolution**

In the event of the Organisation being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall be paid by the Committee in accordance with their powers to an organisation, authority, institution or fund which is both exempt from income tax under Section 23 of the income Tax Assessment Act and non-profit organisation.

(Constitution approved at Annual General Meeting 26/6/2004).