

# VICTORIAN. RANGER ASSOCIATION



## CONSTITUTION

### 1 GENERAL

#### 1.1 Name

The name of the organisation shall be the Victorian Ranger Association, here in after called the V.R.A.

#### 1.2 Objective

1.2.1 To advance sustainable management practices for the conservation and public enjoyment of our natural and cultural resources; by maintaining and enhancing bio-diversity, landscape enhancement and conservation, environmental 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 profession and its spirit; to support management practices that enhance objective one and to 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. The association shall provide a forum for discussion of common concerns of rangers, to share knowledge and communicate with the public to promote greater public benefit from their work.

1.2.4 Foster professional exchange.

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.

#### 1.3 Definitions

1.3.1 '**Association**' means the Victorian Ranger Association.

1.3.2 '**Organisation**' refers to those federal, state and territory agencies / departments / services of Australia that manage parks, natural and cultural resource systems and or the flora and fauna of Australia.

1.3.3 '**Member**' means a Member of the Association

1.3.4 '**Executive Member**' means an elected Committee Member.

1.3.5 '**Ranger**' means an employee of an Organisation, who works in the field as a natural, cultural resource manager with particular emphasis on operations matters.

1.3.6 '**Returning Officer**' is a person nominated by the committee for the purpose of conducting a ballot of the Association.

## **2 MEMBERSHIP**

### **2.1 General**

- 2.1.1** Membership to the V.R.A is open to anyone who supports conservation Services or the objectives of the Association.
- 2.1.2** There will be two mains groups 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 is not provided for members defined under Other Membership.
- 2.1.3** A ranger shall become a member of the V.R.A. by paying an annual subscription.
- 2.1.4** The annual subscription shall be resolved by the Committee
- 2.1.5** Any amendments to the annual subscription shall become current on the 1<sup>st</sup> July following the annual Committee Meeting of that year

### **2.2 Full Membership**

- 2.2.1** Full membership to the V.R.A. is open to persons employed by an organisation as a Parks, Wildlife or Conservation Ranger or such other classification within a Service where the duties performed are equal or similar to the classification of a Ranger.

### **2.3 Other Membership**

#### **2.3.1 Retired Membership**

- Any person who has been employed by an organisation as a Ranger but is now retired.

#### **2.3.2 Affiliated Associations**

- An association formed by and for Rangers whose objectives further the professional development of their membership.

#### **2.3.3 Associate Membership**

- Any person or group who are actively engaged in activities that are commensurate with the objectives of the V.R.A.

#### **2.3.4 Supporting Membership**

- Any person or group who supports the objectives of the V.R.A.

#### **2.3.5 Life Membership**

- Any person identified for long and distinguished service to the Association.

#### **2.3.6 Honorary Membership**

- Any person recognised by the Association for long and distinguished service to the conservation ethic.

## **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 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 the V.R.A. may nominate another member of the V.R.A. to act as a proxy for the purpose of indicating voting preference.

## **2.6 Property Interests**

- Any person whose membership in the Association has been terminated shall forfeit all interest in any funds or other property of the V.R.A.

## **2.7 Register**

- Name of all members shall be entered in a register of members kept by the secretary.

## **2.8 Transfer of membership**

- Membership may not be transferred to another person.

# **3 SUBSCRIPTIONS**

## **3.1 Annual Subscriptions**

- The annual subscriptions 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 the V.R.A.

## **3.3 Funds**

- All members will serve without pay, but, after approval by the Committee, may be reimbursed for actual expenses incurred while attending to V.R.A. business.

# **4 OFFICE BEARERS AND COMMITTEE MEMBERS**

## **4.1 Introduction**

- The office bearers and other delegates shall constitute the committee of the Association.
- There will be up to eighteen committee members
- That the Committee members be elected from holders of full membership of the V.R.A.

## **4.2 Office Bearers**

- The Officers of the association shall be:
  - The President
  - The Vice-President
  - The Secretary
  - The Treasurer

- The Editor
- Regional Representatives

#### **4.2.1 PUBLIC OFFICER**

- There will be a public officer appointed by the V.R.A.

### **4.3 Term and Selection of Office and Committee Members**

**4.3.1** The office and committee members of the V.R.A shall be elected at the Annual General Meeting (A.G.M) and shall take office at the conclusion of the A.G.M at which they are elected. They shall hold office for the period of one year.

**4.3.2** Retiring Committee Members shall be eligible for re-election.

## **5 VACATION OF OFFICE**

### **5.1 Vacancy**

- The office of a Committee member of the V.R.A. 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 office after being required to do so by the Committee;
  - d) fails to pay all arrears of subscriptions due by them within 30 days after they have received notice in writing signed by the Secretary/Treasurer stating that they have ceased to be a financial member of the V.R.A.

### **5.2 President**

- If the position of President becomes vacant, the Vice-president shall under take the duties for the remainder of the term of Office and the position of Vice-president shall be filled under clause 5.3

### **5.3 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.

## **6 MEETINGS**

**6.1** There shall be a minimum of one meeting a year and the Committee may call other meetings as required.

**6.2** Notice of general meetings shall be provided by the secretary to members at least fourteen days before the date of the meeting.

**6.3** A quorum at Committee meetings shall consist of either President or Vice-President plus either Secretary or Treasurer plus 4 committee members. A quorum of the A.G.M shall be a quorum of the Committee plus seven other members.

**6.4** No business may be conducted unless a quorum is present

**6.5** Any motion, other than to amend the Constitution moved by a Member and seconded by another Member and shall be voted on by all members present at the meeting

**6.6** Motions to be voted on shall be forwarded in writing to the Secretary

- 6.7 A motion shall be passed when agreed to by simple majority of Members present at Committee Meeting and Extraordinary Meetings.

## **7 EXTRAORDINARY MEETINGS**

- 7.1 The President shall call an Extraordinary Committee Meeting providing that he/she gives reasons for doing so.
- 7.2 The President shall notify the Secretary of the date and venue of the Extraordinary Committee Meeting
- 7.3 Notice of Extraordinary Committee Meetings shall be sent to Members by the Secretary at least seven days before the date of the meeting.

## **8 AMENDMENTS**

- 8.1 Motions to amend the Constitution may be moved by any full member, seconded and supported by no fewer than five other full members.
- 8.2 Any amendment can be made by a referendum of full members.
- 8.3 An amendment passed by referendum needs a clear majority of responding full members.
- 8.4 The scrutineer shall be appointed by the Committee, to assist the Returning Officer or such referendum matters.
- 8.5 Attendance at 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 the V.R.A. as may occur through technological developments.

## **9 ELECTIONS**

- 9.1 A nomination for a position on the Committee shall be signed by the nominee, the nominator and the seconder
- 9.2 Nominations shall be forwarded to the Returning Officer
- 9.3 Election of Members onto the Committee shall be by secret ballot at the Annual General Meeting.
- 9.4 Election of Executive Members shall be decided by counting of first preference votes
- 9.5 The Returning Officer shall solicit any assistance deemed necessary for the proper conduct of elections.

## **10 AUDITOR**

- An Auditor shall be appointed to report on the financial transactions of the V.R.A. and shall present a report for presentation at the AGM.

## **11 NATIONAL AND STATE AFFAIRS**

- 11.1 The general welfare of the nature conservation and cultural heritage is a concern to members of the V.R.A. 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 the V.R.A. for the enlightenment of its members in forming their individual opinion.

**11.2** The V.R.A. will be apolitical.

## **12 BYLAWS**

- The V.R.A. 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 the V.R.A. Such bylaws may be amended from time to time as herein provided.

### **12.1 The President shall**

- be spokesperson of the V.R.A.
- interpret the Constitution
- represent the V.R.A. on the policies of the V.R.A.
- be chairperson at Committee meetings.

### **12.2 The Vice-President shall:**

- Act as the deputised President in the Presidents absence.
- Act as the main facilitator for communications between each Organisations representatives.
- Attend Committee meetings of the V.R.A.

### **12.3 The Secretary shall:**

- Keep minutes of all Committee meetings and extraordinary Committee meetings.
- Make available, upon request by a member, minutes of Committee meetings and extraordinary Committee meetings.
- Make available, upon request by a member, a copy of the Constitution.
- Present incoming correspondence to Committee Meetings.
- Be responsible for outgoing correspondence passed by motion at Committee meetings.
- Keep proper records of incoming and outgoing correspondence.
- Keep a register of membership.
- Attend Committee meetings of the V.R.A.

### **12.4 The Treasurer shall:**

- Establish a bank account bearing the name of the V.R.A.
- Pay into the account all Monies paid to the V.R.A.
- Issue receipts for all Monies paid to the V.R.A.
- Pay by cheque all accounts passed for payment by motion at Committee meetings.
- Keep a proper record of the receipts and payments of the V.R.A.
- Present a financial report to each Committee meeting.
- Make available financial records of the Association requested by the Auditor
- Make available financial records of the Association requested by the Honorary Auditor.
- Attend Committee meetings of the V.R.A.

### **12.5 The Editor shall**

- Produce regular issues of the V.R.A. newsletter (Close range)
- Arrange distribution of the V.R.A. newsletter to V.R.A. members
- Attend Committee meetings of the V.R.A.

## **12.6 Regional Representatives shall**

- Ensure regular contact with Rangers within their regional areas
- Encourage rangers in their regional areas to join the V.R.A.
- Attend Committee meetings of the V.R.A.

## **12.7 The Committee shall**

**12.7.1** Resolve the policies of the Association

**12.7.2** All elections shall be carried out in accordance with section

**12.7.3** A committee member shall not hold more than one Office Bearer position

**12.7.4** At the Annual General Meeting full members shall elect by secret ballot office bearers in the following order :

- President
- Vice- president
- Secretary
- Treasurer
- Editor
- Regional Representatives

## **13 INTERPRETATION**

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

## **14 DISSOLUTION OF ASSOCIATION**

- In the event of the association being dissolved the amount which remains after such a dissolution and the satisfaction of all debts and liabilities, shall be paid and applied by the committee in accordance with their powers to any Conservation, wildlife or environmental fund, institution or authority which is a non-profit organisation.

## **15 Draft V.R.V. Constitution 30/08/99 Please add any suggested changes in italics Thanks Gary Summers**