

**CONSTITUTION FOR THE
GRANTVILLE AND DISTRICTS FORESHORE RESERVE
COMMITTEE OF MANAGEMENT**

TABLE OF CONTENTS

- 1. Aim**
- 2. Objectives**
- 3. Membership**
- 4. Meetings**
- 5. Annual General Meeting**
- 6. Election of Office Bearers**
- 7. Records**
- 8. Finance**
- 9. Amendment to Constitution**

Constitution

1. AIM

To improve the management of the foreshore reserve for the benefit of the broader community and the longer term conservation of the foreshore environment.

2. OBJECTIVES

To provide the community with the best possible reserve management, in accordance with the provisions of the Crown Land (Reserves) Act 1978, Regulations and Policies by providing assistance in:

- Improving public access and amenity
- Improving community awareness through increased consultation and information sharing
- Identification and removal of weeds
- Removal of unauthorized objects and litter from foreshore
- Construction or repair of sea walls found to be necessary
- Removal of debris from collapsed sea wall
- Supporting strategic solutions to tackle erosion including seagrass replanting and mangrove re-vegetation in non-residential areas: ie. no plantings along the Frederick Drive Foreshore or between Pier Rd and the end of Malcolm Drv foreshore.

3. MEMBERSHIP

Committee membership is skills based completed by an Expression of Interest process every three years by the Department of Sustainability and Environment.

3.1 CATEGORIES OF MEMBERSHIP

N/A

3.1 MEMBERSHIP REQUIREMENTS

- 3.2.1 Committee members are expected to attend all meetings, but illness, family crisis or other good reasons may result in absences. The Chair, Secretary or other office bearer should be contacted to tender apologies, which will be recorded in the Minutes. Any members position on an incorporated committee can become vacant if they are absent for more than 4 consecutive meetings without good reason.
- 3.2.2 Members failing to meet the minimum requirements during a twelve month period may be asked to explain their absence with the committee considering a possible recommendation to the Minister that their appointment be withdrawn.
- 3.2.3 Act in accordance with the code of conduct for Committees of Management

4. MEETINGS

- 4.1 The Committee shall meet monthly on the second Friday of the month.
- 4.2
- 4.3 All meetings are to be chaired by the Chairperson or in their absence a person agreed to by the Committee.
- 4.4 Any Notices of Motion should be forwarded to the Secretary in writing, not less than one week before a meeting.
- 4.5 The quorum for the Committee shall be half the members of the Committee of Management.
- 4.6 A motion shall be considered as carried if it receives a majority of votes of members present and eligible to vote.
- 4.7 Meetings are to be open to the public and conducted in accordance with the 'Committee of Management Responsibilities and Good Practice Guidelines'
- 4.8 If a motion, other than a motion for election of office bearers of the Committee receives an equality of vote, the person chairing the meeting has a casting as well as a deliberate vote.
- 4.9 A special meeting may be called by the Chairperson or Secretary. Only business that is specified in the notice of Special meeting will be dealt with at such meetings.
- 4.10 A notice for a special meeting must be in writing and specify the date, time and place for such meeting as well as the business to be conducted at that meeting.
- 4.11 The agenda for meetings shall be as follows :
- Declare meeting open
 - Record Attendance
 - Apologies
 - Minutes of previous meeting
 - Confirmation of minutes of previous meeting
 - Business arising from previous minutes
 - Correspondence (1) Outward
(2) Inward
 - Financial report
 - Reports
 - Notices of Motion (if any)
 - General Business
 - Meeting close

5. ANNUAL GENERAL MEETING

- 5.1 The Committee shall hold an annual general meeting in the month of November each year.
- 5.2 The date and place of the Annual General Meeting will be advised to members one month before the Annual General Meeting occurs.

5.3 The Secretary must at each Annual General Meeting :

- i. Table the accounts of the Committee.
- ii. Make a full report on the activities and financial position of the Committee.
- iii. Ensure that a full report of the activities is made.

6. ELECTION OF OFFICERS

Election of Chair, Secretary, Treasurer - consensus vote from Committee Members.

7. RECORDS

7.1 The treasurer must ensure that the following books are established and maintained.

- Cash receipt book
- Cash payment book
- Bank pay in book
- A bound Minute Book with numbered pages
- Records of approval for fund raising activities
- Financial records of fund raising activities
- Petty Cash Book

7.2 All the above-mentioned books shall be kept for not less than five years.

8. FINANCE

8.1 The Committee will have bank accounts as follows :

- One Cheque account (known as the General Purpose Account)
- One Savings Account or Term Deposit Account

8.2 No other bank accounts are to be opened unless approved by the Committee.

8.3 All monies that are received by or on behalf of the Committee are to be paid into the General Purpose Account.

8.4 All payments that are made by or on the behalf of the Committee are to be made from the General-purpose account.

8.5 The Committee shall advance the Treasurer \$50 as petty cash.

8.6 All petty cash expended must be approved by the Committee.

8.7 Items over \$ 50.00 are not to be purchased by petty cash.

8.8 A receipt must be obtained for any purchase over \$2.00 from the petty cash account.

8.9 All expenditure from petty cash is to be documented in the petty cash book.

8.10 A Committee cheque must be signed by any two (2) of the following:

- The Chairperson,
- The Secretary/treasurer,

- 8.11 All payments other than those made by petty cash are to be made by cheque.
- 8.12 The Secretary/Treasurer must at each meeting present to the Committee a financial report.
- 8.13 Committee assets no longer required remain property of the crown and any intention for disposal should first obtain the approval of the Department of Sustainability and Environment.
- 8.14 The Secretary/Treasurer is to ensure that the Committee finances and records are audited annually, and a report of such presented to the Annual General Meeting with a copy forwarded to the DSE Regional Office.

9. AMENDMENT TO CONSTITUTION

- 9.1 Any amendments to this Constitution must be made by notice of motion, which is tabled for at least one month prior to the next meeting and is dealt with at the following meeting.
- 9.1.1 Any proposed amendment must be supported by not less than $\frac{2}{3}$ of those present and eligible to vote.