

# **NEWCASTLE AND HUNTER VALLEY SPELEOLOGICAL SOCIETY INC CONSTITUTION.**

## **1. NAME**

- 1.1 The name of the society is Newcastle and Hunter Valley Speleological Society Inc.
- 1.2 The short name of the society shall be NEWCAVES.

## **2. INTERPRETATION**

- 2.1 The following terms, unless otherwise indicated shall mean
  - 2.1.1 Society - The Newcastle and Hunter Valley Speleological Society Inc.
  - 2.1.2 Committee - The committee of the Society.
  - 2.1.3 Member - A financial member of the Society.
  - 2.1.4 Male/female genders may be freely interchanged.

## **3. OBJECTS**

- 3.1 The Object of the Society shall be to:
  - 3.1.1 Encourage, foster, promote, develop and extend speleology within the Newcastle and Hunter District community.
  - 3.1.2 Encourage investigation of all types of subterranean phenomena
  - 3.1.3 Place on record the results of such investigations and, with Committee approval, offer them for publication in relevant scientific and other publications.
  - 3.1.4 Encourage the conservation of caves and to endeavour to cooperate with any other bodies in the attainment of such conservation.
  - 3.1.5 Subscribe to, become a member of, to amalgamate and/or cooperate with any other organisation whose Objects are altogether or in part, similar to those of the Society.
  - 3.1.6 Acquire, maintain and dispose of, from time to time, items of plant and equipment necessary or desirable for the attainment of the Society's Objects, and for this purpose to raise such funds and in such manner as the Committee deems appropriate.

## **4. MEMBERSHIP**

- 4.1 Each Membership year of the society shall commence on the first of July.
- 4.2 There shall be three (3) classes of membership:
  - 4.2.1 Novice
  - 4.2.2 Full
  - 4.2.3 Honorary (Life member)
  - 4.2.4 The only non member association to the society shall be:- Subscriber to the societies newsletter.
  - 4.2.5 The qualifications and requirements of each class of membership are detailed in the By-Laws of the Society.
- 4.3 Upon receipt of the prescribed fee, membership shall be open to any persons:
  - 4.3.1 aged 18 years and over who subscribe to the Objects of the Society;
  - 4.3.2 under the age- of 18 years provided that in respect of all Society activities such person(s) are sponsored and accompanied by a parent or guardian or full member and that sponsor accepts full responsibility for the person(s).
- 4.4 Membership may be terminated by:
  - 4.4.1 Lodging with the Secretary written notice of resignation.
  - 4.4.2 Ceasing to be a financial member.
  - 4.4.3 Expulsion - as detailed in the By-Laws.
- 4.5 Discipline: the Society shall establish a code of conduct and reserves to itself the enforcement of such code according to the By-Laws.

## **5. OFFICERS**

- 5.1 Officers are members of NEWCAVES who hold Committee position(s).

- 5.1.1 The Executive Officers are those members of the committee who hold the following positions: President, Vice-President, Secretary and Treasurer.
- 5.1.2 The Committee shall consist of the Executive, Training Officer, Equipment Officer, Editor (Newcaves Chronicles), Librarian, Publicity Officer and Australian Speleological Federation (ASF) Delegate. Note, that the ASF Delegate is nominated by the Executive.
- 5.2 The Committee Shall:-
- 5.2.1 Manage the affairs of the Society in accordance with this Constitution, act in a manner conducive to the well being of the Society, the attainment of its Objects and be subject to the decisions of a General Meeting.
- 5.2.2 Formulate, manage and enforce suitable By-Laws to achieve the above.
- 5.2.3 Be elected at each Annual General Meeting.
- 5.2.4 By ordinary resolution, appoint Member(s) to fill casual vacancies occurring from time to time.
- 5.2.5 Have the power to co-opt such Member(s) to carry out specific roles designated by the Committee.
- 5.2.6 Elect an ASF Delegate to act as councillor on behalf of the Society. The councillor must not be elected for a period exceeding 2 years.
- 5.3 Each Committee member may :
- 5.3.1 With Committee approval, form and disband as necessary a Sub-Committee to assist him in the execution of his duties.
- 5.3.2 Hold only one (1) office on the Executive at any one time, with the proviso that the position of ASF Delegate may be jointly held.
- 5.4 The responsibilities of each Committee member are detailed in the **By-Laws**.
- 6. MEETINGS**
- 6.1 The **ANNUAL GENERAL MEETING** shall be held in June each year.
- 6.2 **GENERAL MEETINGS** shall be held at such times, dates and places as may be decided at the Annual General Meeting.
- 6.2.1 The quorum for General Meetings shall be 6 or more financial members.
- 6.3 A **SPECIAL GENERAL MEETING** shall be convened within 21 days, by the Secretary for reasons as stated in 6.3.1 and 6.3.2.
- 6.3.1 an ordinary resolution of the Committee OR
- 6.3.2 written request signed by six (6) financial Members.
- 6.4 Quorums at all Special General Meetings shall be six (6) members.
- 6.5 In the absence of both the President and Vice-President at any meeting, the Members present shall appoint a Chairman (from the Members present) to conduct that meeting.
- 6.6 NOTICE OF MEETINGS**
- 6.6.1 Notice of all General Meetings shall be given to all financial Members in the Society's newsletter.
- 6.6.2 Should any General Meeting be convened before notice can be given in the newsletter, Members will be notified of such meeting by mail, email or telephone at least seven (7) days in advance.
- 6.7 COMMITTEE MEETINGS**
- 6.7.1 The committee shall meet as often as it deems necessary.
- 6.7.2 Quorums at Committee meetings shall be a majority of Committee members.
- 6.7.3 Any three (3) Committee members may act on behalf of the Society in an emergency provided that at least one (1) such person is an Executive member.
- 6.7.4 An emergency is hereby defined as any situation requiring action by the Society before any of the above meetings can be called.
- 6.8 Should a quorum not be present at any meeting within thirty (30) minutes after the appointed time, the meeting shall be adjourned to such time and place as may be decided by the Members present in accordance with Clauses 6.6.1 and 6.6.2 of this Constitution.
- 6.9 Notice of any such adjournment shall be given to all financial Members and those Members present at the adjourned meeting shall be entitled to carry out the meeting- whether there be a quorum present or

not.

- 6.10 Procedures at all meetings of the Society shall be in accordance with the normal rules of meetings. In cases of dispute, "Guide for Meetings and Organisations"(by N. E. Renton) shall be deemed to be the authority.

## **7. FINANCE**

- 7.1 The financial year of the Society shall commence on the first day of June each year.  
 7.2 The annual membership fee shall be determined at the Annual General Meeting.  
 7.3 No Member shall incur any expenditure on behalf of the Society without the approval of the Committee.  
 7.4 All funds and properties shall be under the control of the Committee and shall be invested, applied, disposed of and used for the well being and promotion of the Society and as authorised by the Committee.  
 7.5 The committee may appoint an Honorary Auditor who may conduct an **audit** of the Society's accounts for the financial year preceding the Annual General Meeting and furnish a report thereon to the Annual General Meeting, if the committee deems necessary.

## **8. GENERAL**

- 8.1 Members shall notify the Secretary of any change of address and relevant personal information.  
 8.2 Every Member shall be deemed to have full knowledge of and shall observe and abide by this Constitution and the By-Laws, Rules and all other resolutions that may be duly passed at General and Committee meetings.  
 8.3 Any notice which may be or is required to be given to a Member under this Constitution or By-Laws shall be deemed to be duly given if handed to, or posted to or otherwise delivered at the Member's address as recorded in the Register of Members maintained by the Secretary.

## **9. DISSOLUTION**

- 9.1 The society may be dissolved by resolution at a Special General Meeting convened for the purpose, provided that the motion for dissolution be supported by three-fourths of the Members present.  
 9.2 The records of the Society shall be offered to the Australian Speleological Federation.  
 9.3 Upon dissolution, all funds, equipment, plant and property of the Society shall thenceforth be offered to any other Society or organisation with similar aims and objectives as decided by the Members present at the meeting for dissolution.

## **10. AMENDMENT OF CONSTITUTION**

- 10.1 This Constitution may be amended by the affirmative vote of two-thirds of the Members present at an Annual or Special General meeting convened for the purpose.  
 10.2 Notice of motion concerning such amendment shall be lodged with the Secretary at least twenty-one (21) days prior to the date of the meeting and at least seven (7) days notice of the proposed amendment shall be given to every member.