

Australian Native Plants Society, Canberra Region Inc.

Council Operating Procedures

Membership fees

- 1 The membership fee for an Ordinary Member shall be:
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| i. Members other than those referred to in (ii), (iii) and (iii) | \$35 per annum |
| ii. If the member is a pensioner, a full-time student, or is unemployed | \$18 per annum |
| iii. Honorary life member | \$0 per annum |
| iv. If the member is the spouse or child of a member to whom either (i), (ii), or (iii) apply | \$0 per annum |

Notice of Council meetings

- 2 The secretary should, at least two working days before a proposed meeting of Council, email all members of Council with:
- A notice of the meeting time and place;
 - The Agenda for the meeting;
 - Draft minutes from the previous meeting, including any matters dealt with under para 4 since the previous meeting; and
 - Any documents relevant to matters to be decided at the meeting.

Incoming Council First Meeting

- 3 Delegations agreed to at Council's first meeting can include:
- Treasurer—
 - payments to member growers following plants sales
 - reimbursement to shade house and hotbed hosts and minders for running costs and repairs
 - membership of study groups
 - levy payments to ANPSA
 - payments for printing
 - payments of invoices up to a value of \$1000
 - Book Seller—purchase of books
 - Label Producer—expenditure in relation to label printer maintenance
 - Plant Sale Coordinator—purchase of routine items associated with plant sales (including “café vouchers” for volunteers)
 - Propagation Coordinator—purchase of propagation consumables and incidentals
 - Journal Editor—raising of invoices for printing of the Journal
 - Bulletin Editor—raising of invoices for printing of the Bulletin
 - Meeting refreshment organizer—purchase of consumables for post-monthly meeting refreshments

Where Council makes decisions between meetings

- 4 Where a matter before Council involving an unforeseen or unexpected expenditure of more than \$1000 requires a decision before the next scheduled meeting, the following procedure applies:
- The secretary shall email each member of Council notice of the matter to be decided, and all relevant documents;

- ii. Council members will be provided a period of at least two days to provide comments;
- iii. After the end of the period in (ii), Council members will be provided with a period of at least two days to indicate whether they support, oppose, or abstain with respect to the proposed decision; and
- iv. The proposed decision requires the support of at least 50% of all Council members to proceed.
- v. For decisions involving less than \$1000, support from a majority of Council members responding is required for the proposal to proceed.

Access to Register of Members

5.1 Where a member has requested an inspection of the register of members Council:

- i. must allow the request; or refuse the request;
- ii. must refuse the request to the extent that it would allow the member to access any personal information restricted under section 6 below; and
- iii. may refuse the request if satisfied that the member sought the inspection to use information on the register for a purpose that was:
 - a) not directly related to the management or the purposes of the association; or
 - b) prohibited by the rules of the association; or
 - c) improper.

(A dispute arising from this decision may be dealt with under the Society's dispute resolution procedure).

5.2 If Council allows the request, the register of members must be available for inspection by the member:

- i. at a reasonable time or any time stated for the purpose in the rules of the association; and
- ii. at:
 - a) the address of the Public Officer; or
 - b) another place in the ACT nominated by Council.

Restriction of Access to Personal Information

6.1 A member of the Society may apply to Council to restrict access to personal information of the member recorded in the register of members.

6.2 The application may seek to restrict access so that the personal information is available only to:

- i. the public officer; and
- ii. members of the committee other than a stated member or stated members of the committee.

6.3 The request may be made by:

- i. the person; or
- ii. if the person is a child—a parent or guardian of the person.

6.4 Council must:

- i. if satisfied that there are special circumstances which justify doing so, agree to the request; or
- ii. refuse the request.

6.5 If Council refuses the request, Council must notify the person who made the request, in writing, about the decision and give reasons for the decision.

6.6 If Council refuses the request, Council must not release the personal information without the consent of the person unless at least 28 days have passed since Council gave notice to the person under subsection 6.5.

(A dispute arising from this decision may be dealt with under the Society's dispute resolution procedure).

Date of Effect: 10 December 2019