

ASSOCIATION OF RANGERS AND CONSERVATIONISTS (VICTORIA)

CONSTITUTION

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1. GENERAL

1.1 NAME

The name of the organization shall be the Association of Rangers and Conservationists Victoria, hereafter called ARC Vic.

1.2 STATEMENT OF PURPOSE / OBJECTIVES

- 1.2.1 To advance sustainable management practices for the conservation and public enjoyment of our natural and cultural resources; by maintaining and enhancing biodiversity, landscape enhancement and conservation, environmental and cultural interpretation, access and recreation collectively described as natural and cultural resource management.
- 1.2.2 The association shall be an organisation to promote and enhance the ranger and other protected area and natural and cultural resource management professions and its spirit; to support management practices that enhance objective one and provide a forum for professional enrichment.
- 1.2.3 The association aims to provide education and other training to develop and/or improve knowledge and skills of rangers and similar protected area, natural and cultural management practitioners. The association shall provide a forum for discussion of common concerns of rangers, protected area, natural and cultural management practitioners to share knowledge and communicate with the public to promote greater public benefit from their work.
- 1.2.4 Foster professional exchange and networking.
- 1.2.5 To establish and maintain the status and standards of practice of those engaged in natural and cultural resource management.
- 1.2.6 Provide a forum for social enrichment.
- 1.2.7 To provide opportunities for connectivity with national and international ranger association activities

1.3 DEFINITIONS

- 1.3.1 “ACT” means the Association Incorporations Act 1981
- 1.3.2 “ASSOCIATION” means the Association of Rangers and Conservationists Victoria.
- 1.3.3 “COMMITTEE” means the committee of management of the Association.
- 1.3.4 “CONSERVATIONIST” means anyone involved in or committed to the practice of protected area, natural and cultural resource management, professionally or voluntarily.
- 1.3.5 “ORGANISATION” refers to those federal, state and territory and local, public, private and not for profit agencies / departments / services of Australia that manage parks, cultural and natural resource systems and of flora and fauna of Australia.
- 1.3.6 “MEMBER” means a member of the Association.
- 1.3.7 “EXECUTIVE MEMBER” means an elected Committee Member.
- 1.3.8 “RANGER” means an employee of an organisation, who works in the field as a natural, cultural resources manager with particular emphasis on operations matters.
- 1.3.9 “RETURNING OFFICER” is a person nominated by the committee for the purpose of conducting a ballot of the association.
- 1.3.10 “PROTECTED AREA” is a clearly defined geographical space, recognised, dedicated and managed through legal or other effective means to achieve the long-term conservation of nature with associated ecosystem services and cultural values. (IUCN Definition 2008)
- 1.3.11 “PROTECTED AREA WORKER” means an employee of a service (Government and Non-Government) who contributes towards the management of a Protected Area in the state of Victoria.

1.4 ALTERATION TO RULES

These rules and the statement of purpose of the Association must not be altered except in accordance with the Act.

2. MEMBERSHIP

2.1 GENERAL

2.1.1 Membership of ARC Vic. is open to anyone in the rule 2.2 and 2.3 who supports Conservation Services or the objectives of the Association.

2.1.2 There will be two main types of membership within the Association; Full Membership and Other Membership. Full Membership allows for full voting rights within the Association but, apart from active Retired Members, voting in not provided for members defined under Other Membership.

2.2 FULL MEMBERSHIP

2.2.1 Full membership of ARC Vic. is open to persons employed in the practice of protected area, natural and cultural resource management in the public, private or not for profit sector

2.3 OTHER MEMBERSHIP

2.3.1 RETIRED MEMBERSHIP

Any person who has been employed by an organisation as a practitioner in protected area, natural and cultural resource management but is retired.

2.3.2 STUDENT MEMBERSHIP

Any person who is currently registered to a University with a student card.

2.3.3 AFFILIATED ASSOCIATIONS

An association formed by and for Rangers or other practitioners in protected area, natural and cultural resource management whose objectives further the professional development of their membership.

2.3.4 LIFE MEMBERSHIP

Any person identified for long and distinguished service to the Association which the Committee will approve.

2.3.5 HONORARY MEMBERSHIP

Any person recognized by the Association for long and distinguished service to the conservation ethic which the Committee will approve

2.4 RESIGNATION

The resignation of a member of the association shall be in writing (addressed to the Secretary) and shall be accepted by the Committee, provided that all fees of the said member to the association have been paid.

2.5 TRANSFER OF MEMBERSHIP

Membership may not be transferred to another member.

2.6 DISCIPLINE, SUSPENSION AND EXPULSION OF MEMBERS

- 2.6.1 If the committee is of the opinion that a member has neglected to comply with the rules of the association or has been guilty of conduct unbecoming a member or prejudicial to the Association the committee may resolve to:
- a) Suspend that member from membership of the Association for a specified period; or
 - b) Expel that member from the association
- 2.6.2 A resolution of the committee under sub-rule 2.6.1 does not take effect unless:
- a) at a meeting held in accordance with sub-rule 2.6.3 the committee confirms the resolution: and
 - b) if the member exercises a right to appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.
- 2.6.3 A member of the committee can confirm or revoke a resolution passed under sub-rule 2.6.1 must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule 2.6.4.
- 2.6.4 For the purpose of giving notice in accordance with sub-rule 2.6.3, the Secretary must, as soon as practicable, cause to be given to the member a written notice:
- a) setting out the resolution the committee and the grounds on which it is based: and
 - b) stating that the member, or his or her representative, may address the committee at the meeting held not earlier than 14 days and not later than 28 days after the notice has been given to that member: and
 - c) stating the date, place and time of that meeting: and
 - d) informing the member that he or she may do one of the following:
 - i) attending the meeting
 - ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution;
 - e) informing the member that if at that meeting, the committee confirms that resolution, he or she may no later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- 2.6.5 At a meeting of the committee to confirm or revoke a resolution passed under sub-rule 2.6.1, the committee must:
- a) give the member, or his or her representative, an opportunity to be heard; and
 - b) give due consideration to any written statement submitted by the member, and
 - c) determine by resolution whether to confirm or revoke the resolution

- 2.6.6 If at a meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after the meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- 2.6.7 If the Secretary receives a notice under sub rule 2.6.6, he or she must notify the committee and the committee must convene a general meeting of the association to be held within 21 days after the date on which the Secretary received the notice.
- 2.6.8 At a general meeting of the association convened under sub-rule 2.6.7
- a) no business other than the question of the appeal may be conducted; and
 - b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - c) the member, or his or her representative, must be given an opportunity to be heard; and
 - d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 2.6.9 A resolution is confirmed if at the meeting, not less than two-thirds of the members vote in person, or by proxy in favour of the resolution. In any other case, the resolution is revoked.

2.7 DISPUTES AND MEDIATION

- 2.7.1 The grievance procedures set out in this rule applies to disputes under this rule between:
- a) a member and another member; or
 - b) a member and the Association
- 2.7.2 The parties to the dispute must meet and discuss the matter in dispute, and if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- 2.7.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the Parties must, within 10 days hold a meeting in the presence of a mediator.
- 2.7.4 The mediator must be:
- a) person chosen by agreement between the parties; or
 - b) in the absence of agreement:
 - i) In the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
 - ii) In the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre or Department of Justice).

- 2.7.5 A member of the Association can be a mediator.
- 2.7.6 The mediator cannot be a member who is party to the dispute.
- 2.7.7 The parties to the dispute must, in good faith attempt to settle the dispute by mediation.
- 2.7.8 The mediator in conducting the mediation must
- a) give parties to the mediation process every opportunity to be heard; and
 - b) allow due consideration by all parties of any written statement submitted by any; and
 - c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process
- 2.7.9 The mediator must not determine the dispute.
- 2.7.10 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act otherwise at law.
- 2.8 PROPERTY INTERESTS**
Any person whose membership in the Association has been terminated shall forfeit all interests in any funds or property of ARC Vic.
- 2.9 REGISTER**
Name of all members shall be entered in a register of members kept by the secretary.
- 2.10 OPERATING YEAR**
For the purposes of general operations, the Association will operate on the Financial Year starting 1st July through to the 30th June.
- 3 SUBSCRIPTIONS**
- 3.1 ANNUAL SUBSCRIPTIONS**
The annual subscription shall be fixed by the committee and shall be due on the 1st July.
- 3.2 OVERDUE**
A member whose annual subscription is more than three months' overdue shall cease to be a member, unless so determined by the committee of ARC Vic.
- 3.3 FUNDS**
All members will serve without pay, but after approval by the committee, may be reimbursed for actual expense incurred while attending to ARC Vic. business.

4 MEETINGS

4.1 ANNUAL GENERAL MEETING

- 4.1.1 The Committee may determine the date, time and place of the annual general meeting of the association
- 4.1.2 The notice convening the annual general meeting must specify that the meeting is an annual general meeting
- 4.1.3 The notice convening the annual general meeting shall be:
 - a) To confirm the minutes of the previous annual general meeting and of the any general meeting held since that meeting; and
 - b) To receive from the committee reports upon transactions of the Association during the last proceeding financial year; and
 - c) To elect officers of the Association and the ordinary member of the committee; and
 - d) To receive and consider the statement submitted by the Association in accordance of section 30(3) of the Act.
- 4.1.4 The annual general meeting may conduct any special business of which notice has been given in accordance with these rules.

4.2 SPECIAL GENERAL MEETING

- 4.2.1 In addition to the annual general meeting, any other general meeting may be held in the same year.
- 4.2.2 All general meetings other than the general meetings are special general meetings.
- 4.2.3 The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- 4.2.4 If but for this sub-rule more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting of the Association
- 4.2.5 The committee must on request in writing of members representing not less than 5 percent of the total number of members, convene a special general meeting of the Association.
- 4.2.6 The request for a special general meeting must;
 - a) State the objects of the meeting; and
 - b) Be signed by the members requesting the meeting; and
 - c) Be sent to the address of the secretary

- 4.2.7 If the committee does not cause a general meeting to be held within one month after the date on which the request is sent to the address of the secretary, the members making the request, or any of them may convene a special general meeting to be held not later than 3 months after that date.
- 4.2.8 If a special general meeting is convened by members in accordance with this rule, it must be convened by the committee and all reasonable expenses incurred in the convening the special general meeting must be refunded by the association to the persons incurring the expenses.
- 4.2.9 Attendance at special general meetings or AGM shall not be restricted to the members' physical attendance. Attendance can be in the form of teleconferencing or other means agreed by the committee of ARC Vic. as may occur though technological developments.

4.3 NOTICE OF GENERAL MEETINGS

- 4.3.1 The Secretary of the Association shall provide to the members at least fourteen (14) days, or if a special resolution has been proposed at least 21 days before the date fixed for the holding of a general meeting of the Association, must notify each member of the association a notice stating the place and time of the meeting and the nature of the business to be conducted at the meeting.
- 4.3.2 Notice may be sent:
- a) by prepaid post to the address appearing in the register of members; or
 - b) By facsimile or electronic transmission
- 4.3.3 A member intending to bring any business before the meeting may notify in writing or electronic transmission, the secretary of that business, who must include that business in the notice calling the next general meeting

4.4 QUORUM FOR ANNUAL AND GENERAL MEETINGS

- 4.4.1 No item of general business may be conducted at the general meeting unless a quorum entitled under these rules is present at the time when the meeting is considered that item.
- 4.4.2 Five members personally present (being full members entitled under these rules to vote at a general meeting) constitute a quorum for the conduct of business of a general meeting.

- 4.4.3 If within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present:
- a) in the case of a meeting convened upon the request of members, the meeting must be dissolved; and
 - b) in any other case the meeting shall stand adjourned and another time and place is specified by the chairperson at the time of the adjournment or by notifying by prepaid post or electronic transmission the members of the change of meeting

- 4.4.4 If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than three) shall be a quorum.

4.5 PRESIDING AT GENERAL MEETINGS

- 4.5.1 The President, or in the President's absence, the Vice-President, shall reside as the Chairperson at each General Meeting of the Association.

- 4.5.2 If the President and Vice-President are absent from a general meeting, or are unable to preside. The members present must select one of their numbers to preside as Chairperson.

4.6 VOTING AT GENERAL MEETINGS

- 4.6.1 Upon any question arising at a general meeting of the Association a member has one vote only
- 4.6.2 All votes must be personally or by proxy
- 4.6.3 In case of an equality of voting on a question, The Chairperson of the meeting is entitled to exercise a second casting vote.
- 4.6.4 A member is not entitled to vote at a general meeting unless all monies due and payable by the member to the association have been paid.

4.7 PROXY

Each affiliated association can nominate a proxy for their elected committee member if they are unable to attend a meeting. That proxy shall be authorised in writing by the executive of that affiliate of the Association. Individual members of ARC Vic. may nominate another member of ARC Vic. to act as a proxy for the purpose of indicating voting preferences.

4.8 MANNER OF DETERMINING WHETHER RESOLUTION IS CARRIED

If a question arising at a general meeting of the Association is determined on a show of hands the Chairperson shall declare by that a resolution has been:

- a) Carried;
- b) Carried unanimously or,
- c) Lost

An entry to that effect in the minutes is to be recorded.

4.9 MOTIONS

4.9.1 Motions to be voted on shall be forwarded in writing to the Secretary

4.9.2 A motion shall be passed when agreed to by a simple majority of members present at Committee Meeting and Extraordinary Meetings

4.10 AMENDMENTS

4.10.1 Motions to amend the constitution may be moved by any full member, seconded and supported by 75% majority of members.

- at least 75 per cent of the members who vote at the meeting (whether they vote in person or, if the rules allow, by proxy) vote in favour of the resolution to change the rules, and
- any further relevant requirements from the rules have been met.

4.10.2 Any amendment can be made by a referendum of full members

4.10.3 Any amendment passed by a referendum needs 75% majority of responding members.

4.10.4 The scrutineer shall be appointed by the Committee, to assist the Returning Officer or such referendum matters.

5 OFFICE BEARERS AND COMMITTEE MEMBERS

- 5.1**
- a) The office bearers and other delegates shall constitute the committee of the Association.
 - b) There will be up to eighteen committee members.
 - c) The Committee members are to be elected from the holders of full membership of ARC Vic.
 - d) The office bearers and other delegates shall constitute the committee of the Association.
 - e) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
 - f) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
 - g) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.

5.2 OFFICE BEARERS

The Officers of the association shall be:

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer
- e) Communications and Engagement Officer
- f) Regional Representatives
- g) General Committee Members

5.2.1 The President shall:

- a) Be spokesperson of ARC Vic.
- b) Interpret the Constitution
- c) Represent ARC Vic. on the policies of ARC Vic.
- d) Be Chairperson at Committee Meetings
- e) Be the relationship manager with Parks Victoria, Phillip Island Nature Parks, International Ranger Federation, Thin Green Line Foundation and other key partnership organisation's determined by the Committee

5.2.2 The Vice -President shall:

- a) Act as deputized President in the President's absence
- b) Act as the main facilitator for communications between each Organisation's representatives
- c) Attend Committee Meetings of ARC Vic.
- d) Be the relationship manager with other Oceania Ranger Associations, and others determined by the President.
- e) Act as General Manager and maintain oversight and coordination of the business of the ARC Vic and the Officers and Committee members

- 5.2.3 The Secretary shall:
- a) Keep minutes of all Committee Meetings and extraordinary meetings.
 - b) Make available, upon request by a member, minutes of Committee meetings and extraordinary Committee meetings
 - c) Make available, upon request by a member, a copy of the Constitution
 - d) Present incoming correspondence to Committee Meetings
 - e) Be responsible for outgoing correspondence passed by motion at Committee meetings
 - f) Keep proper records of incoming and outgoing correspondence
 - g) Manage the correspondence contact list of members
 - h) Attend Committee meetings of ARC Vic.
- 5.2.4 The Treasurer shall:
- a) Establish and maintain a bank account bearing the name of ARC Vic.
 - b) Pay into the account all Monies paid to ARC Vic.
 - c) Issue receipts for all Monies paid to ARC Vic.
 - d) Pay all accounts passed for payment by motion at the Committee Meetings.
 - e) Keep a proper record of the receipts and payments of ARC Vic.
 - f) Present a financial report to each Committee meeting
 - g) Keep a record of all financial members
- 5.2.5 The Communications and Engagement Officer shall:
- a) Produce regular issues of the ARC Vic. newsletter
 - b) Arrange distribution of the ARC Vic. newsletter to Members
 - c) Shall drive the promotion of ARC Vic., its purpose, activities and events through a range of marketing and publicity tools, including but not limited newsletters and social media
 - d) Attend Committee Meetings of ARC Vic.
- 5.2.6 Regional Representatives shall:
- a) Ensure regular contact with protected area, natural and cultural resource management practitioners within their regional or designated areas
 - b) Encourage rangers and protected area, natural and cultural resource management practitioners in their regional or designated areas to join ARC Vic.
 - c) Attend Committee Meetings of the ARC Vic.
- 5.2.7 General Committee Members shall:
- a) Attend Committee Meetings of the ARC Vic.
 - b) Assist with the development and delivery of ARC Vic business.
- 5.2.8 The Committee shall:
- a) Resolve the policies of the Association
 - b) All elections shall be carried out in accordance with section
 - c) A committee member shall not hold more than one Office Bearer position

5.3 PUBLIC OFFICER

There will be a public officer appointed by the Committee

5.4 TERMS AND SELECTION OF OFFICERS AND COMMITTEE MEMBERS

- 5.4.1
- a) The office and committee members of ARC Vic shall be elected at the Annual General Meeting (AGM) and shall take office at the conclusion of the AGM at which they are selected.
 - b) They shall hold office for a period of two (2) years.
 - c) Half the committee positions will be vacated and new members elected every 12 months on a rotating basis between positions to ensure continuity within the committee.

5.4.2 Retiring Committee Members shall be eligible for re-election

5.5 VACANCY OF OFFICE

The office of a committee member of ARC Vic. becomes vacant if the Officer or Committee person:

- a) dies;
- b) resigns their office by writing to the Secretary;
- c) fails to do their duties of the office after being required to do so by the Committee;
- d) after they have received notice in writing signed by the Secretary/ Treasurer stating that they have ceased to be a financial member of ARC Vic.

5.6 PRESIDENT

If the position of President becomes vacant, the Vice-President shall undertake the duties of the remainder of the term of Office and the position of Vice-President shall be filled under sub-rule 5.7.

5.7 COMMITTEE MEMBER VACANCY

Should a vacancy occur on the Committee, the committee can elect a full member to act in that office for the remainder of that term.

5.8 ELECTION OF COMMITTEE MEMBERS

Nominations of candidates for elections of officers of the Association or as ordinary members of the committee must be:

- 5.8.1 Endorsed by two members of the Association and accompanied by the consent of the candidate
- 5.8.2 Nominations shall be forwarded to the Secretary
- 5.8.3 A candidate may only be nominated for one office, or as any ordinary member of the committee, prior to the annual general meeting

- 5.8.4 If insufficient nominations are received to fill all the vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.
- 5.8.5 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected
- 5.8.6 If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- 5.8.7 The ballot for the selection of officers and ordinary members of the committee must be conducted at the annual general meeting in such a manner that the committee may direct.
- 5.8.8 Election of the Executive Members shall be decided by counting of the first preference votes
- 5.8.9 The Returning Officer shall solicit any assistance deemed necessary for the proper conduct of the elections
- 5.8.10 At the Annual General Meeting, full members shall elect by ballot in the following order:
1. President
 2. Vice-President
 3. Secretary
 4. Treasurer
 5. Communications and Engagement Officer
 6. Regional Representatives
 7. General Committee Members

6 QUORUM FOR COMMITTEE MEETINGS

- 6.1.1 Any four (4) members of the Committee constitute a quorum for the conduct of business of a meeting of the committee
- 6.1.2 No Business may be conducted unless a quorum is present
- 6.1.3 If within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present:
- a) In the case of a special meeting, the meeting lapses
 - b) In any other case, the meeting shall stand adjourned and the Chairperson shall nominate another time and place for that meeting.

7 FUNDS

7.1 TREASURER'S RESPONSIBILITIES

7.1.1 The treasurer will collect and receive all moneys due to the association, and make all payments authorised by the Association

7.1.2 The Treasurer will keep correct account books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the association.

7.2 SIGNATORIES

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by a nominated member of the committee.

7.3 SOURCE OF FUNDS

The funds of the Association shall be derived from annual subscriptions, donations and such other sources as the committee determines. There are no entrance fees.

8 SEAL

8.1 CUSTODY

The common seal of the Association must be kept in the custody of the Secretary.

8.2 AUTHORITY TO USE

The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signature of two members of the committee, or of one member of the committee and one public officer of the Association.

9 BOOKS AND RECORDS

9.1 CUSTODY

Except as otherwise provided in these Rules, the Secretary must keep in his or her control all books, documents and securities of the Association.

9.2 INSPECTION

All accounts, books, securities and any other relevant documents of the association must be available for inspection free of charge by any member upon request.

9.2.1 A member may make a copy of any accounts, books, securities and any other relevant documents of the Association

10 NATIONAL AND STATE AFFAIRS

The general welfare of the nature conservation and cultural heritage is a concern to members of ARC Vic. and the merits of any public question involving such welfare shall be proper subjects of fair and intelligent study and discussion before any meeting of ARC Vic. for enlightenment of its members in forming their individual opinion. ARC Vic. will be apolitical

11 BYLAWS

ARC Vic. may adopt bylaws. These bylaws must be consistent with this constitution and that embody additional provisions for the efficient and good government and management of ARC Vic. Such bylaws may be amended from time to time as herein provided.

12 INTERPRETATION

Throughout this Constitution, pronouns of either masculine or feminine shall include each other.

13 DISSOLUTION OF ASSOCIATION

In the event of the association being dissolved the amount which remains after such dissolution and the satisfaction of all debts and liabilities, shall be paid and applied by the committee in accordance with the powers to any Conservation, Wildlife or Environmental Fund, Institution or Authority which is a non-profit organisation.