

**Australian Association of
Bush Regenerators Inc.**

Constitution

Registered under the *Associations
Incorporation Act 2009 (NSW)*

October 2013

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Part 1 – Preliminary

1. Name, Aim, Objects, Definitions

a. Name

Australian Association of Bush Regenerators AABR Inc.

b. Aim

The Australian Association of Bush Regenerators Inc. aims to foster and encourage sound ecological restoration and management practices by qualified people while emphasising and maintaining the pivotal role played by natural regeneration.

c. Objects

The objects of AABR shall be:

1. To promote and advance the study and sound practice of ecological restoration while emphasising the role of natural regeneration as a goal, mechanism (where possible) and ultimate measure of success.
2. To promote, establish and maintain a suitable standard of practice by both paid and volunteer practitioners, managers and planners engaged in the ecological restoration and management of natural areas.
3. To establish and implement an accreditation system for bush regeneration practitioners and, where needed, practitioners of other ecological restoration activities.
4. To strive to engage with all levels of government to promote the sound management of natural areas
5. To encourage the sound management of bushland and all natural areas by land managers through their development and implementation of ecologically based policies, strategies and plans of management for natural areas.
6. To foster education, research and any other means of advancing knowledge in bush regeneration and any aspects of ecological restoration that AABR may think desirable.
7. To institute and arrange lectures, seminars, symposia and demonstrations on pertinent subjects and, in general, provide a forum for the discussion and dissemination of information relevant to the pursuit of ecological restoration and bush regeneration.
8. To demonstrate publicly the contribution of ecological restoration and bush regeneration to the continuing benefit of natural areas and human welfare, and to serve the public need for knowledge and experience in all areas in which these fields are relevant.
9. To print or publish any periodicals, books or papers that AABR may think desirable for the promotion of its objectives.
10. To foster equitable working conditions and recognition of the skills and status of ecological restoration practitioners and bush regenerators.

d. Definitions

(1) In this constitution:

accreditation standing means status afforded to members who have applied for accreditation and have satisfied AABR's accreditation criteria.

AABR means the Australian Association of Bush Regenerators Inc.

bushland means a remnant, regrowth or fully restored stand of locally native vegetation of any ecological type, or, if currently degraded, an area containing at least sufficient local native species (above or below ground) for such a vegetation stand to recover with appropriate restoration management.

bush regeneration means: a field of ecological restoration practice that places particular emphasis on reinstating and reinforcing an ecological system's ongoing natural regeneration processes.

current member means a paid up member of AABR

Director-General means the Director-General of the Department responsible for administering the Associations Incorporation Act 2009 (NSW)

ecological restoration means: the intentional practice of assisting the recovery of damaged ecosystems to the highest practicable extent, taking into account intrinsic ecosystem change'

ordinary committee member means a member of the committee who is not an office-bearer of AABR.

secretary means:

- (a) the person holding office under this constitution as secretary of AABR, or
- (b) if no such person holds that office - the public officer of AABR.

special general meeting means a general meeting of AABR other than an annual general meeting.

the Act means the *Associations Incorporation Act 2009* .

the Regulation means the *Associations Incorporation Regulation 2010* .

(2) In this constitution:

- (a) a reference to a function includes a reference to a power, authority and duty, and
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

(3) The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

Part 2 – Membership

1. Membership Eligibility – Classes of Membership

Membership is open to all persons of good standing with interest in ecological restoration, who support the Objects of the association. There are three classes of membership:

1. Natural person members who are also AABR-accredited bush regeneration practitioners. These members have full voting rights.
2. Natural person Members who are not also AABR-accredited bush regeneration practitioners. These members have the right to vote on all matters except those relating to AABR bush regeneration accreditation or changes to the constitution.
3. Businesses, corporations, government and non-government organisations which shall be known as corporate members. An authorised representative of a corporate member shall be registered with AABR and has the right to vote on all matters except those relating to AABR bush regeneration accreditation or changes to the constitution.

2. Application for membership

- (1) An application from a person for membership of AABR:
 - (a) must be made in writing in the form set out in Appendix 1 to this constitution, and
 - (b) must be lodged with the AABR secretary or membership officer.
- (2) As soon as practicable after receiving an application for membership, the secretary or membership officer must refer the application to the committee which is to determine whether to approve or to reject the application.
- (3) As soon as practicable after the committee makes that determination, the secretary or membership officer must:
 - (a) notify the applicant, in writing, that the committee approved or rejected the application (whichever is applicable), and
 - (b) if the committee approved the application, request the applicant to pay (within the period of 28 days after receipt by the applicant of the notification) the sum payable under this constitution by a member as annual subscription.
- (4) The secretary or membership officer must, on payment by the applicant of the amounts referred to in subclause (3) (b) within the period referred to in that provision, enter or cause to be entered the applicant's name in the register of members and, on the name being so entered, the applicant becomes a member of AABR.

3. Cessation of membership

A person ceases to be a member of AABR if the person:

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from AABR, or
- (d) fails to pay the annual membership fee under clause 8 (2) within 6 months after the fee is due.

4. Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of AABR:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

5. Resignation of membership

- (1) A member of AABR may resign from membership of AABR by first giving to the secretary or membership officer written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (2) If a member of AABR ceases to be a member under subclause (1), and in every other case where a member ceases to hold membership, the secretary or membership officer must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

6. Register of members

- (1) The public officer or membership officer of AABR must establish and maintain a register of members of AABR specifying the name and postal or residential address of each person who is a member of AABR together with the date on which the person became a member. The register will also indicate whether that member has applied for accreditation, the date of the member's application for accreditation and the outcome of that application.
- (2) The register of members must be kept in New South Wales:
 - (a) at the main premises of AABR, or
 - (b) if AABR has no premises, at AABR's official address.
- (3) The register of members must be open for inspection, free of charge, by any member of AABR at any reasonable hour.
- (4) A member of AABR may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- (5) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- (6) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
 - (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to AABR or other material relating to AABR, or
 - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

7. Membership fees and subscriptions

A member of AABR must pay to AABR an annual membership fee based on a fee structure determined by the committee on an annual basis,

8. Members' liabilities

The liability of a member of AABR to contribute towards the payment of the debts and liabilities of AABR or the costs, charges and expenses of the winding up of AABR is limited to the amount, if any, unpaid by the member in respect of

membership of AABR as required by clause 8.

9. Resolution of disputes

- (1) A dispute between a member and another member (in their capacity as members) of AABR, or a dispute between a member or members and AABR, are to be referred to a community justice centre for mediation under the *Community Justice Centres Act 1983*.
- (2) If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.
- (3) The *Commercial Arbitration Act 1984* applies to any such dispute referred to arbitration.

10. Disciplining of members

- (1) A complaint may be made to the committee by any person that a member of AABR:
 - (a) has refused or neglected to comply with a provision or provisions of this constitution, or
 - (b) has wilfully acted in a manner prejudicial to the interests of AABR.
- (2) The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the committee decides to deal with the complaint, the committee:
 - (a) must cause notice of the complaint to be served on the member concerned, and
 - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (4) The committee may, by resolution, expel the member from AABR or suspend the member from membership of AABR if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- (5) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 12.
- (6) The expulsion or suspension does not take effect:
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (b) if within that period the member exercises the right of appeal, unless and until AABR confirms the resolution under clause 12, whichever is the later.

11. Right of appeal of disciplined member

- (1) A member may appeal to AABR in general meeting against a resolution of the committee under clause 11, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under subclause (1), the secretary must notify the committee which is to convene a general meeting of AABR to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of AABR convened under subclause (3):
 - (a) no business other than the question of the appeal is to be transacted, and
 - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by members of AABR.

Part 3. Accreditation

12. Accreditation purpose and fees

- (1) The purpose of accreditation is to offer status to individuals who have achieved certain standards of training and experience in specific specialised fields of ecological restoration, such as bush regeneration.
- (2) Persons seeking accreditation must be a current AABR member and must remain a member of AABR for accreditation status to be valid.
- (3) An annual fee of an amount determined by the committee will be payable concurrently with membership fees by those members who have been granted accreditation. These fees shall be applied to the administration of the accreditation system.
- (5) Any members whose application for accreditation is declined by the AABR accreditation sub-committee must wait 12 months before re-applying for accreditation.
- (6) Failure of a member to pay their annual membership subscription or annual accreditation fee, their resignation from AABR, or loss of membership for any other reason, will result in suspension, cancellation, or forfeiture of accreditation.
- (7) A member shall have their accreditation standing removed from the particular category they are accredited for, if they are found to be behaving in a manner that is incompetent and/or unprofessional, and/or their practice is inconsistent with AABR's objectives and/or contrary to the interests of AABR.

- (8) Any recommendations for removal of accreditation standing will be made by the accreditation sub-committee to the AABR committee. The AABR committee will be the only committee able to remove accreditation from a member.
- (9) Accreditation categories may be added to these rules by special resolution.

13. Bush Regeneration Accreditation

- (1) Bush Regeneration competencies, both through standard and non-standard application processes, are to be based on competencies developed by the Bush Regeneration accreditation sub-committee and approved by the AABR committee.
- (2) A member applying for bush regeneration accreditation shall have satisfied all the following criteria (standard application process):
 - (a) Have completed a minimum of 500 hours and 2 years bush regeneration field experience under the supervision of a person recognised by AABR; and
 - (b) Have successfully completed an AABR recognised course in bush regeneration.
- (3) Under exceptional circumstances, a person may be awarded Bush Regeneration accreditation without meeting the above criteria if they can demonstrate to AABR assessors, through the relevant non-standard assessment process, that they have gained equivalent competencies through other means
- (4) Any unusual costs incurred in gathering this evidence and demonstrating compliance with these criteria must be borne by the applicant.
- (5) Members seeking bush regeneration accreditation must apply to the AABR bush regeneration accreditation sub-committee on the form provided in Appendix 3.

Part 4 – The Committee

14. Powers of the committee

Subject to the Act, the Regulation and this constitution and to any resolution passed by AABR at a general meeting, the committee:

- (a) is to control and manage the affairs of AABR, and
- (b) may exercise all such functions as may be exercised by AABR, other than those functions that are required by this constitution to be exercised by a general meeting of members of AABR, and
- (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of AABR.

15. Composition and membership of committee

- (1) The committee is to consist of:

- (a) the three office-bearers of AABR, and
 - (b) at least 2 ordinary committee members, each of whom is to be elected at the annual general meeting of AABR under clause 15.
- (2) The minimum number of committee members is to be 5.
- (3) The office-bearers of AABR are as follows:
- (a) the president,
 - (c) the treasurer,
 - (d) the secretary
- (4) A committee member may hold up to 2 offices (other than both the president and vice-president offices).
- (5) Each member of the committee is, subject to this constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (6) At least 60% of the committee must hold AABR bush regenerator accreditation.

16. Election of committee members

- 1) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of AABR must be a member of AABR.
- 2) Nominations of candidates for election as office-bearers of AABR or as ordinary committee members can be made at the AGM or in advance of the meeting. If made in advance of the meeting they:
 - a. must be made in writing, stating the specific office to which the nomination applies, signed by 2 members of AABR and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
 - b. must be delivered to the secretary of AABR at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- 3) If only one nomination is received for one vacancy, the candidate nominated is taken to be elected
- 4) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- 5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- 6) The ballot for the election of office-bearers and ordinary committee members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

17. Secretary

- (1) The secretary of AABR must, as soon as practicable after being appointed as secretary, lodge notice with AABR of his or her address.
- (2) It is the duty of the secretary to keep minutes of:
 - (a) all appointments of office-bearers and members of the committee, and

- (b) the names of members of the committee present at a committee meeting or a general meeting, and
 - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

18. Treasurer

It is the duty of the treasurer of AABR to ensure:

- (a) that all money due to AABR is collected and received and that all payments authorised by AABR are made, and
- (b) that correct books and accounts are kept showing the financial affairs of AABR, including full details of all receipts and expenditure connected with the activities of AABR.

19. Membership Officer

It is the duty of the membership officer to ensure:

- (a) that all applications for membership are processed within 30 days of their receipt.
- (b) that a register of members as described in section 7 is maintained and kept up-to date. .

20. Casual vacancies

- (1) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of AABR to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the conclusion of the next annual general meeting following the date of the appointment.
- (2) A casual vacancy in the office of a member of the committee occurs if the member:
- (a) dies, or
 - (b) ceases to be a member of AABR, or
 - (c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001 (Commonwealth.)*, or
 - (d) resigns office by notice in writing given to the secretary, or
 - (e) is removed from office under clause 19, or
 - (f) becomes a mentally incapacitated person, or
 - (g) is absent without the consent of the committee from 3 consecutive meetings of the committee, or
 - (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
 - (i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001 (Cth.)*.

21. Removal of committee members

- (1) AABR in a general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a committee member to whom a proposed resolution referred to in subclause (1) relates, makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of AABR, the secretary or the president may send a copy of the representations to each member of AABR or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

22. Committee meetings and quorum

- (1) The committee must meet at least 3 times in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
 - (a) the president or, in the president's absence, the vice-president is to preside,
or
 - (b) if the president and the vice-president are absent or unwilling to act, one of the remaining members of the committee as may be chosen by the members present at the meeting, is to preside.

23. Delegation by committee to sub-committees

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of AABR as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
 - (a) this power of delegation, and
 - (b) a function which is a duty imposed on the committee by the Act or by any other law..
- (2) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this clause, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.
- (8) The committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- (9) A sub-committee may meet and adjourn as it thinks proper.

24. Accreditation sub-committees

AABR will maintain an accreditation system for members who practise Bush Regeneration.

Other accreditation sub-committees can be established by the committee as required.

All AABR accreditation categories or systems will be based on competencies developed by the relevant AABR accreditation sub-committee and approved by the AABR committee.

Each accreditation category or system will have a standard and a non-standard pathway.

All of the following clauses shall apply to all accreditation sub-committees.

- (1) AABR accreditation sub-committees shall be established separately for each category of accreditation.
- (2) AABR accreditation sub-committees will consist of at least 3 members with an upper limit to be determined by the committee..
- (3) Each accreditation sub-committee shall consist of a chairperson and ordinary sub-committee members. The chairperson shall be appointed within 7 days of the formation of the sub-committee.

- (4) All members of each accreditation sub-committee will be current AABR members and will hold AABR accreditation in the accreditation category that is the subject of that particular sub-committee.
- (5) The AABR committee would directly elect a new accreditation sub-committee from nominees with long-standing expertise in the relevant accreditation category
- (6) Any AABR member with accreditation may nominate for an accreditation sub-committee if they hold AABR accreditation in the relevant category.
- (7) Except in the case of a new such sub-committee, accreditation sub-committee nominees require endorsement of at least 80% of the current sub-committee and approval by the AABR committee.
- (8) The relevant accreditation sub-committee will consider accreditation applications to that sub-committee from members and then make a recommendation to the AABR committee, who will make the final decision on that application.
- (9) The accreditation sub-committees may review and recommend policies and procedures to the AABR committee, relating to their relevant accreditation category, to be approved by the AABR committee.
- (10) Each accreditation sub-committee shall meet with the AABR committee at least once a year.
- (11) The accreditation sub-committees have the power to recommend that the committee remove accreditation standing from a member of the accreditation category that they are the sub-committee for, should any of the following occur:
 - (a) The person resigns as a member of AABR, or has their membership cancelled;
 - (b) The professional conduct of that member is found by the accreditation sub-committee to be inconsistent with the competencies of that accreditation category; or
 - (c) Any other breach of these rules occurs.

25. Voting and decisions at committee or sub-committee meetings

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to clause 20 (5), the committee may act despite any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

Part 5 - General meetings

26. Annual general meetings - holding of

- (1) AABR must hold its first annual general meeting within 18 months after its registration under the Act.
- (2) AABR must hold its annual general meetings:
 - (a) within 6 months after the close of AABR's financial year, or
 - (b) within such later time as may be allowed by the Director-General or prescribed by the Regulation.

27. Annual general meetings - calling of and business at

- (1) The annual general meeting of AABR is, subject to the Act and to clause 23, to be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
 - (b) to receive from the committee reports on the activities of AABR during the last preceding financial year,
 - (c) to elect office-bearers of AABR and ordinary committee members,
 - (d) to receive and consider any financial statement or report required to be submitted to members under the Act.
- (3) An annual general meeting must be specified as such in the notice convening it.

28. Special general meetings - calling of

- (1) The committee may, whenever it thinks fit, convene a special general meeting of AABR.
- (2) The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of AABR.
- (3) A requisition of members for a special general meeting:
 - (a) must state the purpose or purposes of the meeting, and
 - (b) must be signed by the members making the requisition, and
 - (c) must be lodged with the secretary, and
 - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.

29. Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of AABR, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a Special Resolution of AABR, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under subclause (1), the intention to propose the resolution as a Special Resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 24 (2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

30. Quorum for general meetings

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.
- (2) Five members present (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - (a) if convened on the requisition of members, is to be dissolved, and
 - (b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) are to constitute a quorum.

31. Presiding member

- (1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of AABR.
- (2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

32. Adjournment

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of AABR stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subclauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

32. Making of decisions

- (1) A question arising at a general meeting of AABR is to be determined by either:
 - (a) a show of hands, or
 - (b) if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- (2) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of AABR, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (3) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

34. Special Resolutions

- (1) A Special Resolution may only be passed by AABR in accordance with section 39 of the Act.

35. Voting

- (1) Only AABR members who are also AABR-accredited bush regeneration practitioners can vote on matters relating to accreditation and/or constitutional changes
- (2) On any question arising at a general meeting of AABR a member has one vote only.
- (2) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (3) A member is not entitled to vote at any general meeting of AABR unless all money due and payable by the member to AABR has been paid.
- (4) A member is not entitled to vote at any general meeting of AABR if the member is under 18 years of age.

36. Proxy votes not permitted

Proxy voting must not be undertaken at or in respect of a general meeting.

37. Postal ballots

- (1) AABR may hold a postal ballot to determine any issue or proposal (other than an appeal under clause 12).
- (2) A postal ballot is to be conducted in accordance with Schedule 3 to the Regulation.

Part 6 - Miscellaneous

38. Insurance

AABR may effect and maintain insurance.

39. Funds - source

- (1) The funds of AABR are to be derived from entrance fees, annual subscriptions and accreditation fees of members, donations and, subject to any resolution passed by AABR in general meeting, such other sources as the committee determines.
- (2) All money received by AABR must be deposited as soon as practicable and without deduction to the credit of AABR's bank or other authorised deposit-taking institution account.
- (3) AABR must, as soon as practicable after receiving any money, issue an appropriate receipt.

40. Funds - management

- (1) Subject to any resolution passed by AABR in general meeting, the funds of AABR are to be used in pursuance of the objects of AABR in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of AABR, being members or employees authorised to do so by the committee.

41 Change of name, objects and constitution

An application to the Director-General for registration of a change in AABR's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.

42. Custody of books etc

Except as otherwise provided by this constitution, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to AABR.

43. Inspection of books etc

- (1) The following documents must be open to inspection, free of charge, by a member of AABR at any reasonable hour:
 - (a) records, books and other financial documents of AABR,
 - (b) this constitution,
 - (c) minutes of all committee meetings and general meetings of AABR.
- (2) A member of AABR may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$1 for each page copied.

44. Service of notices

- (1) For the purpose of this constitution, a notice may be served on or given to a person:
 - (a) by delivering it to the person personally, or
 - (b) by sending it by pre-paid post to the address of the person, or
 - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:
 - (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

45. Financial year

The financial year of AABR is:

- (a) the period of time commencing on the date of incorporation of AABR and ending on the following 30 June, and
- (b) each period of 12 months after the expiration of the previous financial year of AABR, commencing on 1 July and ending on the following 30 June.

Note: Schedule 1 of the Act provides that an association's constitution is to address the association's financial year.

Appendix1 – Nomination to AABR committee



Australian Association of Bush Regenerators Inc.

c/- Total Environment Centre, Suite 2, 89 Jones Street, Ultimo NSW 2007

Tel: 0407 002 921 **email** enquiries@aabr.org.au **website** www.aabr.org.au **ABN** 33 053 528 029

I, _____ and I : _____

nominate : _____ to fill the position of AABR:

- President
- Secretary
- Treasurer
- Ordinary committee member

Signed:

Dated:

Signed:

Dated:

CONSENT OF NOMINEE (Can be provided separately in writing)

I, (first name): _____ endorse this nomination.

Signed:

Dated:

Appendix 2 - Application for membership



Australian Association of Bush Regenerators Inc.

c/- Total Environment Centre, Suite 2, 89 Jones Street, Ultimo NSW 2007
Tel: 0407 002 921 email enquiries@aabr.org.au website www.aabr.org.au ABN 33 053 528 029

Application for membership of Australian Association of Bush Regenerators Incorporated (incorporated under the *Associations Incorporation Act 2009*)

Personal details and declaration *(Will not be disclosed outside AABR)*

I, (first name): _____

(surname): _____

Postal address: _____

Suburb / Town: _____

State: _____ Postcode: _____

Telephone (Hm): _____ (Wk): _____

(Mob): _____

Fax: _____

Email: _____

Occupation: _____

request admission to membership of the Australian Association of Bush Regenerators Inc. If admitted as a member, I agree to be bound by the constitution of AABR (available at www.aabr.org.au).

Signed: _____ Date: _____

OFFICE USE ONLY

Approved: ___/___/___ Notice sent: ___/___/___ Fees received: ___/___/___ Member No. _____

Not approved: ___/___/___ Comments: _____

Lapsed: ___/___/___ Comments: _____

Appendix 3 - Application for Bush Regeneration accreditation of Australian Association of Bush Regenerators Incorporated



Australian Association of Bush Regenerators Inc.

c/- Total Environment Centre, Suite 2, 89 Jones Street, Ultimo NSW 2007

Tel: 0407 002 921 email enquiries@aabr.org.au website www.aabr.org.au ABN 33 053 528 029

Personal details and declaration

I, (first name): _____ (surname): _____

Postal address: _____

Suburb / Town: _____ State: _____ Postcode: _____

Telephone (Hm): _____ (Wk): _____

(Mob): _____

Fax: _____

Email: _____

Occupation: _____

request accreditation by the Australian Association of Bush Regenerators as a Bush Regeneration practitioner. I understand that my application must first be assessed. I believe that all the information in and attached to this application is correct.

Signed: _____ Date: _____

Please send application to the address above, EXCEPT Applicants between Coffs Harbour NSW and Gympie QLD who send application to:

AABR, c/o Mike Delaney, EnviTE, PO Box 1124, Lismore 2480.

NOTE: Please do not send membership fees with your application.

If your application is approved, the notice sent to you will include a request for fees.

For more information see contact details above..

OFFICE USE: Standard // Non-standard	V'n: Dec. 2004
All applications: Received: ___/___/___ BR qualification received: ___/___/___ 500 hrs supervised: Y / N 2Yrs: Y / N	
Comments: _____	
Non-Standard: Assessors: _____ Assessors confirmed: ___/___/___	
Report received: ___/___/___ Comments: _____	
Approved: ___/___/___ Notice sent: ___/___/___ Fees received: ___/___/___ Member No. _____	
Not approved: ___/___/___ Comments: _____	
Lapsed: ___/___/___ Comments: _____	

Qualifications and experience

1. I have successfully completed the following course/s in bush regeneration:

Course name & level [copy of certificates, etc. must be attached]	Institution	Year completed

2. I have worked on the following bush regeneration sites:

Site name and location	From (date)	To (date)	No. of hours	Field Supervisor	Employer's business name

Attach another sheet if there is insufficient space. Information must be in this format.

Checklist (tick relevant boxes)

All Applicants:

- I have read and understood AABR's "list of competencies of a bush regenerator". (Refer to AABR website)
- I have completed both pages of this application and signed and dated it.

Standard Applicants:

- I am a Standard Applicant, i.e. I have successfully completed an AABR recognised course in bush regeneration and have at least 500 hours and 2 years field experience under an AABR recognised supervisor.
- I have attached a copy of my successfully completed bush regeneration qualification/s. (Must be provided)

Non-standard Applicants:

I am a Non-standard Applicant as I have achieved the competencies through a pathway different to that stated in "Standard Applicants" for reasons briefly stated on attached page (Applicant must attach reasons). I therefore request Non-standard field assessment at the following site: _____

I declare that all the information in and attached to this application is correct.

Signed: _____ **Date:** _____